



# Complete Workflow for New WOF Inspector Training Process

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**FREE - New WOF Inspector  
training**



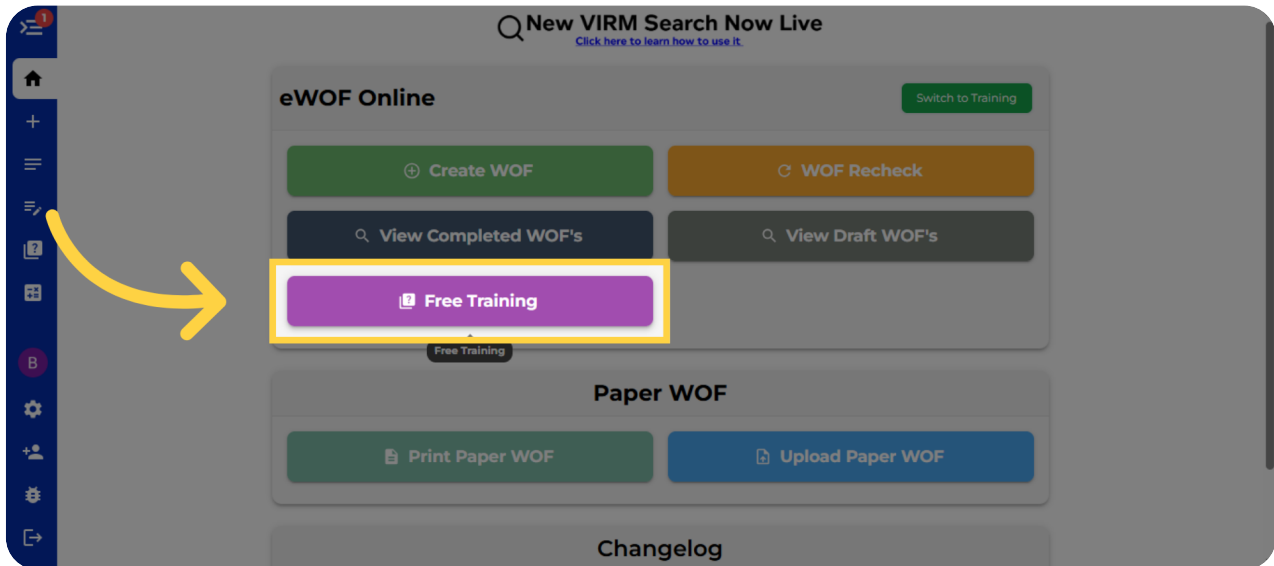
**NZTA Theory & Practical  
Exams**

You can now do Free WOF Inspector Training for the NZTA Theory and Practical Exams using the system built into the electronic Warrant of Fitness system.

Go to [inspections.itsallauto.com](https://inspections.itsallauto.com)

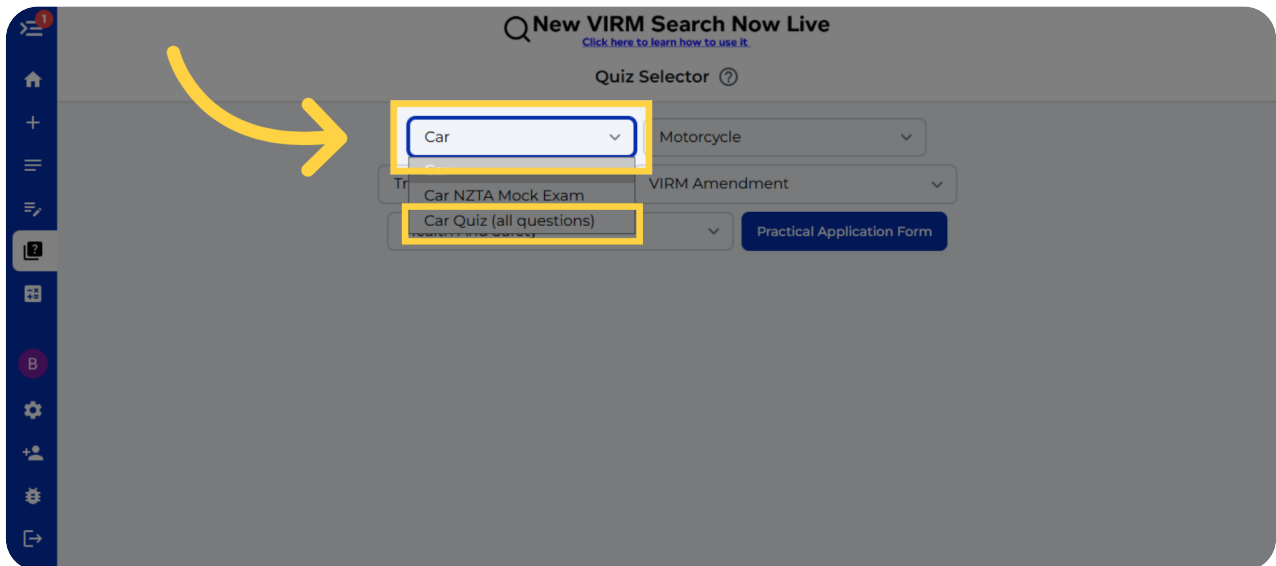
## 01 Access Free Training Section

Click 'Free Training' to explore available training resources and modules.



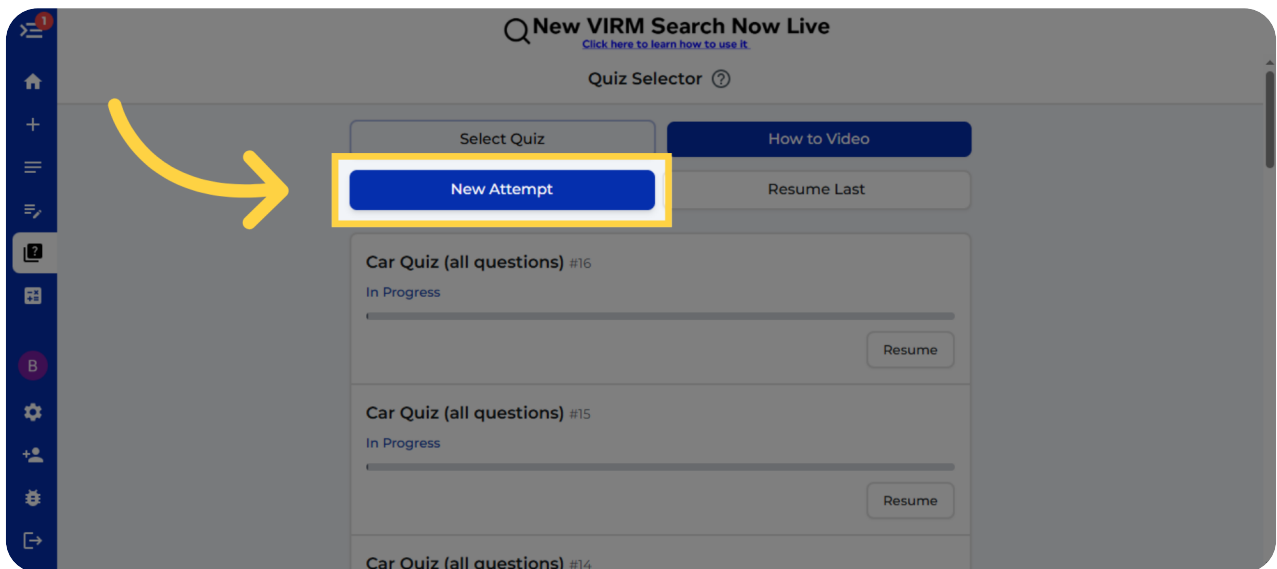
## 02 Select Mock Exam Quiz

You can choose training for Light Vehicles (cars and trailers) or Motorcycles. We will select the 'Car' Quiz (all questions)' to access the full set of 216 practice questions.



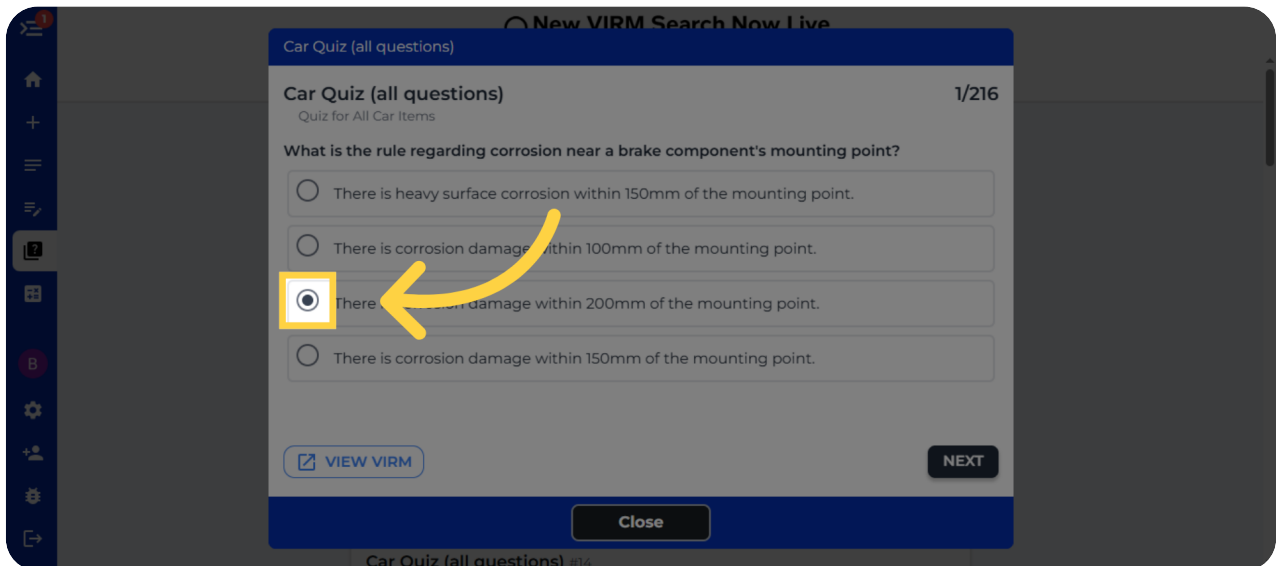
### 03 Start New Attempt

Click 'New Attempt' to begin a fresh quiz.



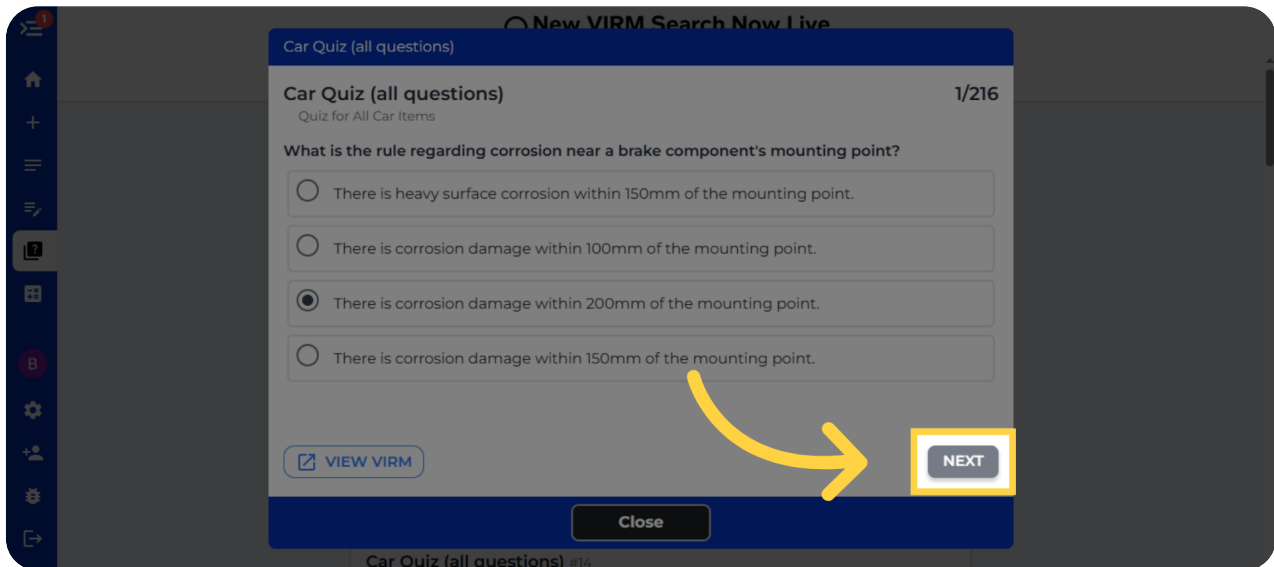
## 04 Enter Damage Severity

I have deliberately chosen the wrong answer so that you can see how the virm support works for this type of Quiz training.



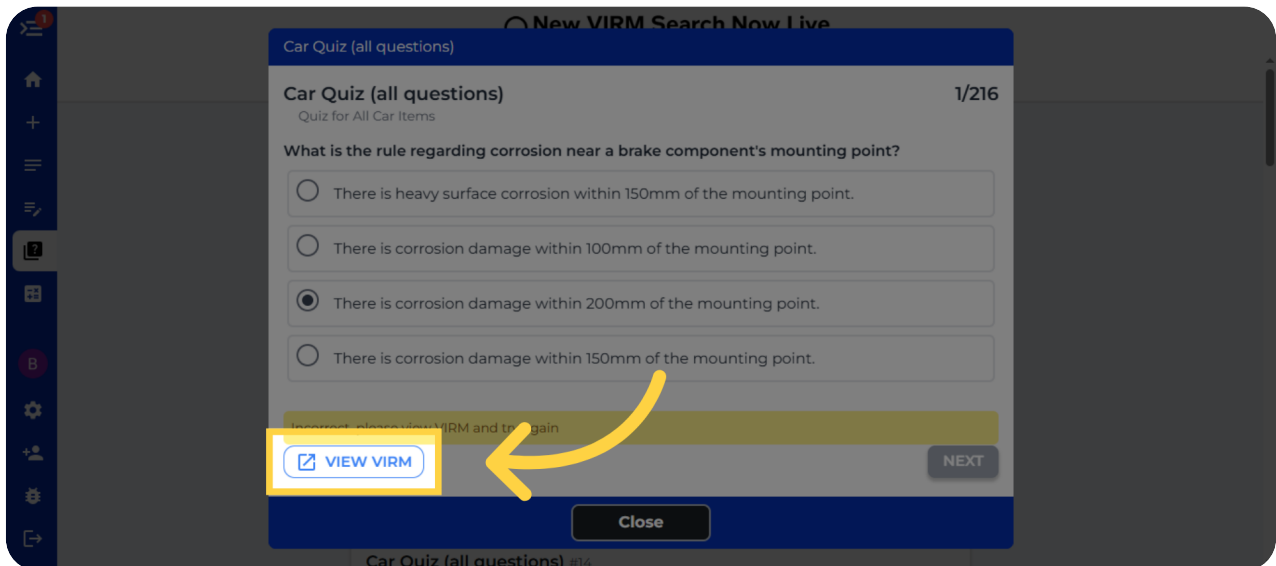
## 05 Proceed to Next Step

Click 'NEXT'



## 06 View VIRM Document

The wrong answer means you need to view the virm. Click "VIEW virm" You will go to the correct virm section.



## 07 Switch to NZTA Portal

Takes you to the correct virm section. You won't get this luxury in the NZTA Mock Exam shown soon, but this does help initial learning.

The screenshot displays the NZ Transport Agency (Waka Kotahi) Vehicle Inspection Portal. The header includes the agency logo, the portal title, and a search bar. A navigation menu lists various sections: VIRMs, PRS & QMS, Amendments, Technical info, News, Forms, Applications, Video guides, Links, and New VIC system. The left sidebar shows a tree structure for 'In-service certification (WoF and CoF)', with 'General vehicles' expanded to show a list of inspection items: 1. Vehicle identification, 2. Vehicle exterior, 3. Vehicle structure, 4. Lighting, and 5. Vision. The main content area shows a breadcrumb trail: Home > VIRMs > In-service certification (WoF and CoF) > General vehicles > Brakes > Service brake and parking brake. The 'Brakes' section is highlighted with a yellow arrow. Below the breadcrumb, there are links for 'Print' and 'PDF file'. The '8-1 Service brake and parking brake' section is active, with tabs for 'Reasons for rejection', 'Tables and images', and 'Summary of legislation'. The 'Reasons for rejection' tab is selected, showing 'Mandatory equipment' and 'Service brake (see Note 1)'. A 'Privacy - Terms' link is visible in the bottom right corner.

**NZ TRANSPORT AGENCY**  
WAKA KOTAHĪ

**Vehicle Inspection Portal**

Search this website

VIRMs ▾ PRS & QMS ▾ Amendments ▾ Technical info News ▾ Forms ▾ Applications ▾ Video guides ▾ Links New VIC system ▾

**In-service certification (WoF and CoF)**

Introduction ▾

**General vehicles** ▴

- 1 Vehicle identification ▾
- 2 Vehicle exterior ▾
- 3 Vehicle structure ▾
- 4 Lighting ▾
- 5 Vision ▾

Home > VIRMs > In-service certification (WoF and CoF) > General vehicles > Brakes > Service brake and parking brake [Print](#) [PDF file](#)

## Brakes

### 8-1 Service brake and parking brake

**Reasons for rejection** Tables and images Summary of legislation

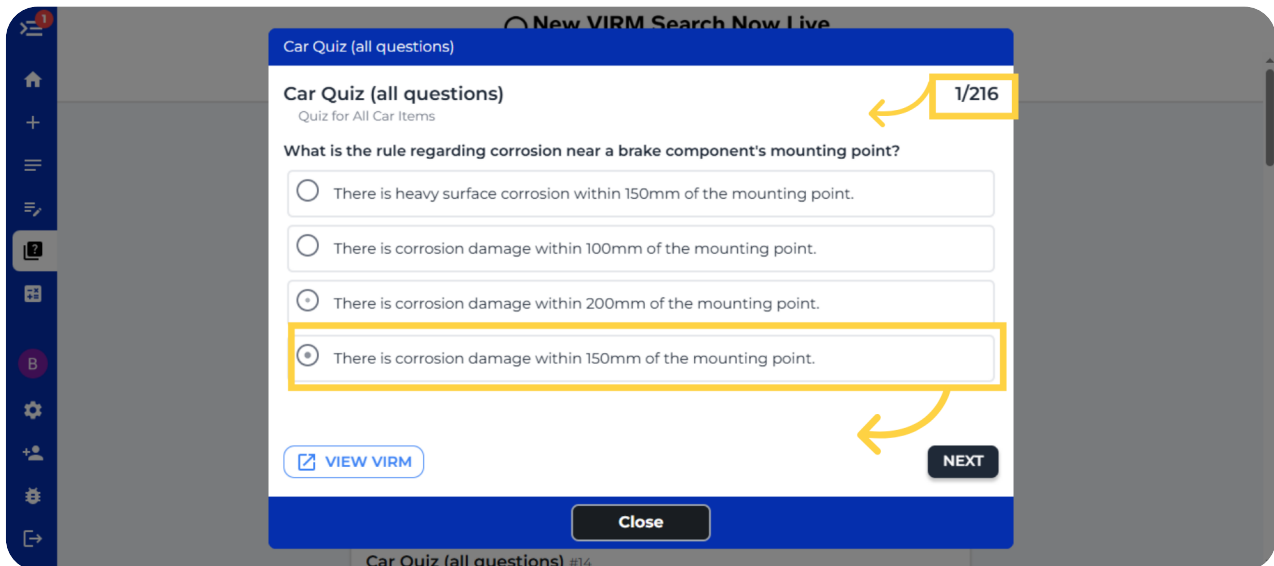
**Mandatory equipment**

**Service brake**  
(see [Note 1](#))

[Privacy - Terms](#)

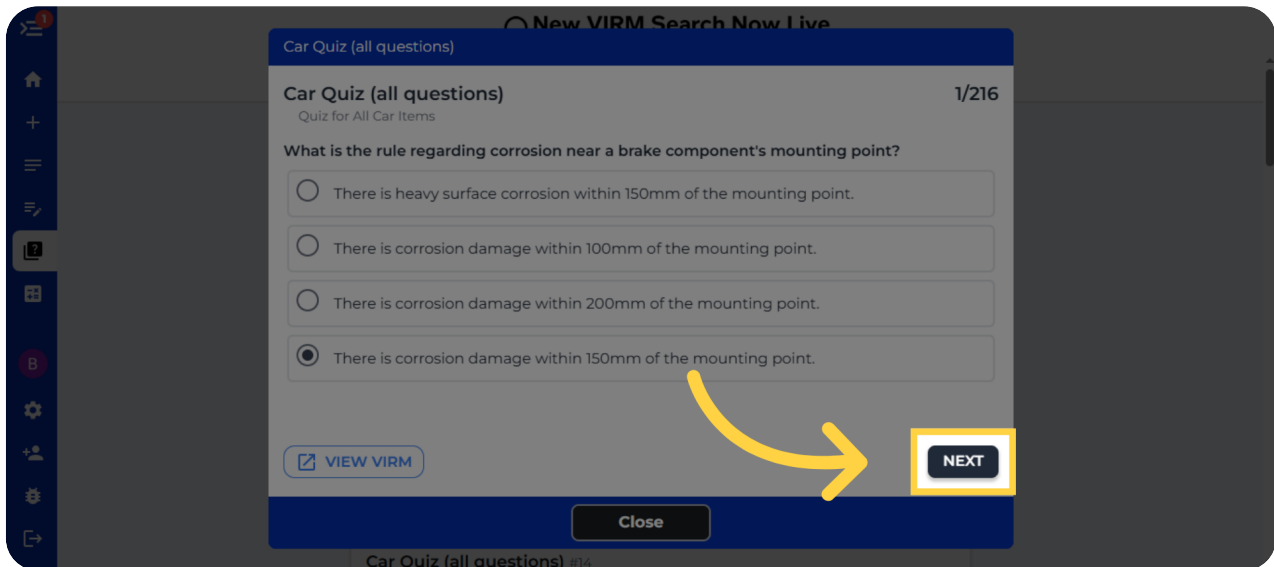
## 08 Return to Itsallauto

Select the correct answer after reading the virm. You can see there are 216 possible questions to learn from in this type of Quiz.



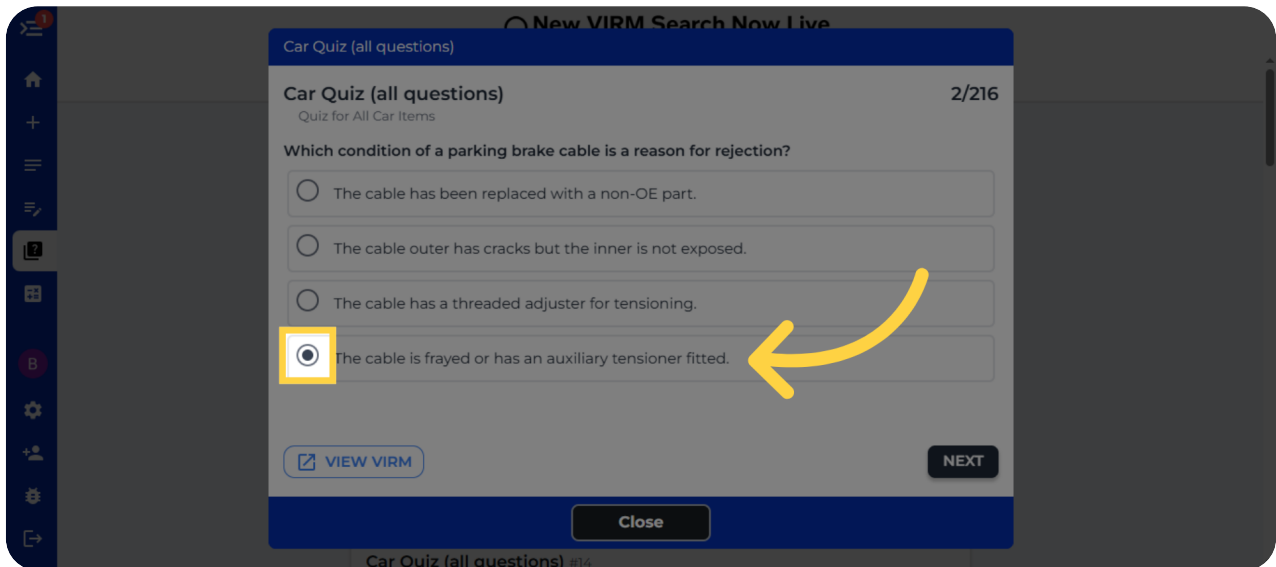
## 09 Click Next Button

Click 'NEXT'



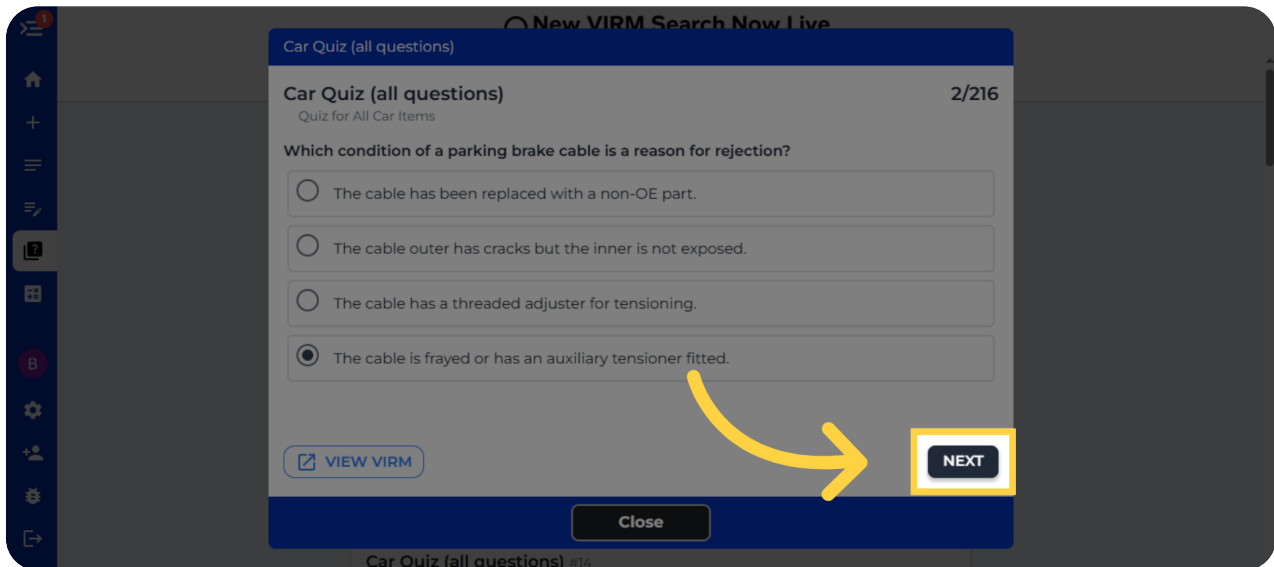
## 10 Example of Correct Answer

If you enter the correct answer, you do not need to use the virm.



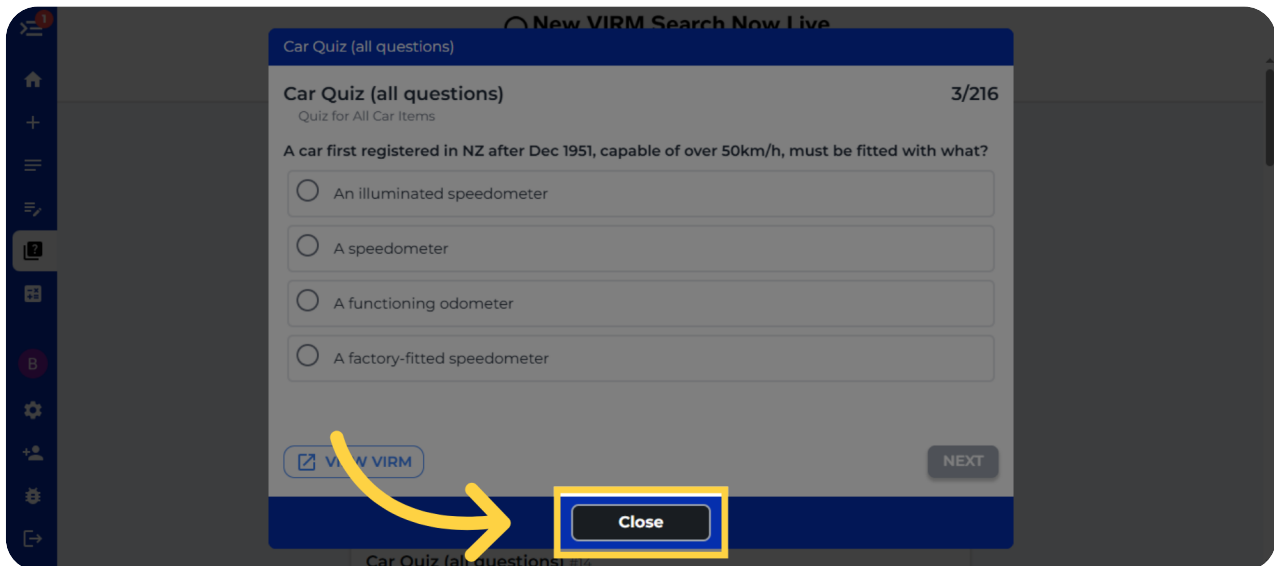
## 11 Proceed to Next Question

Click 'NEXT'



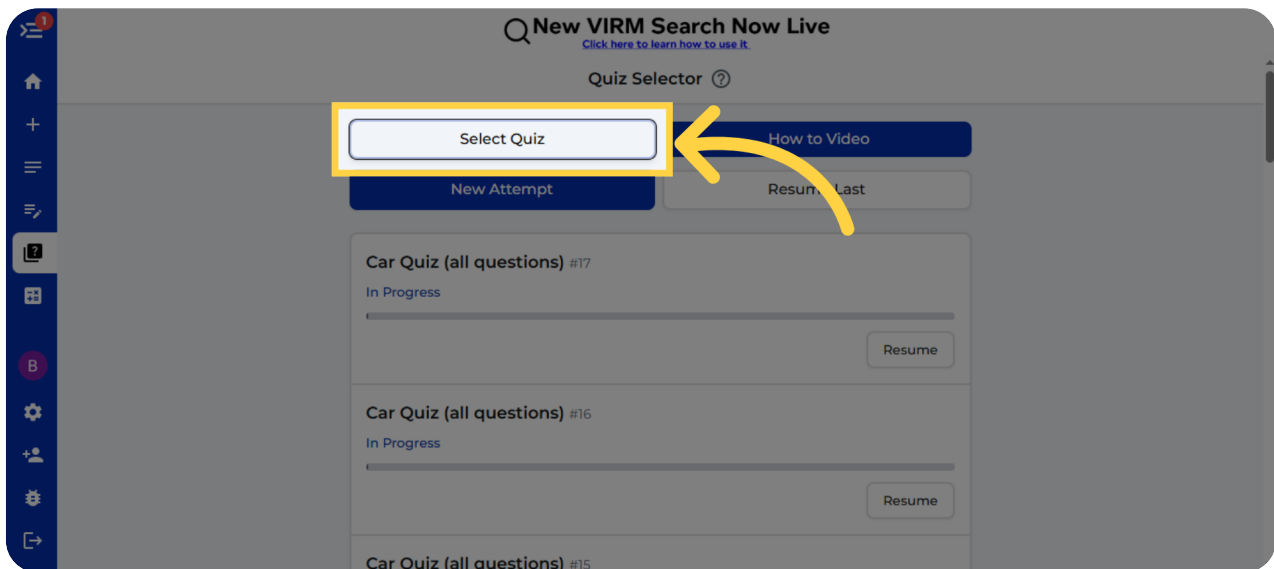
## 12 Close Current Window

You can either continue with the Quiz or close it now and resume it at a later time. I will close it now



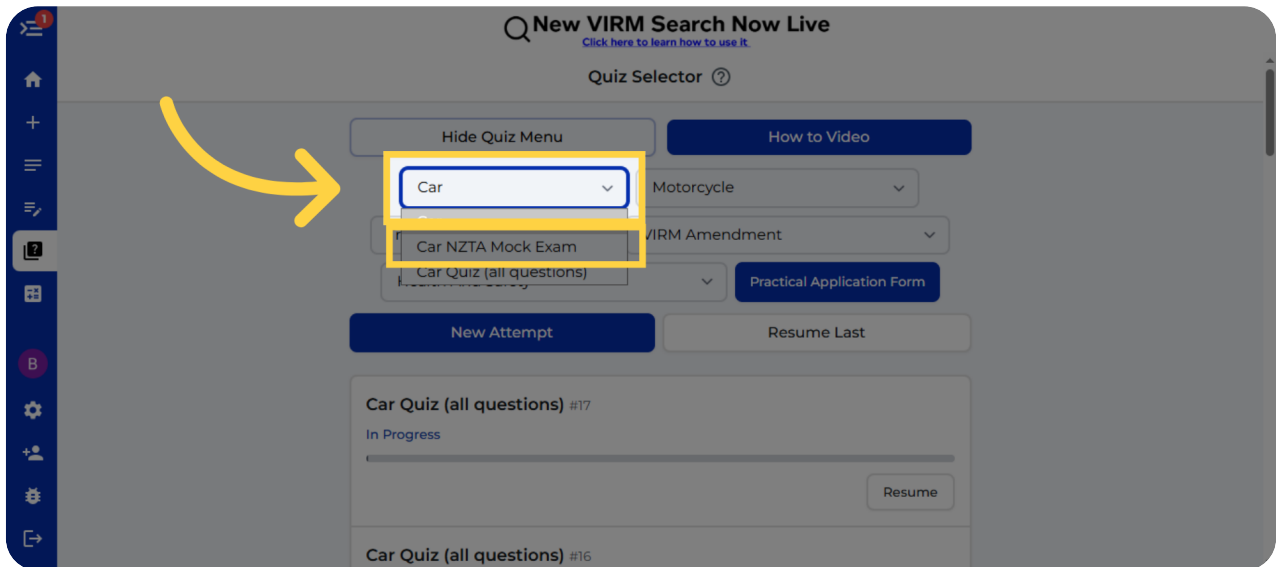
## 13 Open Quiz Selector

To do an NZTA Mock Theory Exam, click on Select Quiz



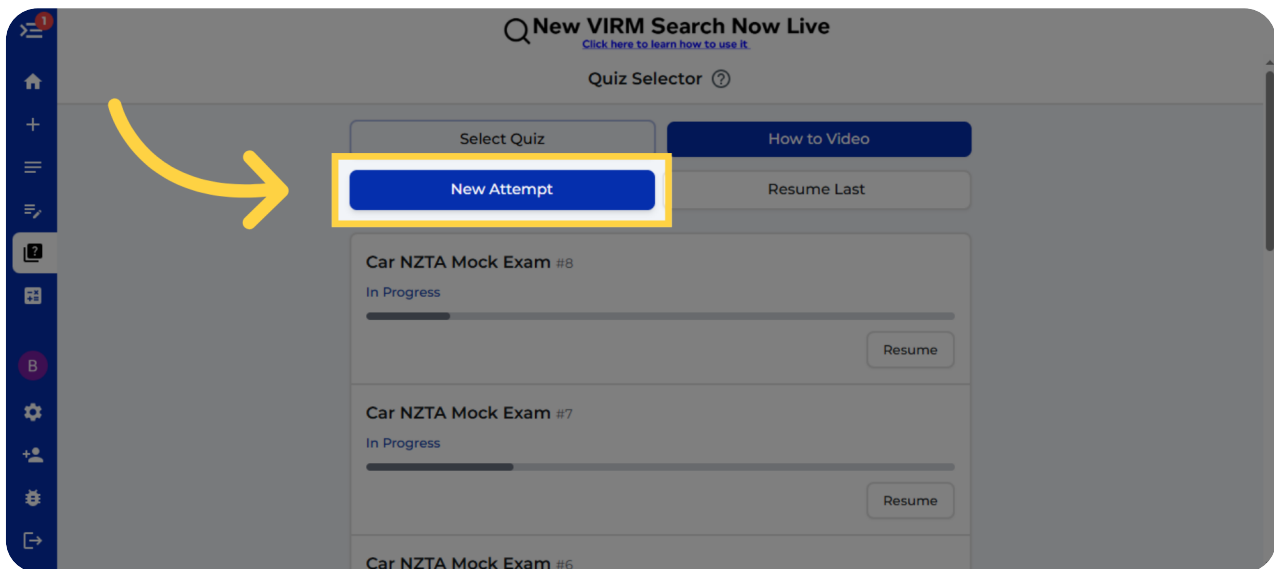
## 14 Choose Mock Exam Quiz

Select Car, then the Car NZTA Mock Exam



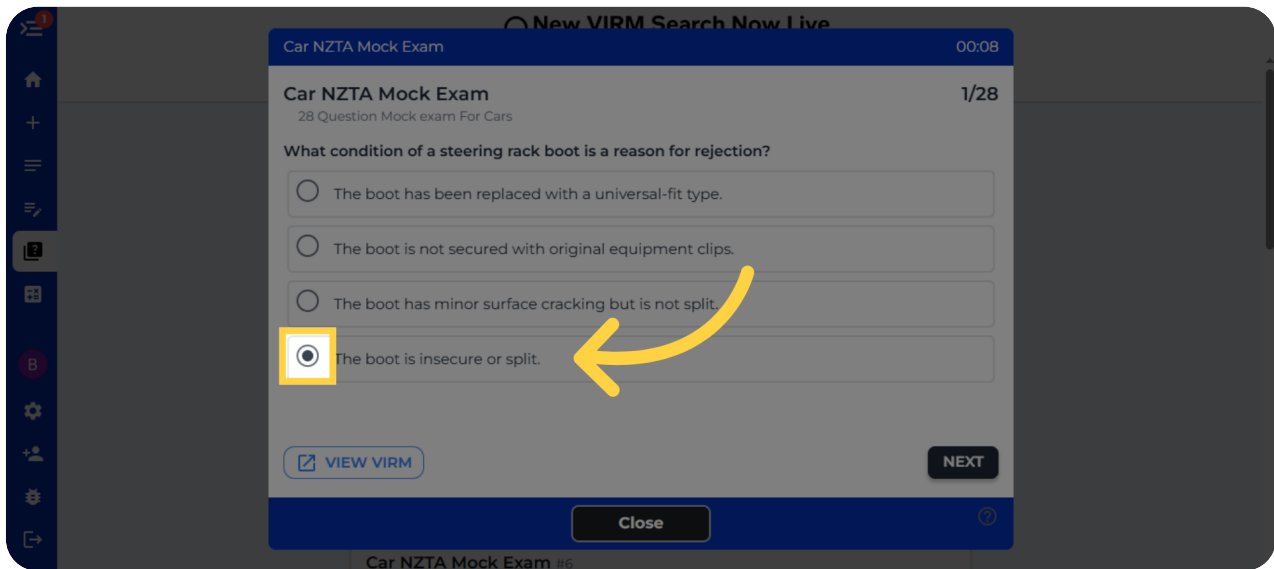
## 15 Start New Quiz Attempt

Click 'New Attempt' to initiate another quiz session for practice.



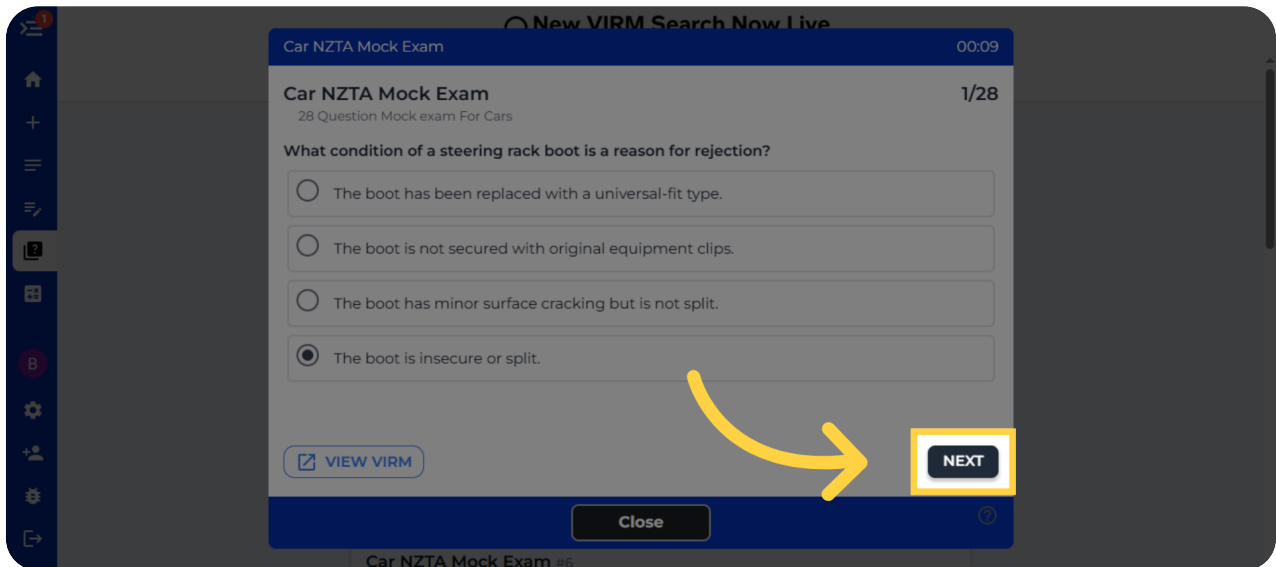
## 16 Choosing a Quiz Answer

This gives you the same 28 questions in 40 minutes as the NZTA Theory Exam has. Select an answer, it won't tell you if it is right or wrong. Use the VIRM to help. Won't go to the specific section. There is a timer at the top of the page so you can see if you are under 40 minutes. v



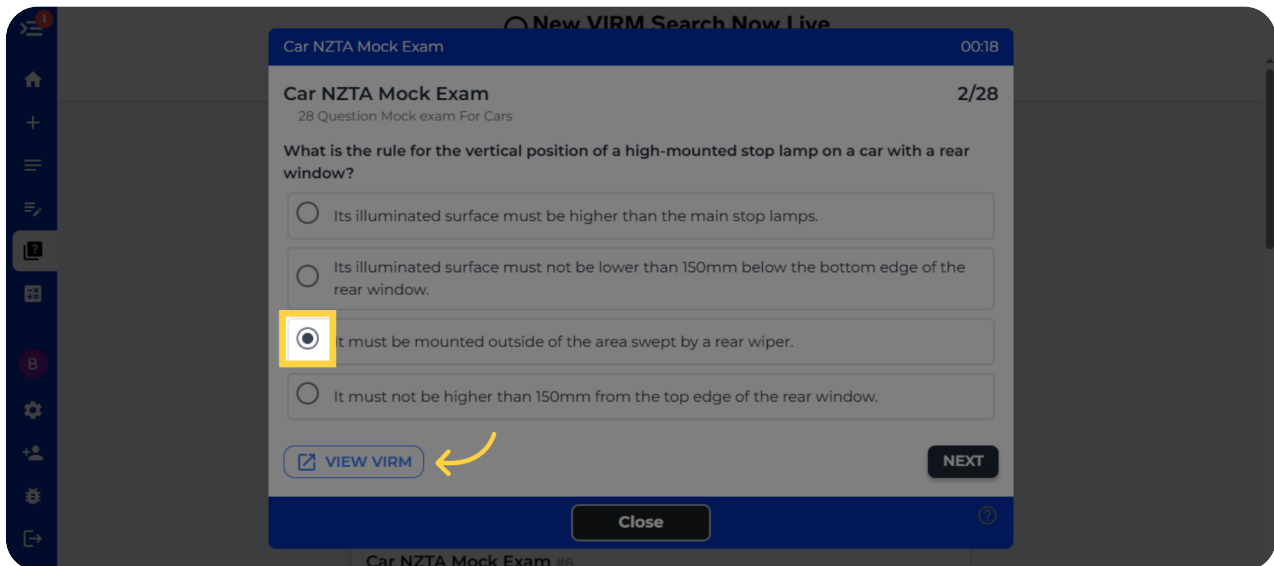
## 17 Click Next to Continue

Click 'NEXT'



## 18 Use the VIRM BEFORE answering

If you are uncertain about the answer, use the View virm button as this is the real-life exam conditions.



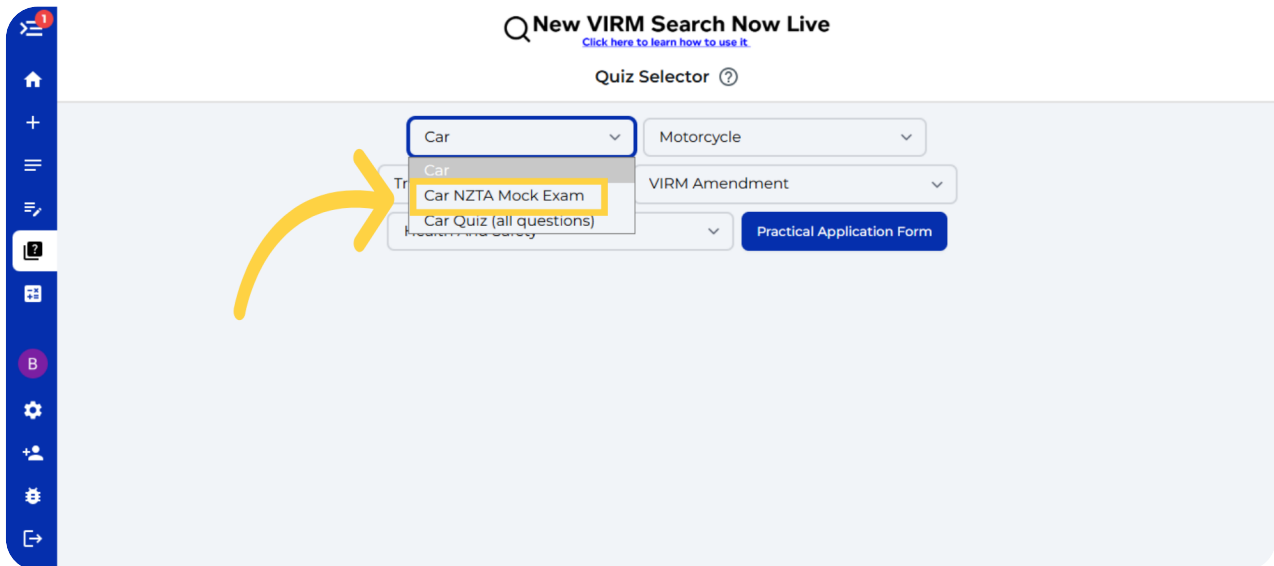
## 19 Switch to NZTA Certification

Clicking the virm link in a mock exam takes you to the virm, and you need to find the correct virm section.



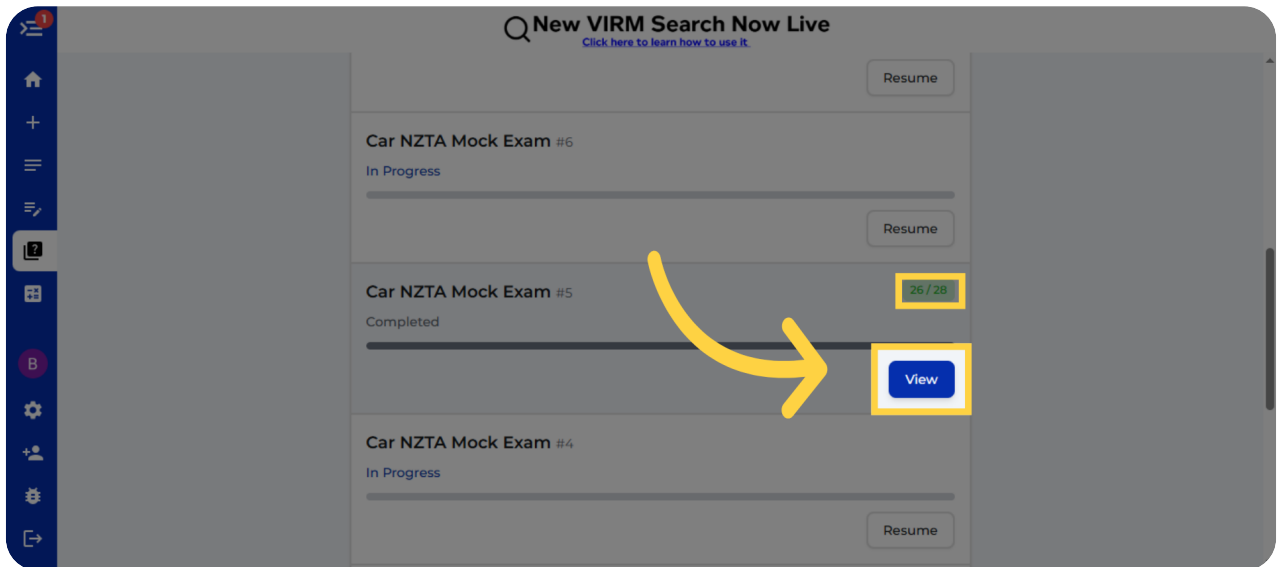
## 20 Finding Passed Mock Exam

Once you have passed the NZTA Mock Exam you can view and download your Certificate anytime.  
Click Car NZTA Mock Exam



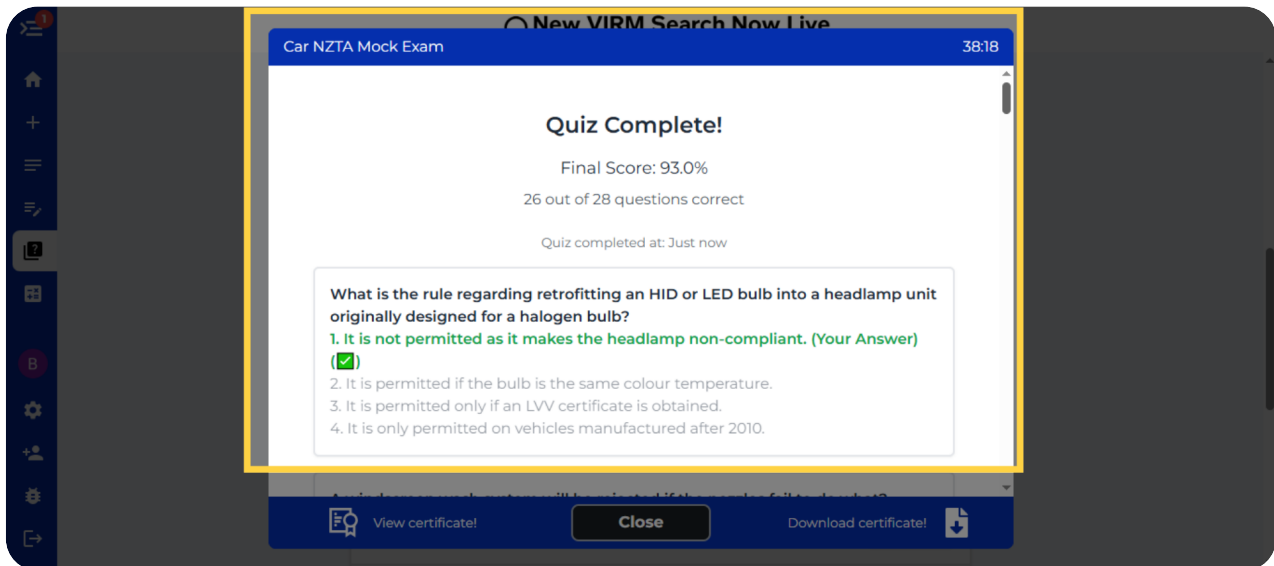
## 21 Scroll to find passed exam

Scroll as needed to find Passed Exam, and Click View



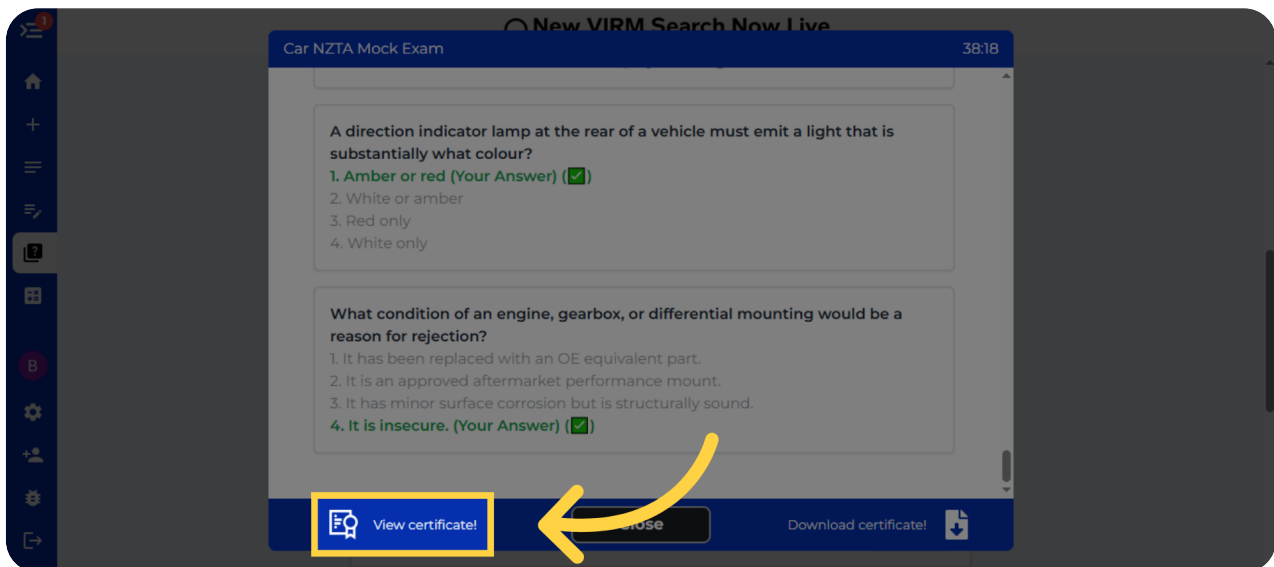
## 22 Review Quiz Completion

You can view your Exam score and scroll through all of the questions. It will show you your correct answers and the answers to the questions you got wrong to help you learn.



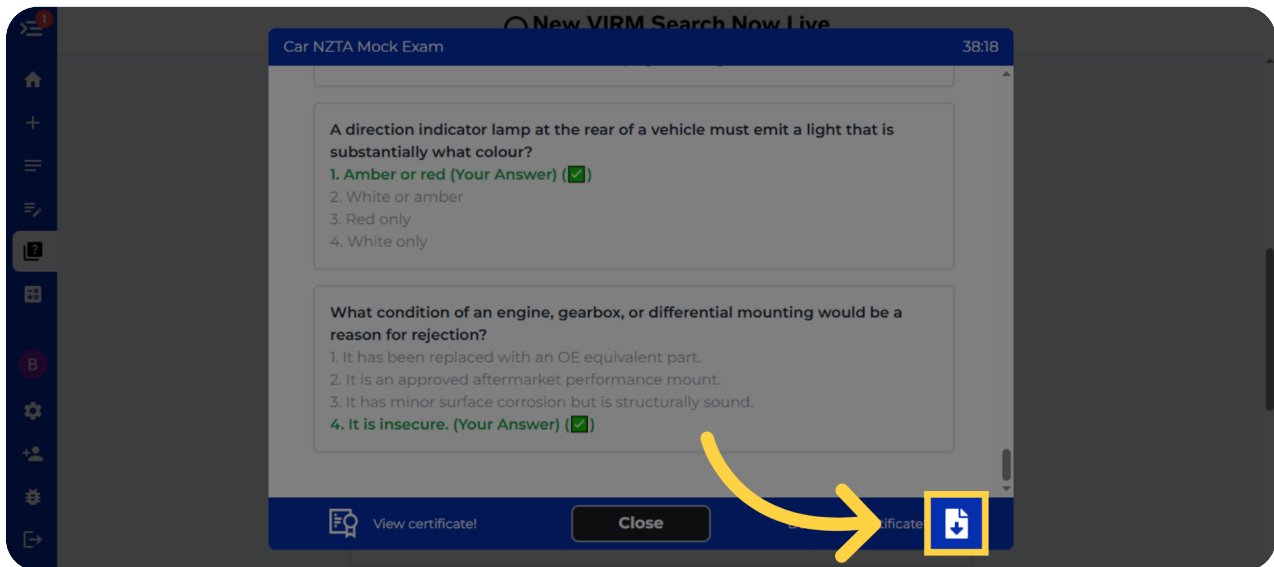
## 23 View Certificate

Click 'View certificate!' to access your achievement certificate for the completed NZTA Mock Exam



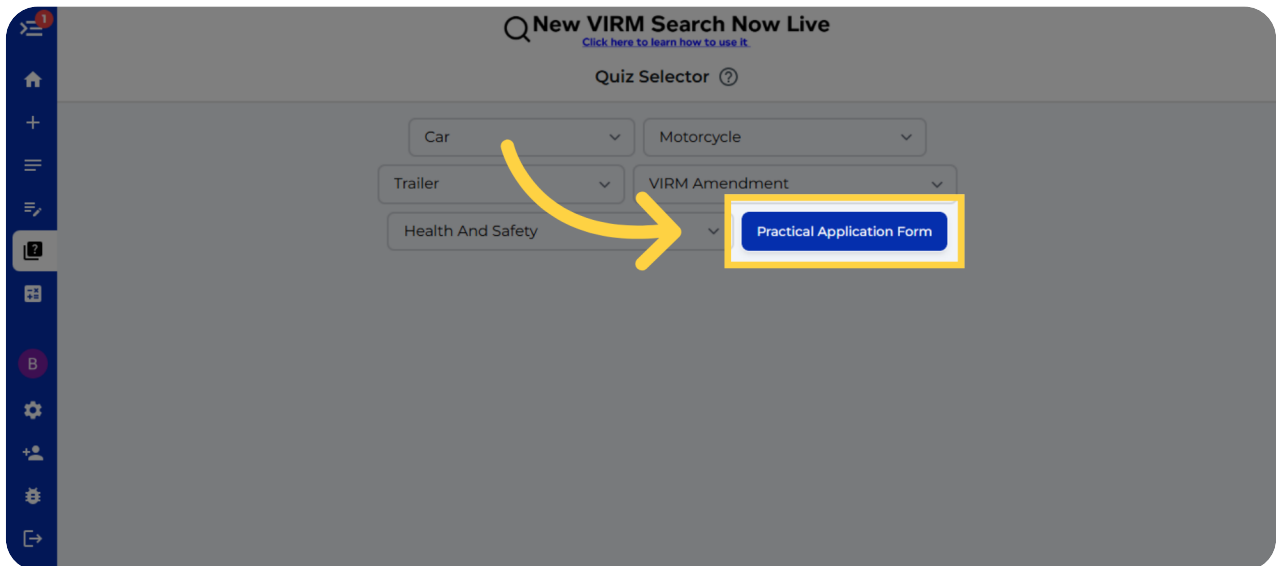
## 24 Download Mock Exam Certificate

Click Download Certificate so that you can email to the NZTA for your WOF Inspector Application. This concludes the WOF Theory exam section. We will now move onto the WOF Practical Training Section.



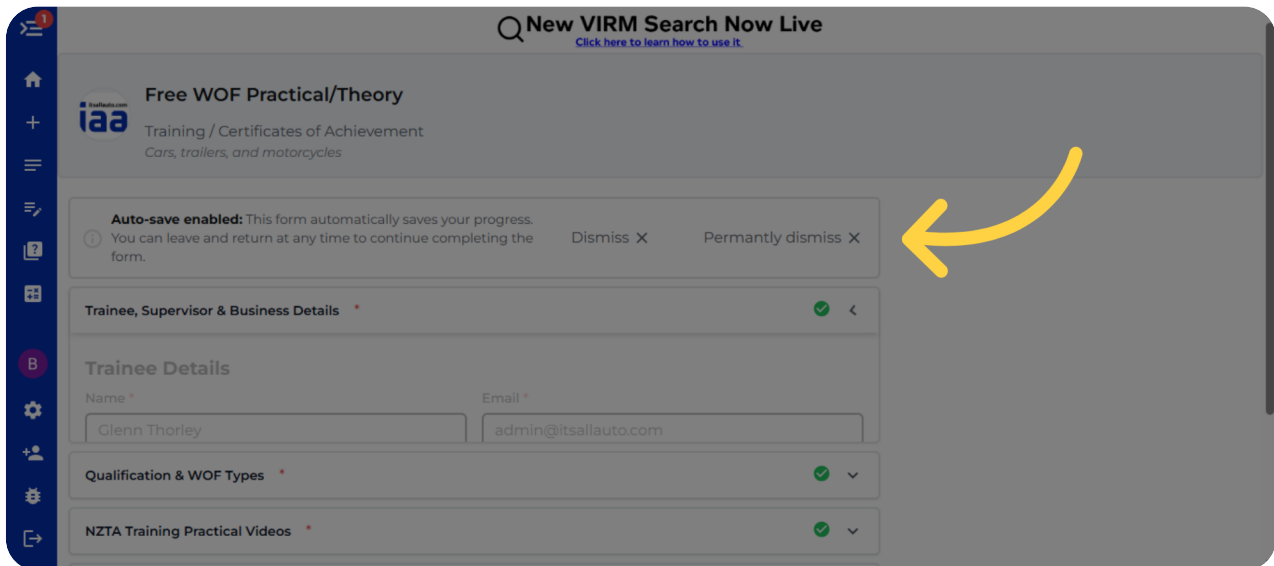
## 25 Open Practical Application Form

From the Quiz Menu, Click 'Practical Application Form' to begin the application process for practical training.



## 26 Auto Saves your progress

Auto-save means all your work is saved automatically (with internet access) and you can come and go from this form over time



The screenshot shows a web application interface for 'New VIRM Search Now Live'. A yellow arrow points to a notification box that states: 'Auto-save enabled: This form automatically saves your progress. You can leave and return at any time to continue completing the form.' The notification box includes 'Dismiss X' and 'Permanently dismiss X' buttons. Below the notification, the form is titled 'Free WOF Practical/Theory' and 'Training / Certificates of Achievement Cars, trailers, and motorcycles'. The form sections include 'Trainee, Supervisor & Business Details', 'Trainee Details' (with fields for Name and Email), 'Qualification & WOF Types', and 'NZTA Training Practical Videos'. Each section has a green checkmark and a dropdown arrow, indicating it is completed or expandable. The left sidebar contains navigation icons for home, add, menu, edit, view, settings, and user profile.

**New VIRM Search Now Live**  
[Click here to learn how to use it.](#)

**Free WOF Practical/Theory**  
Training / Certificates of Achievement  
Cars, trailers, and motorcycles

**Auto-save enabled:** This form automatically saves your progress.  
You can leave and return at any time to continue completing the form. Dismiss X Permanently dismiss X

**Trainee, Supervisor & Business Details** ✓ <

**Trainee Details**

Name \* Email \*

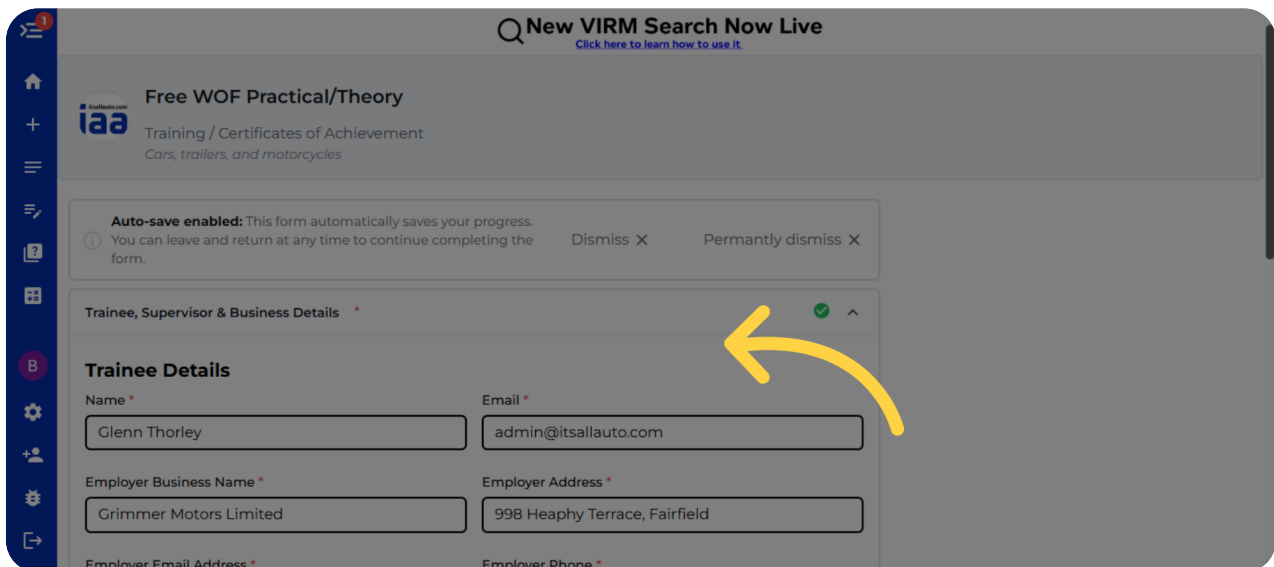
Glenn Thorley admin@itsallauto.com

**Qualification & WOF Types** ✓ ▾

**NZTA Training Practical Videos** ✓ ▾

## 27 Enter Trainee Details

Fill out all the Trainee Details as required

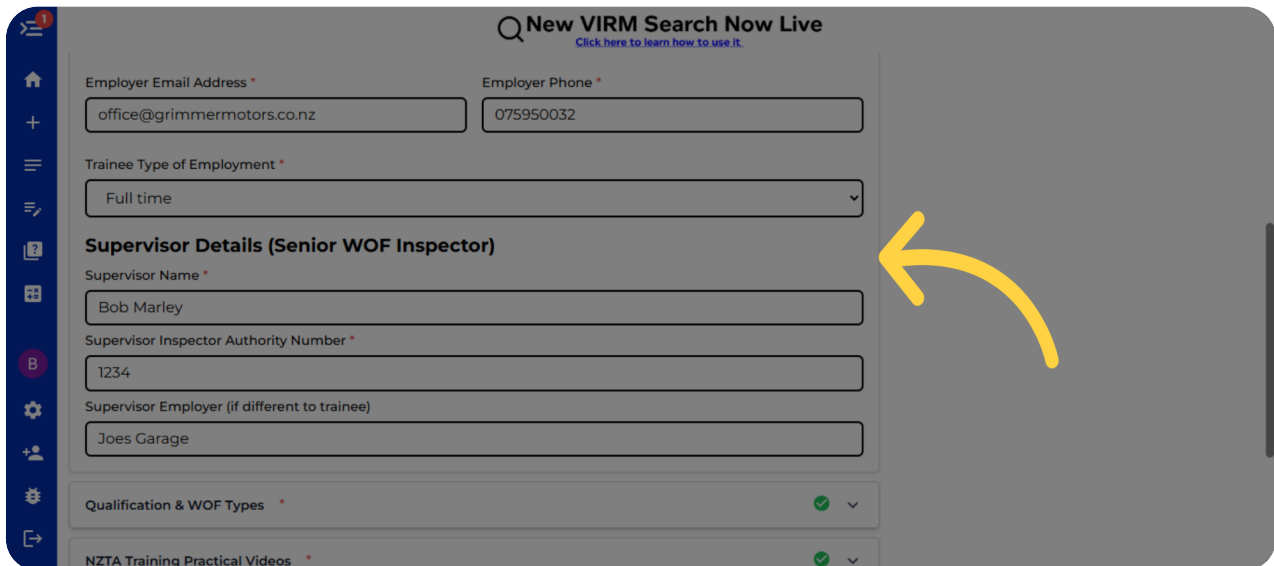


The screenshot shows a web application interface for entering trainee details. At the top, there is a search bar with the text "New VIRM Search Now Live" and a link "Click here to learn how to use it". Below this, the IAA logo is displayed next to the heading "Free WOF Practical/Theory" and the subtext "Training / Certificates of Achievement" and "Cars, trailers, and motorcycles". A notification banner states "Auto-save enabled: This form automatically saves your progress. You can leave and return at any time to continue completing the form." with "Dismiss X" and "Permanently dismiss X" buttons. The main section is titled "Trainee, Supervisor & Business Details" and contains a sub-section "Trainee Details". A yellow arrow points to a green checkmark icon in the top right corner of the "Trainee Details" section. The form fields are as follows:

Trainee Details	
Name *	Email *
Glenn Thorley	admin@itsallauto.com
Employer Business Name *	Employer Address *
Grimmer Motors Limited	998 Heaphy Terrace, Fairfield
Employer Email Address *	Employer Phone *

## 28 Fill out the Supervisor Details

Fill out the Supervisor Details as required. If your Supervisor is in another workshop, then fill out the bottom option for where the supervisor has a different employer to the Trainee.



The screenshot shows a mobile application interface for 'New VIRM Search Now Live'. The form is divided into several sections. The 'Supervisor Details (Senior WOF Inspector)' section is highlighted with a yellow arrow. The form includes fields for Employer Email Address, Employer Phone, Trainee Type of Employment, Supervisor Name, Supervisor Inspector Authority Number, and Supervisor Employer (if different to trainee). At the bottom, there are two sections: 'Qualification & WOF Types' and 'NZTA Training Practical Videos', both marked with a green checkmark.

**New VIRM Search Now Live**  
[Click here to learn how to use it.](#)

Employer Email Address \*  
office@grimmermotors.co.nz

Employer Phone \*  
075950032

Trainee Type of Employment \*  
Full time

**Supervisor Details (Senior WOF Inspector)**

Supervisor Name \*  
Bob Marley

Supervisor Inspector Authority Number \*  
1234

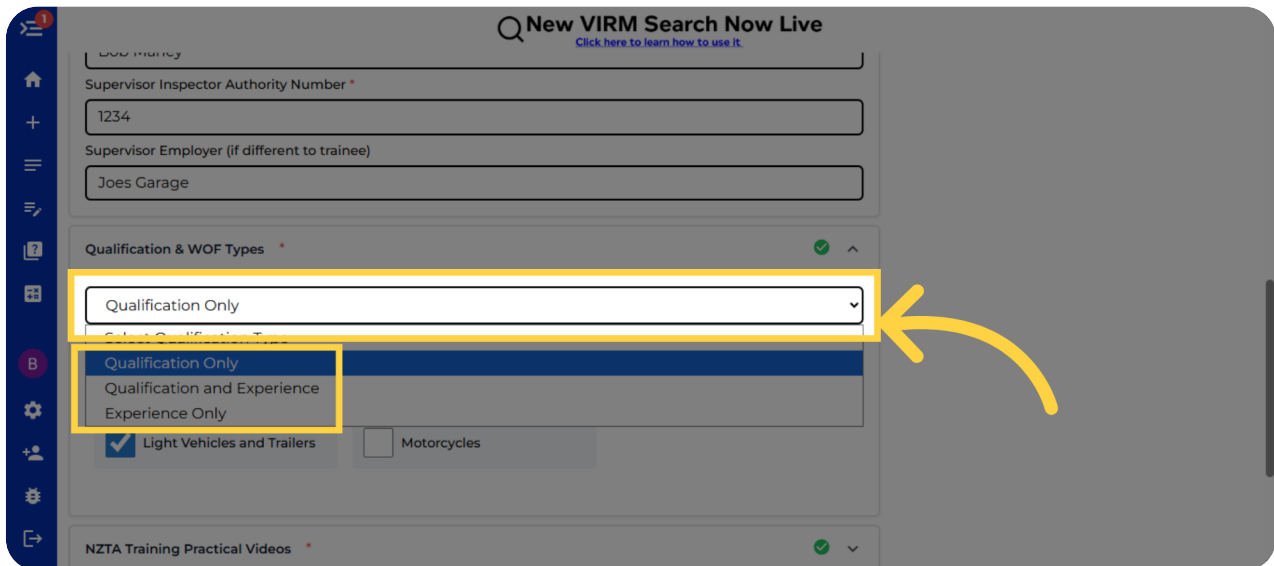
Supervisor Employer (if different to trainee)  
Joes Garage

Qualification & WOF Types \* ✓

NZTA Training Practical Videos \* ✓

## 29 Select Qualification Type Again

Click 'Select Qualification Type'. There are 3 different types, Qualification only, Qualification and Experience, and Experience Only. Choose the one that is correct for you.



The screenshot shows the 'New VIRM Search Now Live' form. The 'Qualification & WOF Types' section is highlighted with a yellow box. A yellow arrow points to the dropdown menu, which is open, showing three options: 'Qualification Only', 'Qualification and Experience', and 'Experience Only'. The 'Qualification Only' option is selected. Below the dropdown, there are checkboxes for 'Light Vehicles and Trailers' (checked) and 'Motorcycles' (unchecked). The form also includes fields for 'Supervisor Inspector Authority Number' (1234) and 'Supervisor Employer (if different to trainee)' (Joes Garage). The 'NZTA Training Practical Videos' section is also visible at the bottom.

Supervisor Inspector Authority Number \*

1234

Supervisor Employer (if different to trainee)

Joes Garage

Qualification & WOF Types \*

Qualification Only

Select Qualification Type

Qualification Only

Qualification and Experience

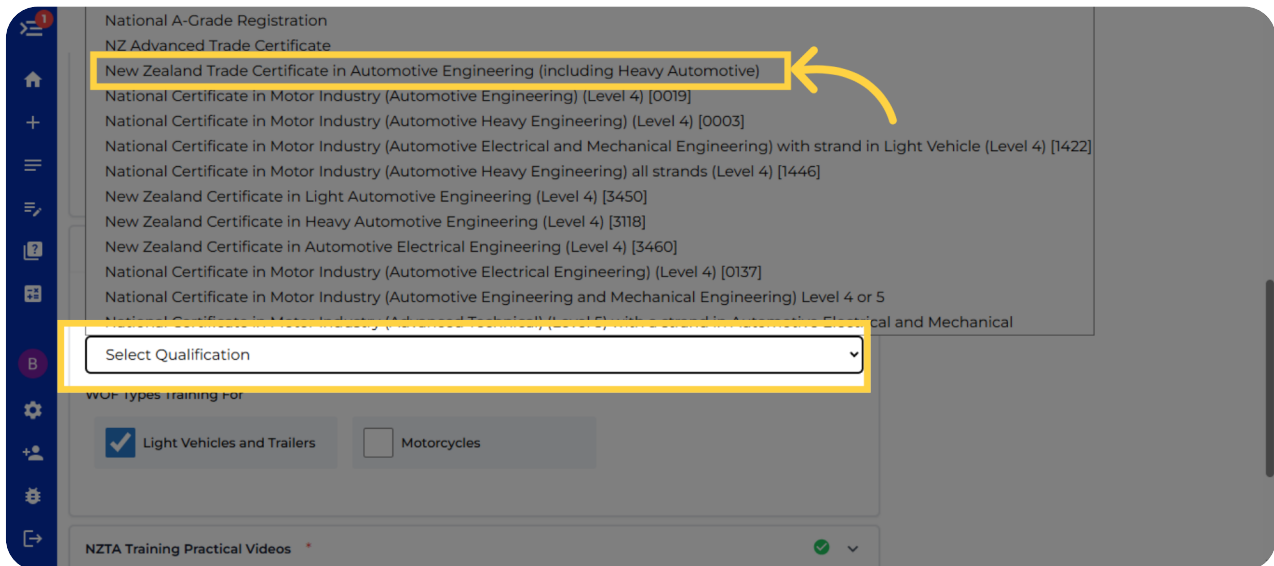
Experience Only

☒ Light Vehicles and Trailers ☐ Motorcycles

NZTA Training Practical Videos \*

## 30 Qualification Only Example

For example, for Qualification Only you might select your specific qualification such as NZ Trade Certificate or National A-Grade Registration.



## 31 Experience Only Example

Select Experience Only if you have no automotive qualifications on the list. You can also select Experience and Qualifications if you have one of the Qualifications on the list and at least 3 years of work experience.

The screenshot shows the 'New VIRM Search Now Live' form. The 'Qualification & WOF Types' section is expanded, showing 'Experience Only' selected in a dropdown menu. A yellow box highlights the dropdown menu, and a yellow arrow points to it. Below the dropdown, there are checkboxes for 'Light Vehicles and Trailers' (checked) and 'Motorcycles' (unchecked). The form also includes fields for 'Supervisor Inspector Authority Number' (1234) and 'Supervisor Employer (if different to trainee)' (Joes Garage). The 'NZTA Training Practical Videos' section is also visible at the bottom.

**New VIRM Search Now Live**  
[Click here to learn how to use it.](#)

Supervisor Inspector Authority Number \*

1234

Supervisor Employer (if different to trainee)

Joes Garage

Qualification & WOF Types \*

Experience Only

I have worked in fully time employment carrying out repairs and maintaince to the safety aspects

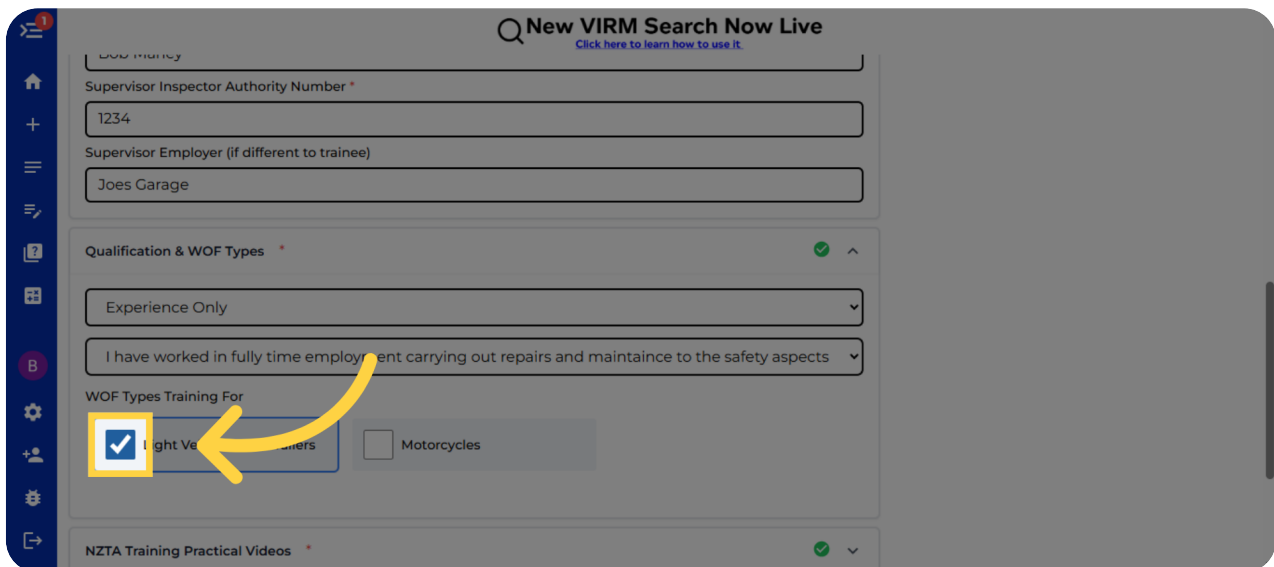
WOF types training for

☒ Light Vehicles and Trailers ☐ Motorcycles

NZTA Training Practical Videos \*

## 32 Select Light Vehicles Category

Select the type(s) of vehicles you are applying to sit the NZTA WOF Exams for



The screenshot shows a mobile application interface for the 'New VIRM Search Now Live' system. The form contains several input fields and sections. A yellow box highlights the 'Light Vehicles' checkbox under the 'WOFF Types Training For' section, with a yellow arrow pointing to it from the text 'Select the type(s) of vehicles you are applying to sit the NZTA WOF Exams for'.

**New VIRM Search Now Live**  
[Click here to learn how to use it.](#)

Supervisor Inspector Authority Number \*  
1234

Supervisor Employer (if different to trainee)  
Joes Garage

Qualification & WOF Types \* ✓ ^  
Experience Only ▼  
I have worked in fully time employment carrying out repairs and maintaince to the safety aspects ▼

WOFF Types Training For  
☒ Light Vehicles ☐ Motorcycles

NZTA Training Practical Videos \* ✓ ▼

### 33 Click to Watch NZTA Practical Training Videos

Click to expand the section to watch the NZTA Practical Training Videos

The screenshot shows a web application interface for 'New VIRM Search Now Live'. On the left is a dark blue sidebar with icons for home, menu, settings, and other functions. The main content area is a form with several sections. At the top, there's a search bar and a link 'Click here to learn how to use it'. Below that are two dropdown menus: 'Experience Only' and 'I have worked in fully time employment carrying out repairs and maintenance to the safety aspects'. The 'WOF Types Training For' section has two checkboxes: 'Light Vehicles and Trailers' (checked) and 'Motorcycles' (unchecked). A yellow arrow points from the 'Motorcycles' checkbox to a dropdown menu in the 'NZTA Training Practical Videos' section. This dropdown menu is highlighted with a yellow box and contains a green checkmark and a downward arrow. Below this are sections for 'Practical WOF Inspection Training under Supervision', 'Attachments', and 'Declaration', each with a green checkmark and a dropdown arrow. At the bottom is a blue button labeled 'Finish (Create Application PDF for NZTA)'.

New VIRM Search Now Live  
[Click here to learn how to use it](#)

Experience Only ▾

I have worked in fully time employment carrying out repairs and maintenance to the safety aspects ▾

WOF Types Training For

☒ Light Vehicles and Trailers ☐ Motorcycles

NZTA Training Practical Videos \* ▾

Practical WOF Inspection Training under Supervision \* ▾

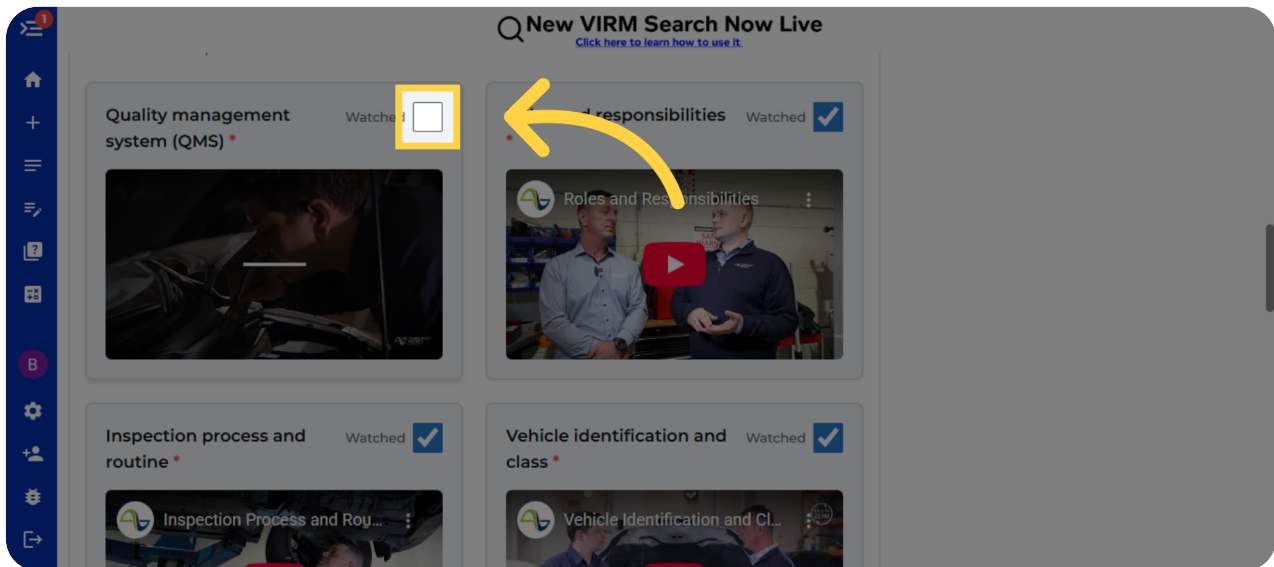
Attachments \* ▾

Declaration \* ▾

Finish (Create Application PDF for NZTA)

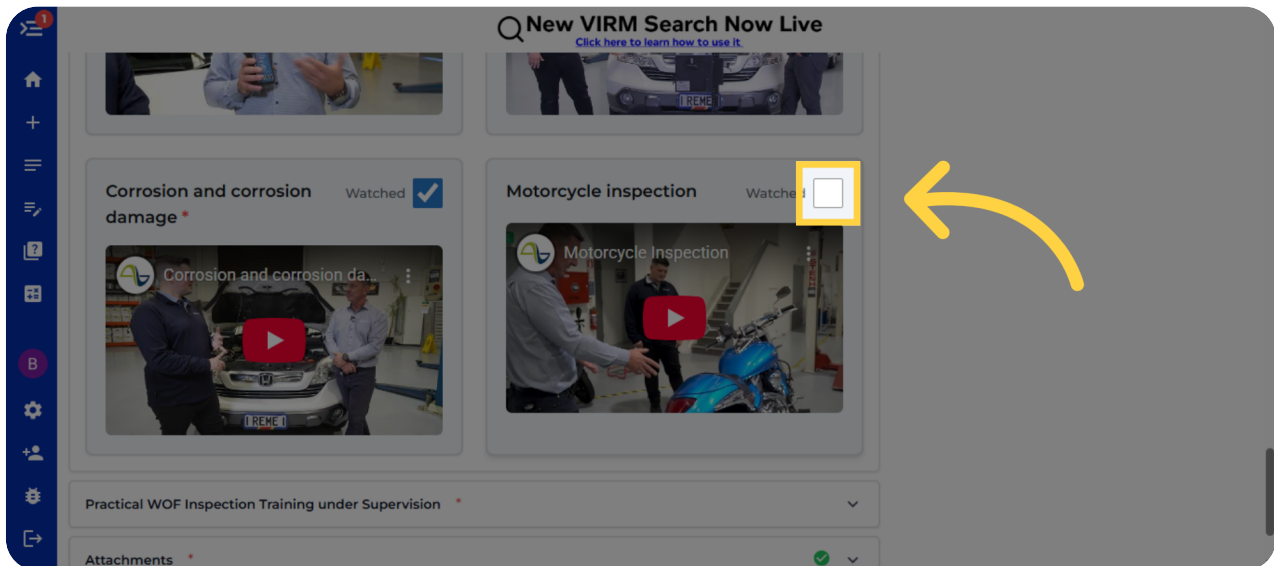
## 34 Tick Watched Videos

To show that you have watched each of the NZTA Practical Training Videos, tick the box next to each one. These are very useful training videos, and they can help you pass the practical exam as they show what the NZTA examiner is looking for.



## 35 Optional Motorcycle Practical Training Video

You only need to watch the Motorcycle Inspection video if you selected Motorcycle as part of your WOF training.



## 36 WOF Judgement and Practice

In this section you do actual WOF Inspections using itsallauto.com e WOF system under your Supervisor, who ticks whether you used correct judgement, and was trained.

**New VIRM Search Now Live**  
[Click here to learn how to use it.](#)

Suspension	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Used noist, and put weight on front wheels via wheel rims.
Structural Integrity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Magnet to check for body filler.
Seatbelts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Checked for fraying, anchor points, retractors, buckles
Airbags	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Checked self-diagnostics for airbag light work correctly
Glazing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Used tint card to compare against level of tint on windows
External Projections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Used tape measure to take me to determine The length of the projection
Brake Systems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Road tested the brakes with electronic brake meter
Tyres	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## 37 Enter Tyre Tread Measurement

Use a tyre tread gauge to measure tyre depth accurately as part of the inspection process. This can be recorded as an example of recording using a tool

**New VIRM Search Now Live**  
[Click here to learn how to use it.](#)

Suspension	✓	✓	Used noist, and put weight on front wheels via wheel rims.
Structural Integrity	✓	✓	Magnet to check for body filler.
Seatbelts	✓	✓	Checked for fraying, anchor points, retractors, buckles
Airbags	✓	✓	Checked self-diagnostics for airbag light work correctly
Glazing	✓	✓	Used tint card to compare against level of tint on windows
External Projections	✓	✓	Used tape measure to take me to determine The length of the projection
Brake Systems	✓	✓	Road tested the brakes with electronic brake meter
Tyres	✓	✓	Use a tyre tread gauge to measure tyre depth

## 38 Adding Attachments

Now you add your attachments such as the Passed NZTA Mock Exam, and Criminal Record Check

The screenshot shows a web application interface for 'New VIRM Search Now Live'. It features a sidebar with navigation icons and a main content area with a table of inspection items. Below the table are sections for 'Attachments' and 'Declaration', each with a green checkmark and a dropdown arrow. A yellow arrow points to the 'Attachments' dropdown arrow.

Item	Check 1	Check 2	Description
Airbags	✓	✓	Checked self-diagnostics for airbag light work correctly
Glazing	✓	✓	Used tint card to compare against level of tint on windows
External Projections	✓	✓	Used tape measure to take me to determine The length of the projection
Brake Systems	✓	✓	Road tested the brakes with electronic brake meter
Tyres	✓	✓	Use a tyre tread gauge to measure tyre tread depth

Attachments \* ✓ ▾

Declaration \* ✓ ▾

Finish (Create Application PDF for NZTA)

## 39 Immigrant and First Time Applying

You can indicate: if you are an Immigrant. And if it is your First Time Applying for the NZTA WOF Inspector Exams.

The screenshot shows the 'New VIRM Search Now Live' application interface. The 'Attachments' section at the top indicates that PDF documents will be combined with the application. Below this, the 'Additional Requirements' section contains two toggle switches: 'I am an immigrant' and 'This is my first time applying'. The 'I am an immigrant' toggle is highlighted with a yellow box and a yellow arrow, indicating it should be turned on. The 'Required Documents' section below shows a requirement for 3 to 5 eWOF checksheets, signed by a supervisor, with a minimum of 3 and a maximum of 5 PDFs. It shows that 3/5 checksheets have been uploaded: 'WOF Fail eChecksheet - GNY614 (2).pdf' and 'WOF Pass eChecksheet - FWA676 (1).pdf'. Each document entry has a red 'X' icon, likely indicating a status or error.

## 40 Electronic Warrant of Fitness Checksheets

You can upload 3 to 5 e WOF checksheets that show you have had practical WOF experience.

The screenshot displays the 'New VIRM Search Now Live' application interface. A yellow box highlights the 'Required Documents' section, which includes the text '3 to 5 eWOF checksheets, signed by supervisor' and 'Minimum 3, maximum 5 PDFs (3 uploaded)'. An 'Upload PDF' button is also highlighted. Below this, three PDF files are listed: 'WOF Fail eChecksheets - GNY614 (2).pdf', 'WOF Pass eChecksheets - FWA676 (1).pdf', and 'WOF Fail eChecksheets - GNY614 (2).pdf'. A yellow arrow points from the 'Upload PDF' button to the right side of the interface.

**New VIRM Search Now Live**  
[Click here to learn how to use it.](#)

This is my first time applying ☒

**Required Documents**

3 to 5 eWOF checksheets, signed by supervisor  
Minimum 3, maximum 5 PDFs (3 uploaded)

3/5 uploaded

WOF Fail eChecksheets - GNY614 (2).pdf

WOF Pass eChecksheets - FWA676 (1).pdf

WOF Fail eChecksheets - GNY614 (2).pdf

Mock theory exam certificate

Certificate.pdf

## 41 Upload Mock Cert, Criminal Record, Other Docs

You can upload your Mock Theory Exam Certificate. Any Other Supporting Docs. And your Criminal Record Check (if it is your first application to NZTA).

The screenshot shows the 'New VIRM Search Now Live' application form. The interface includes a dark blue sidebar on the left with navigation icons. The main content area has a light gray background. At the top, there's a search bar and the title 'New VIRM Search Now Live' with a link 'Click here to learn how to use it.' Below this, there are three main sections, each with a yellow border:

- Mock theory exam certificate:** This section contains a file upload area with a document icon, the text 'Certificate.pdf', and a red 'X' icon for removal.
- Other documents (e.g supporting evidence):** This section has a file upload area with a document icon, the text '0/5 uploaded', and an 'Upload PDF' button.
- Criminal record check:** This section includes a link 'Need to request one?' and a file upload area with a document icon, the text 'Criminal Record Check.pdf', and a red 'X' icon for removal. A yellow arrow points to this section from the right.

At the bottom of the form, there is a 'Declaration' section with a red asterisk, a green checkmark, and a dropdown arrow. Below this is a blue button labeled 'Finish (Create Application PDF for NZTA)'.

## 42 Click Link to Proceed

Click the link to do the Declarations required by NZTA

The screenshot shows a web application interface for 'New VIRM Search Now Live'. On the left is a dark blue sidebar with icons for home, add, menu, edit, document, grid, profile (labeled 'B'), settings, and a plus icon. The main content area has a light gray background. At the top right of the main area is the title 'New VIRM Search Now Live' with a magnifying glass icon and a link 'Click here to learn how to use it'. Below the title are three document upload sections: 'Mock theory exam certificate' with a file 'Certificate.pdf' and a red 'X' icon; 'Other documents (e.g supporting evidence)' with an 'Upload PDF' button and '0/5 uploaded' text; and 'Criminal record check' with a link 'Need to request one?' and a file 'Criminal Record Check.pdf' with a red 'X' icon. At the bottom of the main area is a 'Declaration' section with a green checkmark icon and a dropdown arrow. A yellow box highlights the dropdown arrow, and a yellow curved arrow points from it towards the right. At the very bottom is a blue button labeled 'Finish (Create Application PDF for NZTA)'.

## 43 Access Certificates Section

There are 3 Declarations required.

The Employer

The Supervisor

The Trainee

The screenshot displays the 'New VIRM Search Now Live' web application interface. On the left is a dark blue sidebar with various icons. The main content area has a light gray background. At the top, it says 'New VIRM Search Now Live' with a magnifying glass icon and a link 'Click here to learn how to use it.' Below this is the 'Training Dates' section, which includes 'Start date\*' (01/01/2026) and 'End date\*' (01/29/2026) fields. A note states: 'By typing your name(s) below you agree this constitutes your electronic signature and is legally binding under New Zealand law.' The 'Employer / Authorised Representative' section is highlighted with a yellow box and a yellow arrow. It contains a text input field with 'Greg Owner' and a declaration statement: 'I, Greg Owner, being the employer/authorised representative of the above business, declare that the named trainee is employed in a role that includes vehicle inspection and certification duties under our NZTA-approved organisation and that the information provided is true and correct to the best of my knowledge.' Below this are two sections: 'Supervisor Declaration' and 'Trainee Declaration', both marked with a red asterisk. A yellow square is visible in the bottom right corner of the application window.

You can now create and view a PDF file that can be downloaded and emailed to the NZTA

You can also edit the PDF at any time if you need to change it, or NZTA require more information from you.

Thank you for watching and:

GOOD LUCK WITH YOUR WOF EXAMS!

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