



# Recommended vehicle inspection form

Version 1.0

7 December 2023

## Purpose of this form

The vehicle inspection form included in this document can be approved by self-containment certification authorities (**Certification Authorities**) for use by their appointed Vehicle Inspector(s). The form is intended to assist Certification Authorities in ensuring that vehicle inspections are carried out in accordance with:

- the [Plumbers, Gasfitters, and Drainlayers \(Self-Contained Vehicles\) Regulations 2023](#) (the **Regulations**); and
- the [Plumbers, Gasfitters, and Drainlayers Board \(Motor Vehicle Inspections\) Notice 2023](#) (the **Notice**).

The form does this by setting out what is required to be inspected and verified during a vehicle inspection (in accordance with the Regulations and the Notice) and prompting the Vehicle Inspector to record their assessment and findings following inspection and verification.

Using the vehicle inspection form does not replace the need for Certification Authorities and Vehicle Inspectors to know and comply with the requirements of the Plumbers, Gasfitters, and Drainlayers Act 2006, the Regulations, and the Notice.

Certification Authorities may choose to approve a different vehicle inspection form than the one included in this document for use by their appointed Vehicle Inspector(s). Vehicle inspection forms must (at a minimum) include the information required to be recorded in Schedule 1 of the [Notice](#).

## How to use this form

Vehicle Inspectors should complete the “Owner and vehicle details” section of the vehicle inspection form (noting that in some cases the Certification Authority may already hold some or all of the information in that section), inspect and verify each item contained in the subsequent sections, and record their assessment and findings where indicated.

The vehicle inspection form contains reference to the relevant sections of the **Vehicle inspection guidance**, available on the Plumbers, Gasfitters, and Drainlayers Board's website.<sup>1</sup> The Vehicle inspection guidance aims to help Vehicle Inspectors and Certification Authorities to determine whether a vehicle's facilities meet the requirements for self-containment.

Vehicle Inspectors should contact their Certification Authority if they have any questions about the vehicle inspection requirements contained in the Notice, or whether a vehicle's facilities meet the requirements contained in the Act and the Regulations.

Items in the vehicle inspection form marked with an (\*) are required to be recorded in accordance with the [Notice](#).

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<sup>1</sup> [www.pgdb.co.nz](http://www.pgdb.co.nz)

# Vehicle inspection form

## Owner and vehicle details

Owner and vehicle details	Record
<b>*Name of Vehicle Inspector</b>	
<b>Date of inspection</b>	
<p><b>*Does the Vehicle Inspector have any interest in the vehicle?</b> For example, does the inspector own the vehicle, or have any financial or other interest in the vehicle being inspected?</p>	<p>Tick one:  <input checked="" type="checkbox"/> No    <input type="checkbox"/> <b>Yes – record detail of interest:</b></p> <p><i>Note: If yes, inform the Certification Authority and record agreed steps to mitigate any actual or perceived conflict of interest (this step is not necessary if you have previously informed the Certification Authority of the interest and the Certification Authority has confirmed it does not need to be informed of the interest for any future inspections of the vehicle).</i></p>
<b>*Name of vehicle owner</b>	
<b>*Address of vehicle owner</b>	
<b>*Contact details of vehicle owner</b>	Phone: _____ Email: _____
<b>*Name of person arranging inspection</b> (If different to vehicle owner)	
<b>*Address of person arranging inspection</b> (If different to vehicle owner)	
<b>*Contact details of person arranging inspection</b> (If different to vehicle owner)	Phone: _____ Email: _____
<b>*Type of vehicle</b>	
<b>*Make and year of vehicle</b>	Make: _____ Model: _____ Year: _____
<b>*Registration number of vehicle</b> If no registration number record VIN number, chassis number and/or serial number.	

# 1 Water supply system and loading mechanism

A vehicle must have:

- a water supply system that stores and conveys water in a secure manner that prevents contamination of the water; and
- a means of loading water into the vehicle securely and in a way that does not contaminate that water.

VI guidance ref.	Inspect and verify	Record assessment and findings
1.1, 1.3 -1.5, 1.9	The vehicle's water storage tank(s) and water onloading mechanism	*Number of water tanks: *Total capacity of water tanks (litres): *Material tanks are constructed from: *Water tank type: <input type="checkbox"/> Fixed <input type="checkbox"/> Portable *Water inlet diameter (mm): *Water inlet seal type:
1.7, 1.11	Water storage tanks are: <ul style="list-style-type: none"> <li>• adequately supported and secured to avoid creating any hazard while the vehicle is in motion, and</li> <li>• securely mounted</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No    Comment: *Description of water storage tank(s) supports:
1.5	Water storage tanks are protected from risk of deterioration from sun exposure	Must be one or both: <input type="checkbox"/> Water storage tanks are made of UV resistant materials <input type="checkbox"/> Water storage tanks are stored in a way that avoids exposure to sunlight
1.6	Water storage tanks are protected from risk of growth of legionella bacteria	Must be one or both: <input type="checkbox"/> Water storage tanks are located away from heating sources <input type="checkbox"/> Water storage tanks are sufficiently insulated
1.8	Water storage tanks are constructed in a way that allows air to enter the tank to displace water	<input type="checkbox"/> Yes <input type="checkbox"/> No    Comment:
1.10, 1.15	Water supply system is protected from contamination from external sources	<input type="checkbox"/> Yes <input type="checkbox"/> No    Comment:
1.11	Water storage tanks are capped to avoid leaks from water movement	<input type="checkbox"/> Yes <input type="checkbox"/> No    Comment:
1.12	Water supply system can store and reticulate water to vehicle's other facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No    Comment:

1.3, 1.4, 1.14, 1.17, 1.19	<p>Water supply system is installed in a sound and appropriate manner that:</p> <ul style="list-style-type: none"> <li>• avoids the likelihood of contamination</li> <li>• uses components that will not contaminate the water</li> <li>• pipes water to sanitary fixtures and appliances at flow rates that are adequate for the correct functioning of those fixtures and appliances under normal conditions</li> </ul>	<p>Water supply system is installed in a sound and appropriate manner:  <input type="checkbox"/> Yes    <input type="checkbox"/> No    Comment:</p>
1.16	<p>Water reticulation pipes are fitted in a way that ensures they do not fail or leak at the system's design pressure</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No    Comment:</p>
1.5, 1.18	<p>Water supply pipes and fittings (including tank(s)) are made from an opaque material that is suitable for contact with potable water</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No    Comment:</p>
1.2, 1.13	<p>Overall, the water supply system (including the water supply tank(s)) is otherwise fit for purpose in that it has been:</p> <ol style="list-style-type: none"> <li>i. designed for the purpose or function of storing and reticulating potable water, and</li> <li>ii. installed and is being used in a way that ensures it remains functional for at least the period of certification.</li> </ol>	<p>Water supply system is fit for purpose:  <input type="checkbox"/> Yes                      No    Comment:</p>
NA	<p>Any additional information you consider relevant to an assessment of the vehicle's water supply system <b>OR</b> the reason(s) the vehicle has failed to meet one of the requirements above</p>	<p>Additional information/comments:</p>

## 2 Fixed toilets

Vehicles must have at least one fixed toilet that collects human waste securely and hygienically.

VI guidance ref.	Inspect and verify:	Record assessment and findings:
2.1	Toilet type, make and capacity	*Toilet Type (e.g. cassette-type) *Toilet make: *Toilet model: *Toilet capacity (in litres): *Materials toilet is made from: *Ventilation type/description: (See section 4 below)
2.2	Toilet is useable within the vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
2.3	Toilet is permanently fixed to the vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No *Fixing type/description:
2.3	Base of the toilet is rigidly mounted in position	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
2.3	Base of the toilet does not require removal in order to empty human waste	<div style="display: flex; justify-content: space-between;"> <span>Base of the toilet does not require removal in order to empty human waste</span> <span>Base of the toilet does require removal in order to empty human waste</span> </div>
2.4	Toilet drains or flushes directly into suitable blackwater tank	Must be one of either: <input type="checkbox"/> Toilet drains or flushes into a suitably designed and fitted blackwater tank <input type="checkbox"/> Toilet drains or flushes into a removable blackwater holding tank (being a removeable cassette if the toilet is a cassette-type toilet, or a removeable chamber if the toilet is a waterless toilet)
2.5	Toilet is made from suitable materials (including non-toxic, non-corrodible, and stable materials)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
2.6	Toilet is installed in a sound and appropriate manner	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
2.7	Overall, the toilet is otherwise fit for purpose	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
NA	Any additional information you consider relevant to an assessment of the vehicle's fixed toilet(s) <b>OR</b> the reason(s) the vehicle has failed to meet one of the requirements above	Additional information/comments:

### 3 Wastewater system and offloading mechanism

Vehicles must have:

- a wastewater system that both stores and collects greywater and blackwater securely and hygienically
- a means of disposing of wastewater hygienically to an appropriate outfall.

VI guidance ref.	Inspect and verify:	Record assessment and findings:
3.1	Vehicle's wastewater tanks	*Number of wastewater tank(s): *Total capacity of tank(s) (litres): *Material tank(s) are constructed from: *Wastewater tank type: <ul style="list-style-type: none"> <li>• Fixed</li> <li>• Portable</li> </ul> *Wastewater pipe diameter (mm):
3.2	If the vehicle stores greywater and blackwater as <b>combined</b> , the blackwater is stored in either removable cassettes that are compatible with the vehicle's toilet, or one or more fixed tanks that have an isolating valve	Must be one of the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Blackwater is stored in removable cassettes that are compatible with the vehicle's toilet</li> <li><input type="checkbox"/> Blackwater is stored in one or more fixed tanks that have an isolating valve that allows the system to be safely emptied</li> </ul>
3.3	If the vehicle stores greywater <b>separately</b> from blackwater, the greywater is stored in either one or more fixed or portable tanks that are connected to the vehicle	Must be one of the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Greywater is stored in one or more fixed tanks that are connected to the vehicle</li> <li><input type="checkbox"/> Greywater is stored in one or more portable tanks that are connected to the vehicle</li> <li>• Not applicable (greywater is stored with blackwater – see above)</li> </ul>
3.5	Wastewater system has drainage pipes that are of sufficient size, weathertightness, and gradient to allow for the effective and convenient egress of wastewater from any sinks, basins and showers into greywater storage	<input type="checkbox"/> Yes    • No Comment:
3.6	Wastewater system safely and reliably conveys wastewater from the vehicle's facilities to storage tanks or vessels and stores the wastewater securely	<input type="checkbox"/> Yes <input type="checkbox"/> No    Comment:

3.7	Wastewater system is made from suitable materials (including appliances, fixtures, fittings, tanks, pipe fittings and valves used in the wastewater system), and are non-toxic, non-corrodible, and stable	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:
3.9	Wastewater tanks are installed in a sound and appropriate manner, including being securely mounted	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment: *Description of wastewater tank supports:
3.9	Wastewater tanks are capped to avoid leaks	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:
3.9	Wastewater system is installed in a sound and appropriate manner, including appliances, fixtures, fittings, tanks and pipes are securely fixed or fastened	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:
3.10	Any wastewater pipes and hoses used for discharging wastewater are of sufficient size, strength and durability for the clean, convenient, and safe discharge of wastewater	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment: *Wastewater outlet diameter (mm): *Wastewater hose length (mm): * Isolating valve diameter (mm):
3.11	There is appropriate storage for the pipes and hoses used to discharge wastewater that minimises health risks associated with the residual contaminants on the pipes and hoses	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment: *Wastewater discharge hose storage description:
3.12	There are sufficient facilities for the safe and secure offloading of waste from a waterless toilet	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	
3.8	Overall, the wastewater system and offloading mechanism(s) are otherwise fit for purpose in that it has been: <ul style="list-style-type: none"> <li>i. designed for the purpose or function of storing and discharging wastewater, and</li> <li>ii. is installed and is being used in a way that ensures it remains functional for at least the period of certification.</li> </ul>		Wastewater system is fit for purpose: <input type="checkbox"/> Yes <input type="checkbox"/> No
NA	Any additional information you consider relevant to an assessment of the vehicle's wastewater system <b>OR</b> the reason(s) the vehicle has failed to meet one of the requirements above		Additional information/comments:



## 4 Ventilation system

A vehicle must have a ventilation system that removes odours from the vehicle and minimises the extent to which foul air and gases can enter the vehicle.

VI guidance ref.	Inspect and verify:	Record assessment and findings:
4.1	Ventilation system ensures unpleasant or unhealthy odours and foul air easily escape to the exterior of the vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No   Comment:
4.2	Wastewater storage tanks are ventilated directly to the exterior of the vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No *Wastewater ventilation description:
4.3	Wastewater storage tank vent outlet(s): <ul style="list-style-type: none"> <li>• are installed at a height that safely prevents wastewater leakage</li> <li>• terminates outside the vehicle away from doors, windows , or openings</li> <li>• are fitted with a means to prevent the entry of birds and vermin into the system</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No   Comment: *Wastewater tank vent outlet location: *Wastewater tank vent diameter (mm): *Wastewater tank vent outlet is above the lowest fixture: <input type="checkbox"/> Yes <input type="checkbox"/> No   Comment:
4.4	Pipes connecting sanitary appliances and sanitary fixtures to wastewater storage tanks are fitted with a means of limiting the escape of foul air and noxious gases from the tanks to the interior of the vehicle (such as a water trap)	<input type="checkbox"/> Yes <input type="checkbox"/> No   Comment: *Means of limiting escape of foul air and noxious gases:
4.7	Ventilation system is made from suitable materials (including that any fixtures fittings, pipes, pipe fittings, and valves used for ventilation in the wastewater system are non-toxic, non-corrodible, and stable materials)	<input type="checkbox"/> Yes <input type="checkbox"/> No   Comment:
4.8	Ventilation system is installed in a sound and appropriate manner (including that any fixtures or fittings used for ventilation in the wastewater system are securely fixed or fastened)	<input type="checkbox"/> Yes <input type="checkbox"/> No   Comment:
4.6	Overall, the ventilation system is otherwise fit for purpose in that it has been: <ul style="list-style-type: none"> <li>• designed for the purpose or function of ventilating to ensure unpleasant or unhealthy odours and foul air can easily flow to the exterior of the vehicle, and</li> <li>• is installed and is being used in a way that ensures it remains functional for at least the period of certification.</li> </ul>	Ventilation system is fit for purpose: <input type="checkbox"/> Yes <input type="checkbox"/> No   Comment:
NA	Any additional information you consider relevant to an assessment of the vehicle's ventilation system <b>OR</b> the reason(s) the vehicle has failed to meet one of the requirements above	Additional information/comments:

## 5 Other facilities

A vehicle must have a sink that is installed safely and drains to the wastewater system's tank, and a secure rubbish storage.

VI guidance ref.	Inspect and verify:	Record assessment and findings:
5.5	Vehicle has a sink that is installed safely and drains to the wastewater system's tank	<input type="checkbox"/> Yes <input type="checkbox"/> No   Comment: *Sink capacity (litres): *Sink waste pipe diameter (mm): *Sink waste pipe length (mm): *Sink seal type:
5.5	The sink is made from suitable materials (including being constructed from fittings or items of equipment that are non-toxic, non-corrodible, and stable materials)	<input type="checkbox"/> Yes <input checked="" type="radio"/> No   Comment:
5.6	Vehicle has secure rubbish storage	<input type="checkbox"/> Yes <input type="checkbox"/> No   Comment: *Rubbish storage capacity (litres):
5.6	Rubbish bin is made from suitable materials	<input type="checkbox"/> Yes <input type="checkbox"/> No   Comment:
5.5, 5.6	Sink and rubbish bin are installed in a sound and appropriate manner (including being securely fixed, fastened, or stowed (for the bin) and in a way that ensures they remain functional for at least the period of certification)	<input type="checkbox"/> Yes <input type="checkbox"/> No   Comment:
	Overall, the sink and rubbish storage are otherwise fit for purpose in that they are: <ul style="list-style-type: none"> <li>designed for the purpose or function they are being used for;</li> <li>installed and being used in a way that ensures they remain functional for at least the period of certification</li> </ul>	Sink is fit for purpose: <input type="checkbox"/> Yes <input type="checkbox"/> No   Comment: Rubbish storage is fit for purpose: <input type="checkbox"/> Yes <input type="checkbox"/> No   Comment:
NA	Any additional information you consider relevant to an assessment of the vehicle's sink and rubbish storage <b>OR</b> the reason(s) the vehicle has failed to meet one of the requirements above	Additional information/comments:

## 6 Maximum number of occupants

VI guidance ref.	Inspect and verify:	Record assessment and findings:
6 (see also: 1.1, 2.1, 3.4, 4.5, and 5)	The vehicle's facilities are of sufficient size, volume, and durability to be able to operate for a minimum of three days for the maximum number of occupants for which the vehicle is certified	<p>*Maximum number of occupants for which the vehicle can be certified:</p> <p>Capacities listed above to help inform calculation:</p> <p>Total capacity of water storage tank(s) (litres):</p> <p>Total capacity of wastewater tank(s) (greywater) (litres):</p> <p>Total capacity of toilet cassette or blackwater tank(s) (litres):</p> <p>Any other comment informing calculation:</p>

## Vehicle Inspector Declaration

I have inspected the vehicle described in this inspection form and consider the vehicle's critical self-containment elements to meet the requirements for self-containment under the Plumbers, Gasfitters, and Drainlayers Act 2006 and Plumbers, Gasfitters, and Drainlayers (Self-Contained Vehicles) Regulations 2023.

**Date:**

**Signature:**