



# Complete Workflow for New WOF Inspector Training Process

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**FREE - New WOF Inspector training**



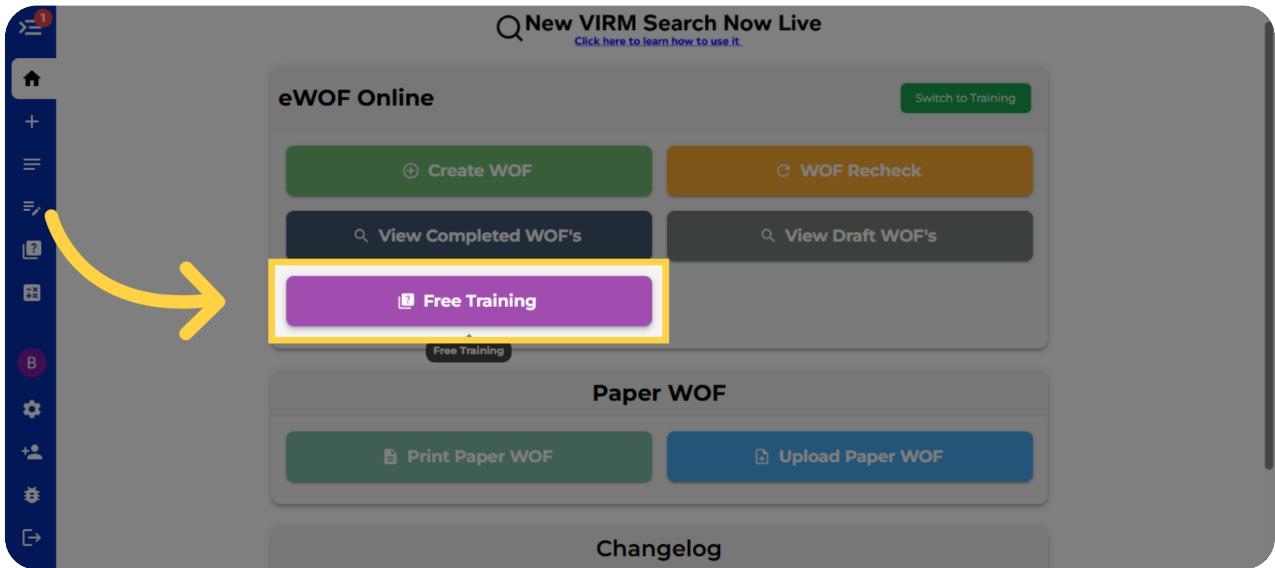
**NZTA Theory & Practical Exams**

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.itsallaauto.com](https://inspections.itsallaauto.com)

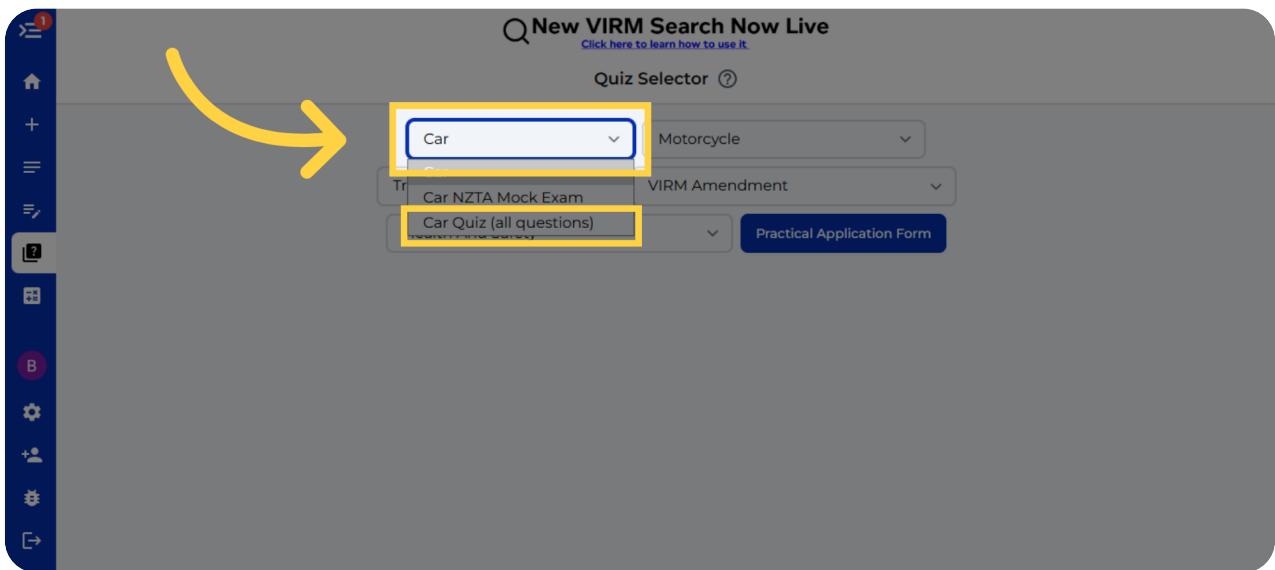
## 01 Access Free Training Section

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



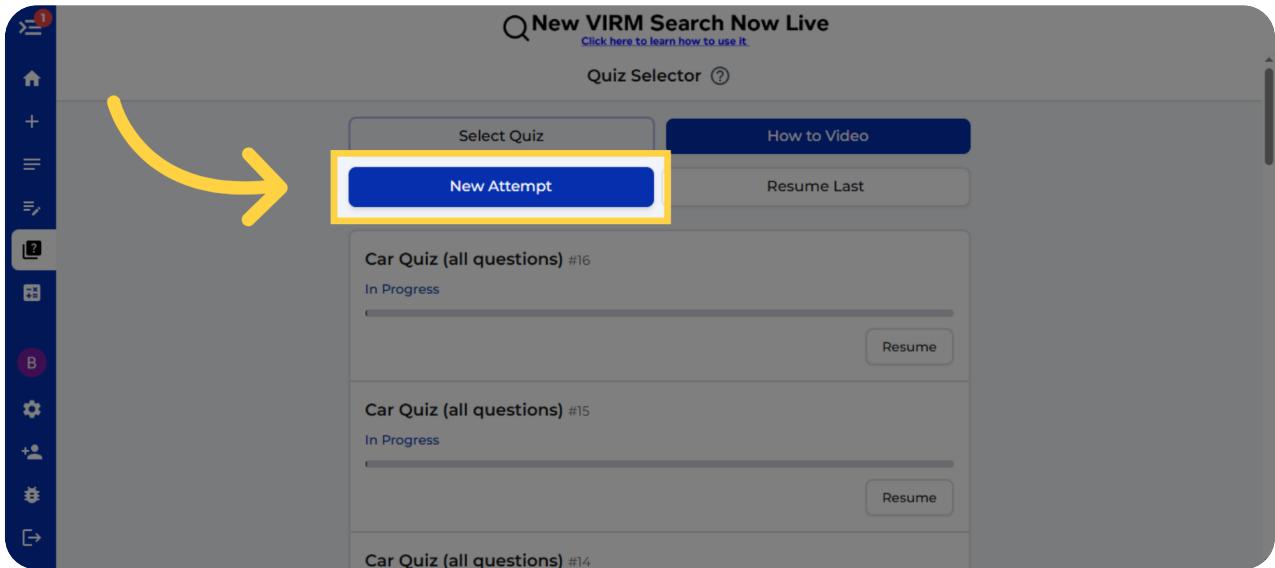
## 02 Select Mock Exam Quiz

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.



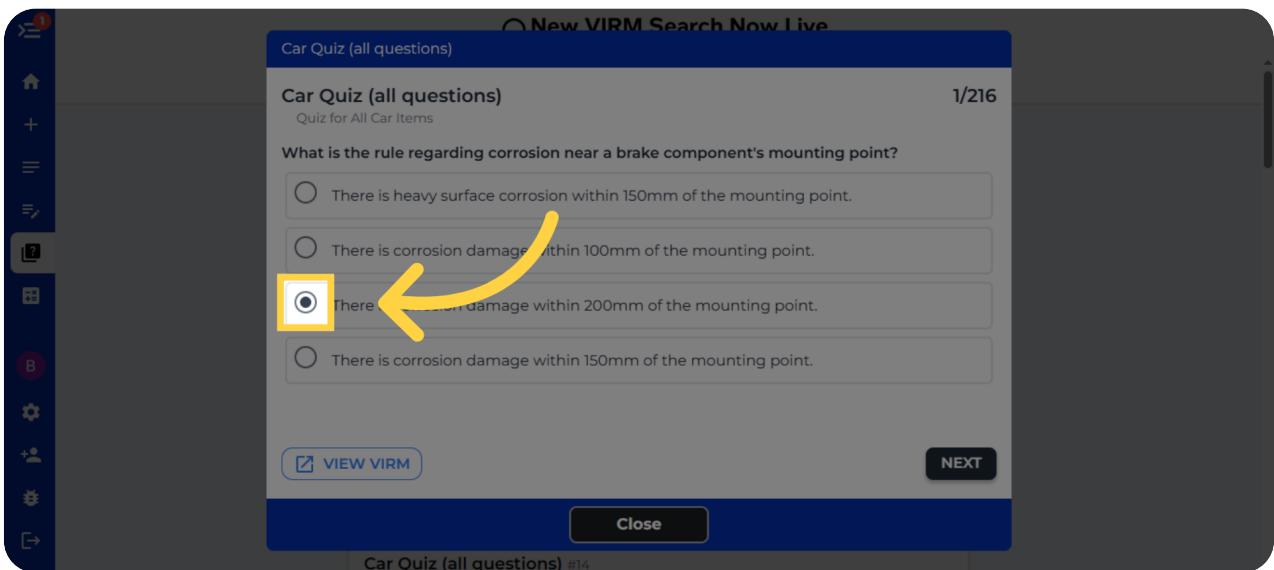
## 03 Start New Attempt

Click 'New Attempt' to begin a fresh quiz.



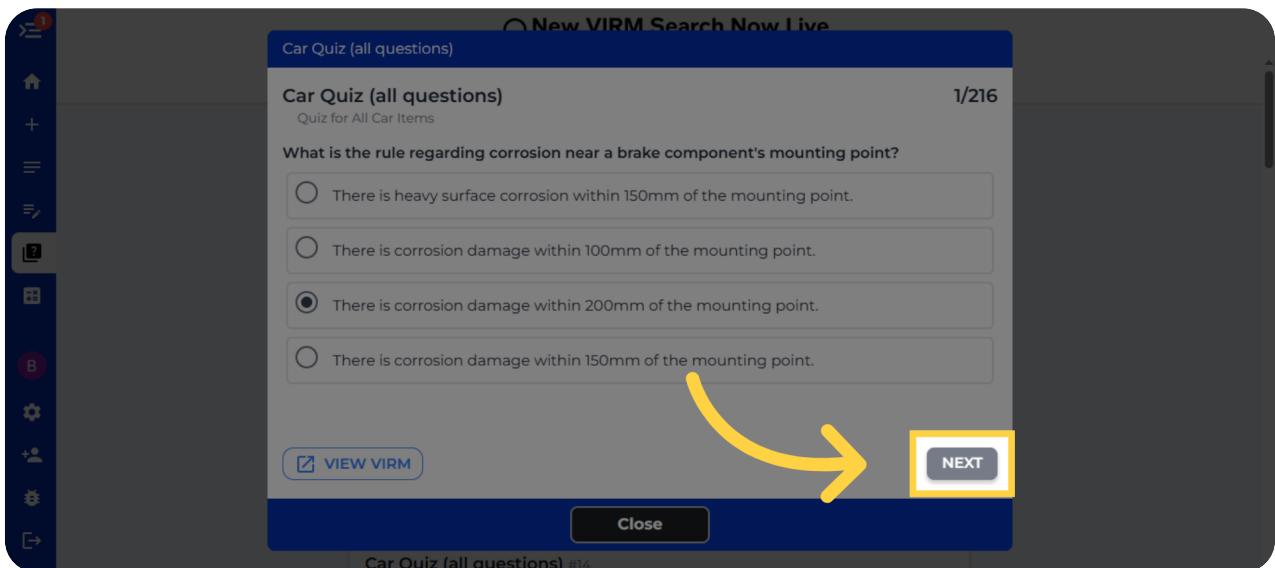
## 04 Enter Damage Severity

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



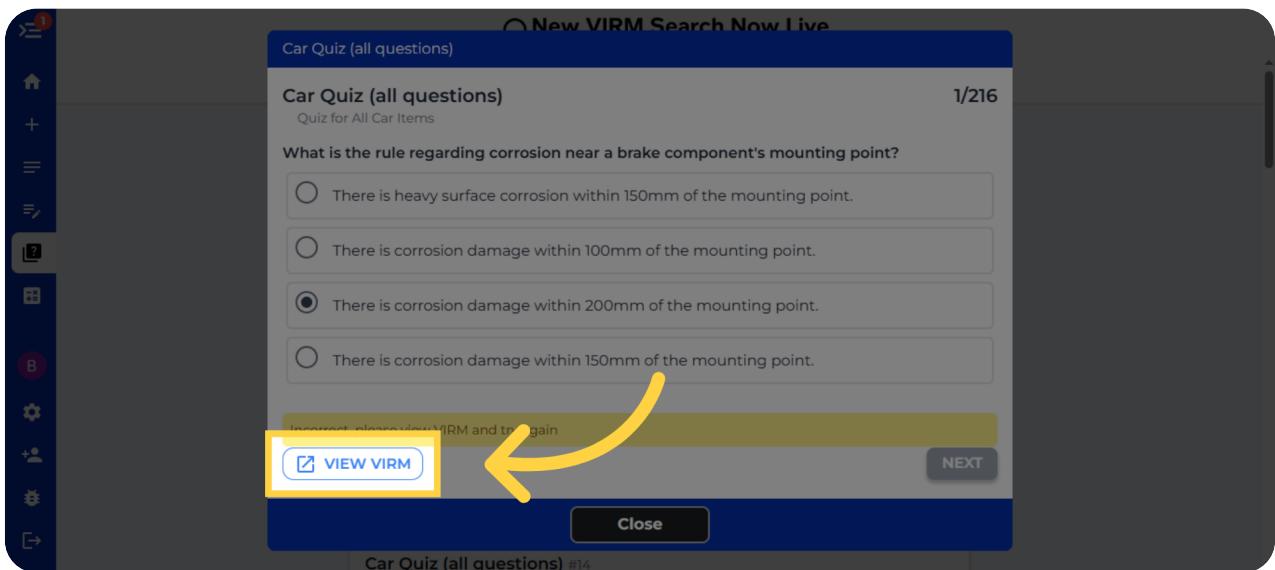
## 05 Proceed to Next Step

Click 'NEXT'



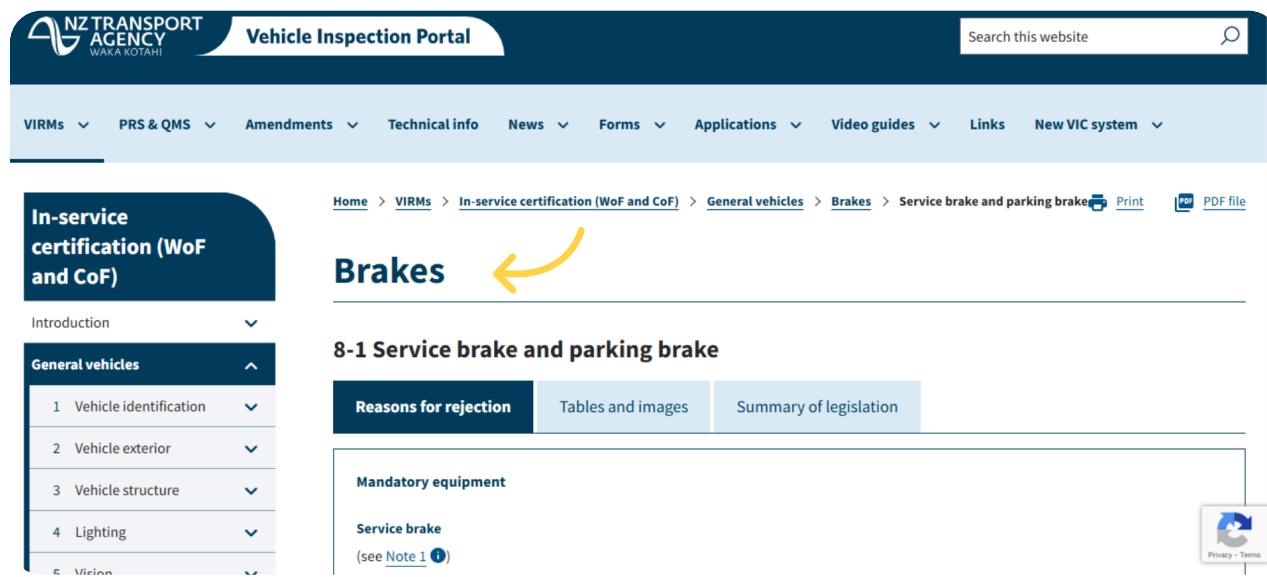
## 06 View VIRM Document

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

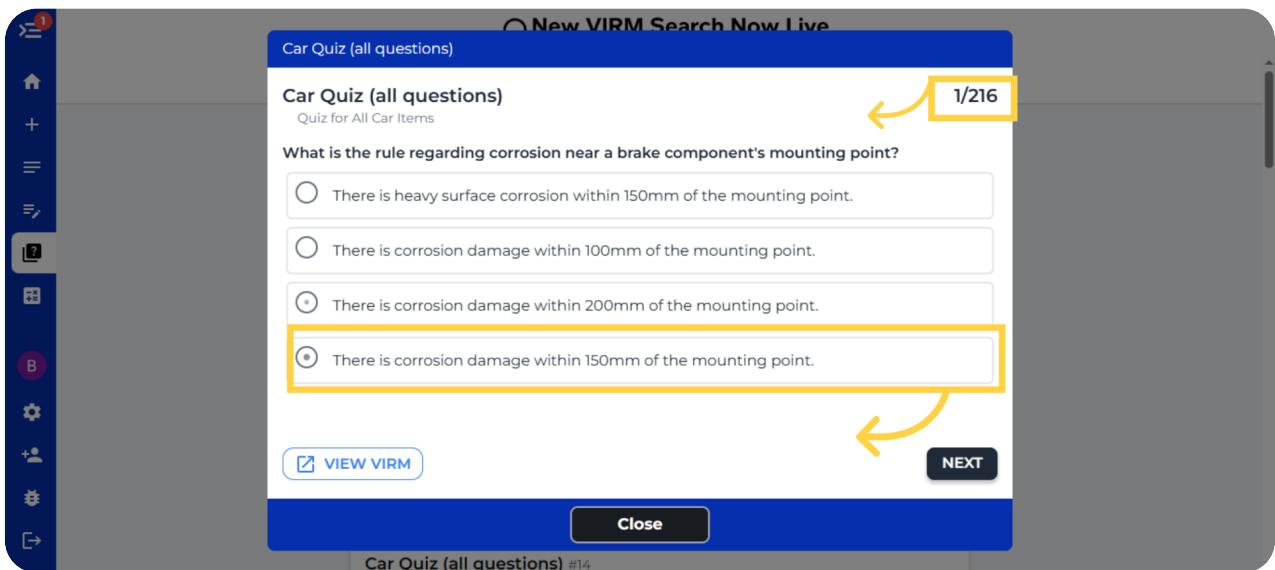
Takes you to the correct virm section. You won't get this luxury in the NZTA Mock Exam shown soon, but this does help initial learning.



The screenshot shows the NZ Transport Agency Vehicle Inspection Portal. The top navigation bar includes links for VIRMs, PRS & QMS, Amendments, Technical info, News, Forms, Applications, Video guides, Links, and New VIC system. A search bar is also present. The main content area is titled 'In-service certification (WoF and CoF)' and shows a breadcrumb navigation: Home > VIRMs > In-service certification (WoF and CoF) > General vehicles > Brakes > Service brake and parking brake. There are 'Print' and 'PDF file' buttons. A yellow arrow points to the 'Brakes' section in the breadcrumb. The 'Brakes' section contains a sub-section titled '8-1 Service brake and parking brake' with tabs for 'Reasons for rejection', 'Tables and images', and 'Summary of legislation'. Below this is a 'Mandatory equipment' section with a 'Service brake' sub-section and a note. The sidebar on the left lists categories: General vehicles, Vehicle identification, Vehicle exterior, Vehicle structure, Lighting, and Vision. The 'General vehicles' category is expanded.

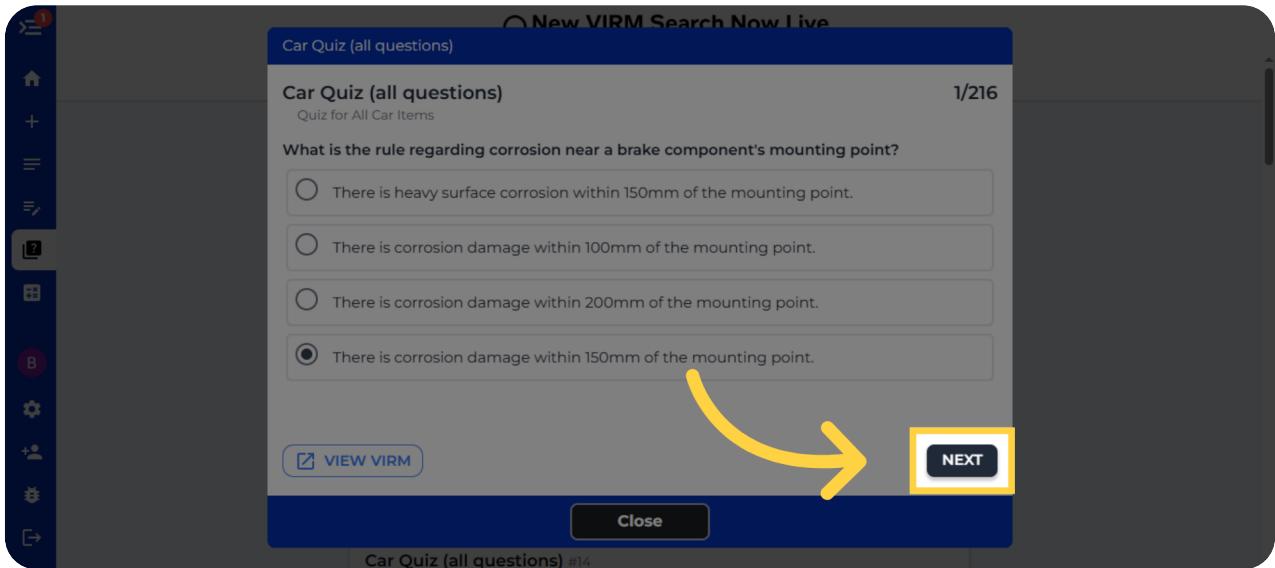
## 08 Return to Itsallauto

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



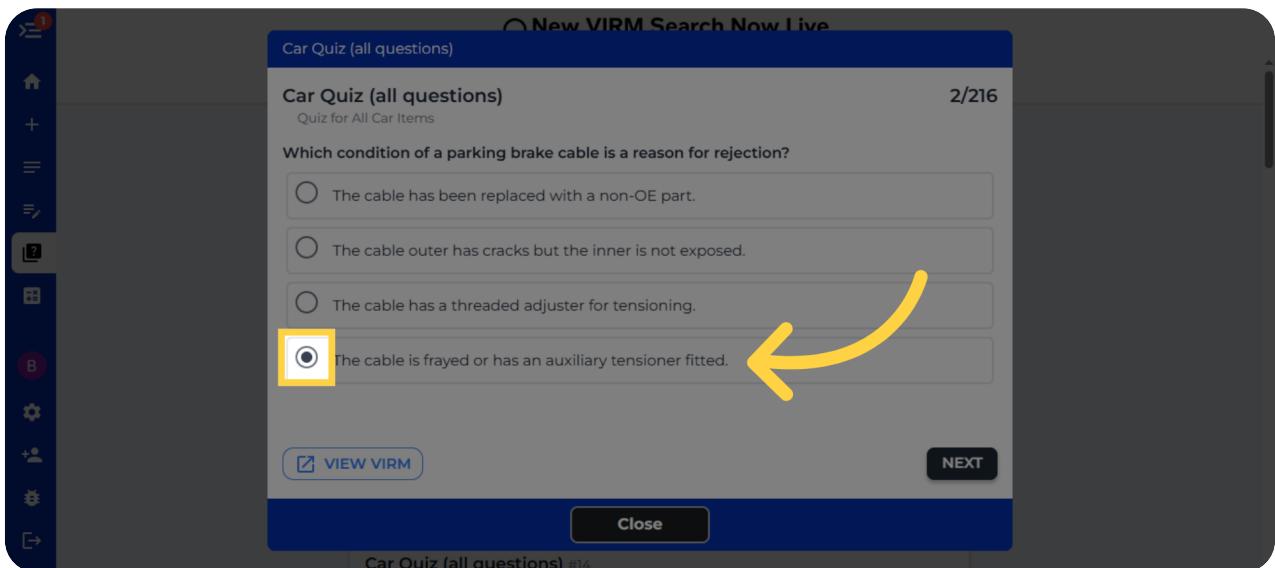
## 09 Click Next Button

Click 'NEXT'



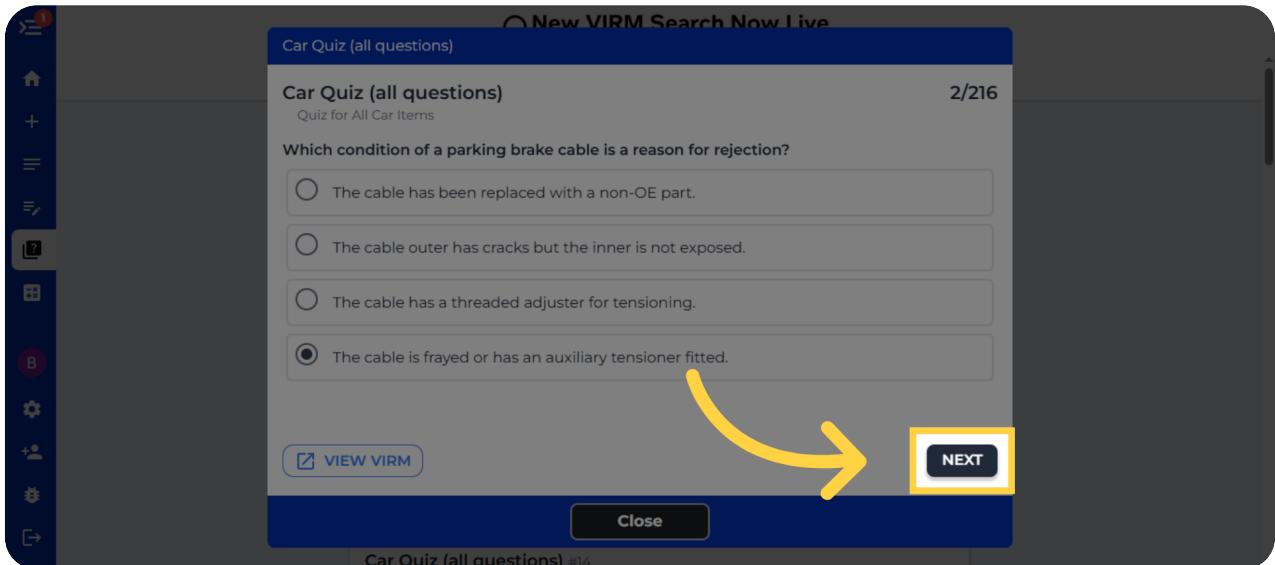
## 10 Example of Correct Answer

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



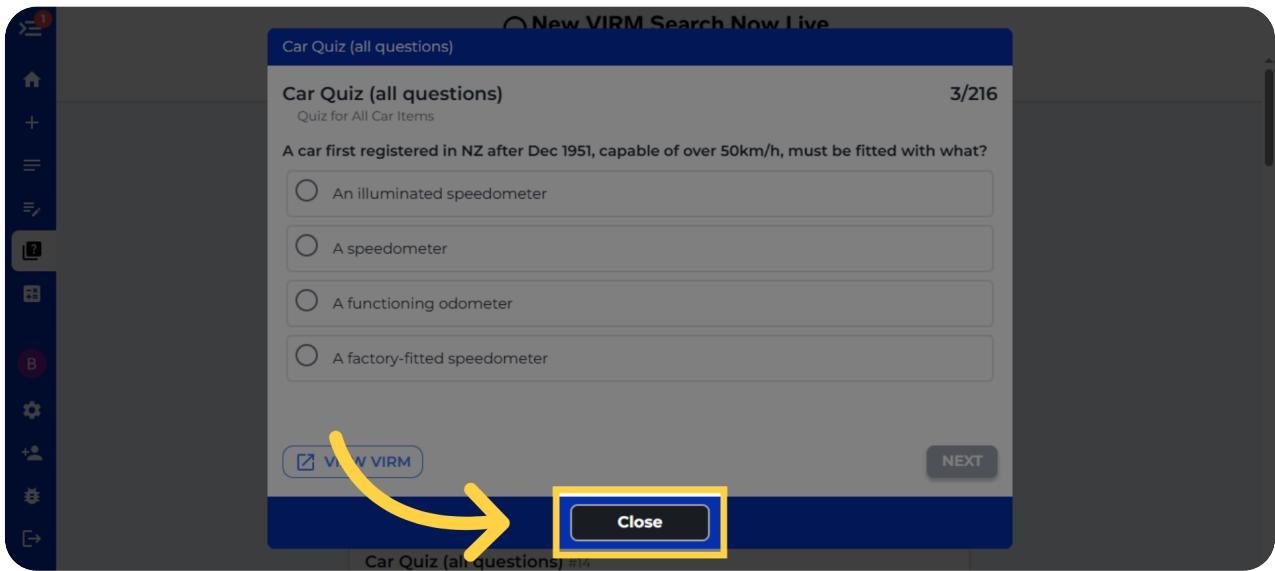
## 11 Proceed to Next Question

Click 'NEXT'



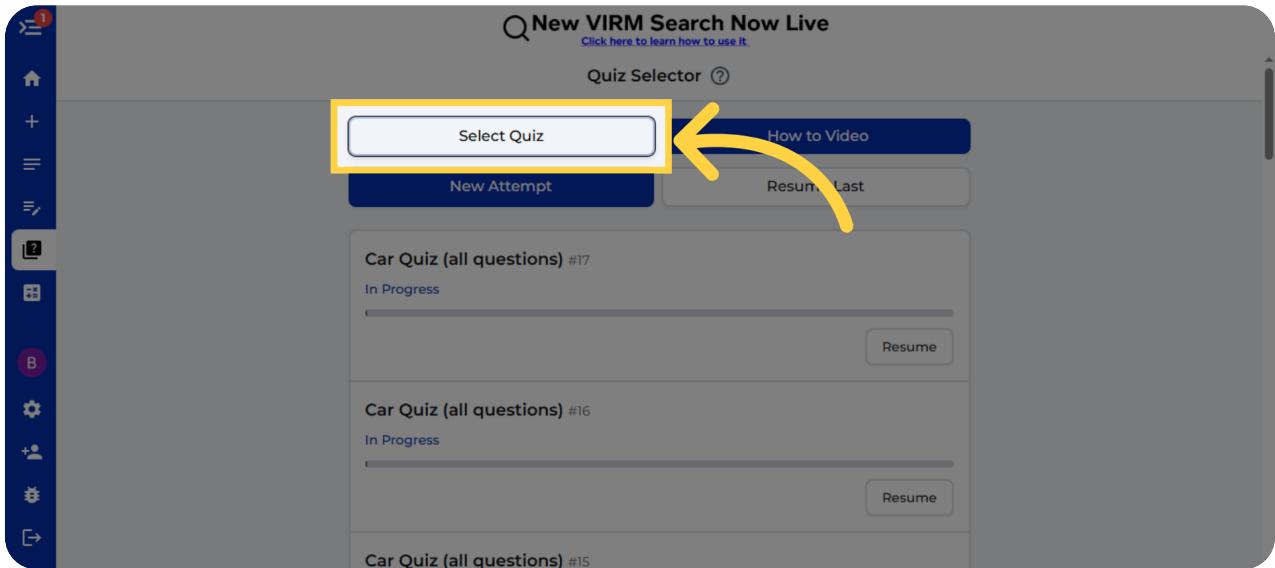
## 12 Close Current Window

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



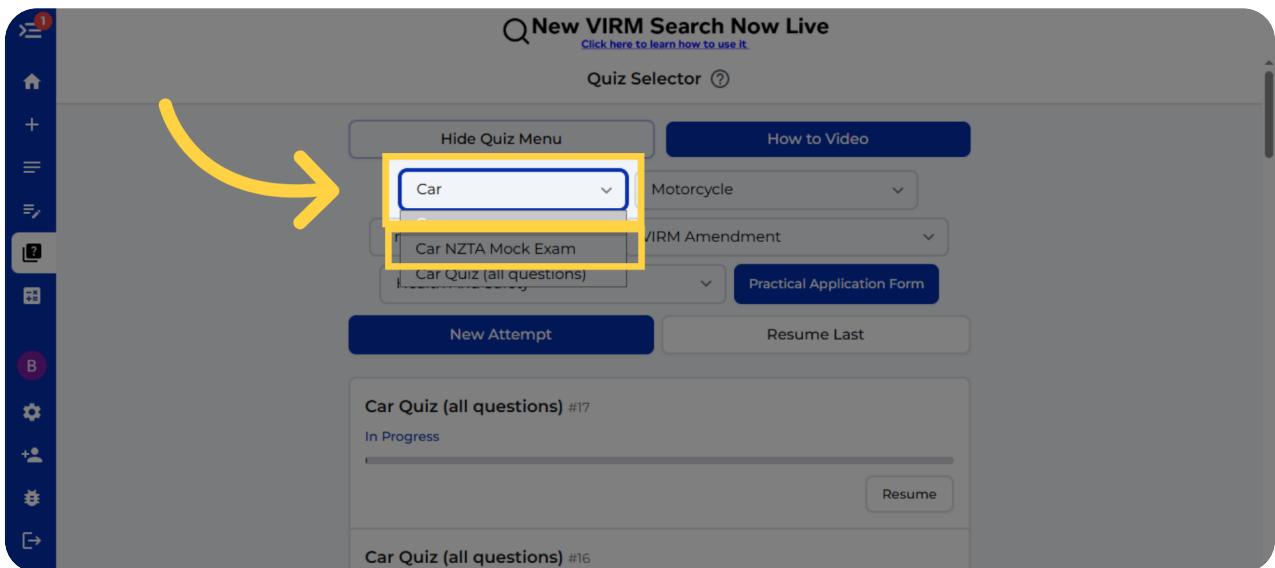
## 13 Open Quiz Selector

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



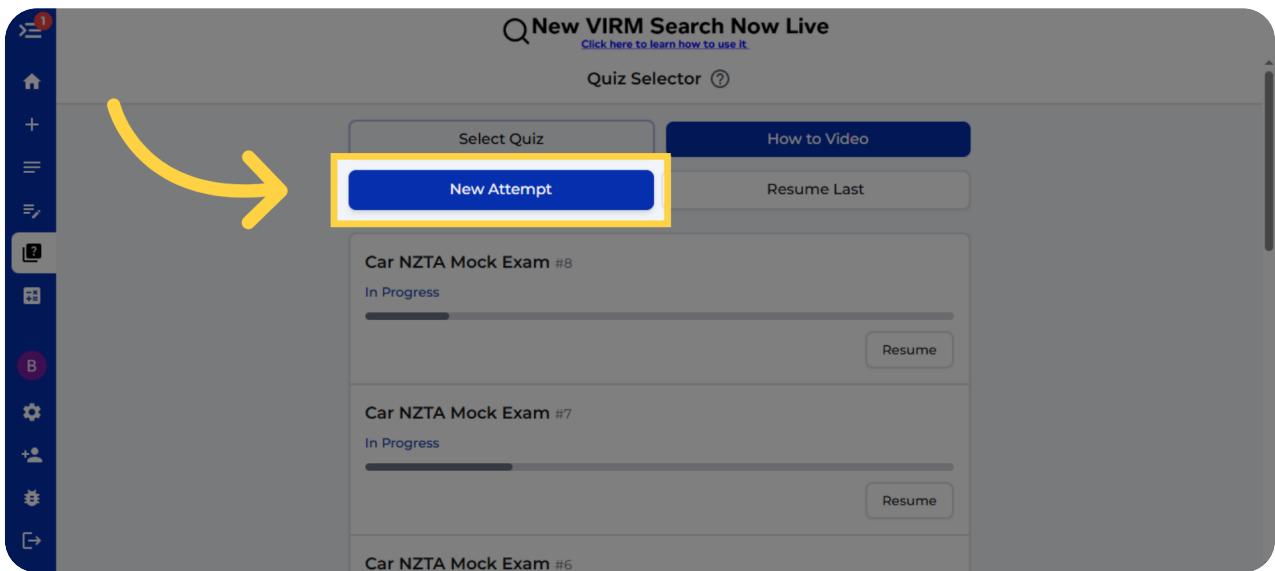
## 14 Choose Mock Exam Quiz

Select Car, then the Car NZTA Mock Exam



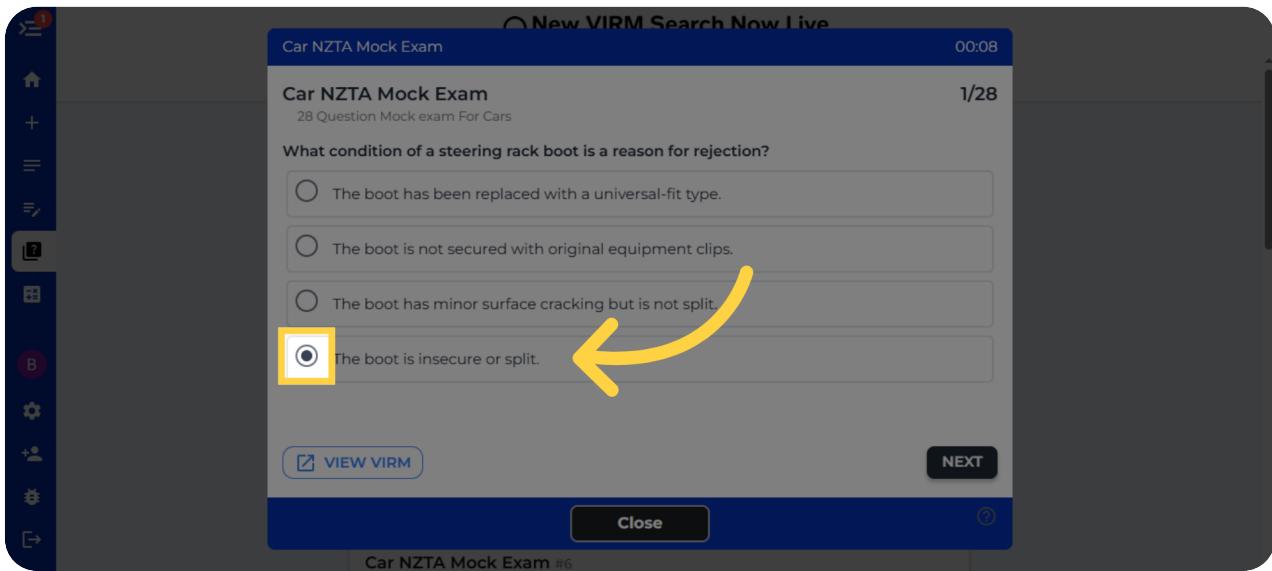
## 15 Start New Quiz Attempt

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



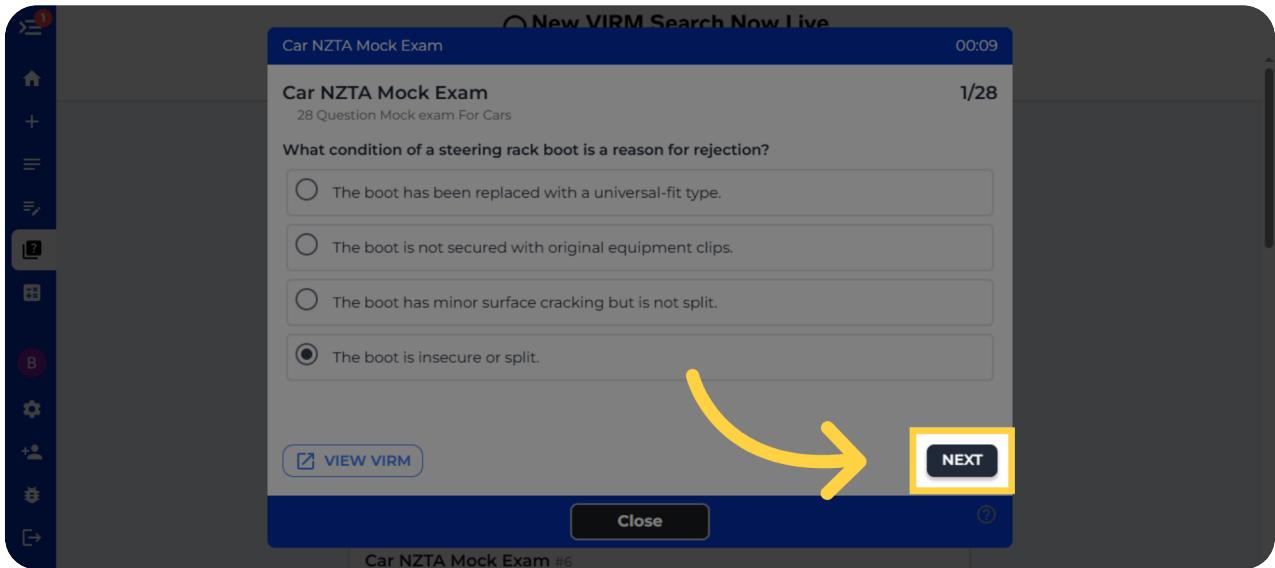
## 16 Choosing a Quiz Answer

This gives you the same 28 questions in 40 minutes as the NZTA Theory Exam has. Select an answer, it wont tell you if it is right or wrong. Use the virm to help. Wont 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



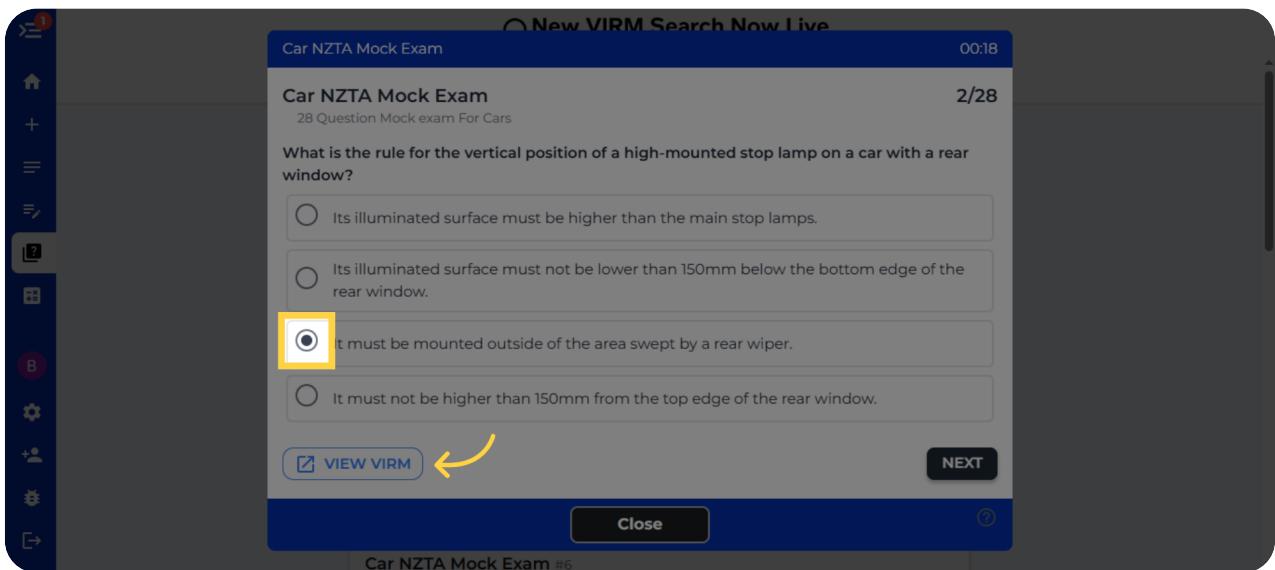
## 17 Click Next to Continue

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.

Introduction

General vehicles

Heavy vehicles

Light PSVs

Heavy PSVs

Motorcycles

General trailers

Heavy trailers

Forklifts

Tractors

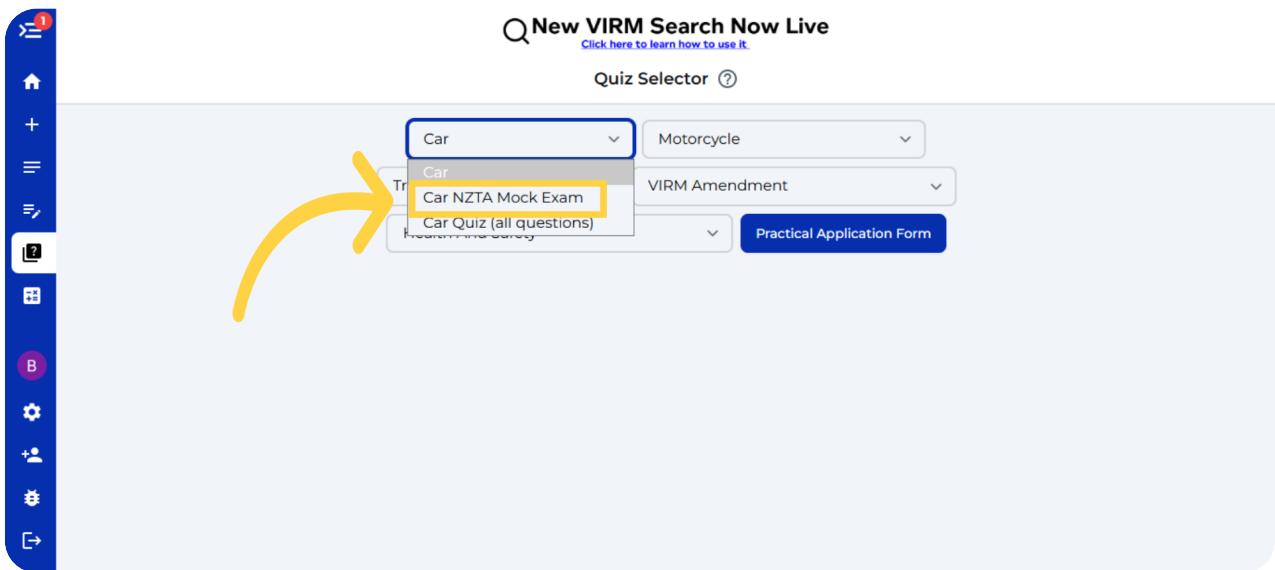
Unclassified vehicles

Technical bulletins (general)

 Privacy · Terms

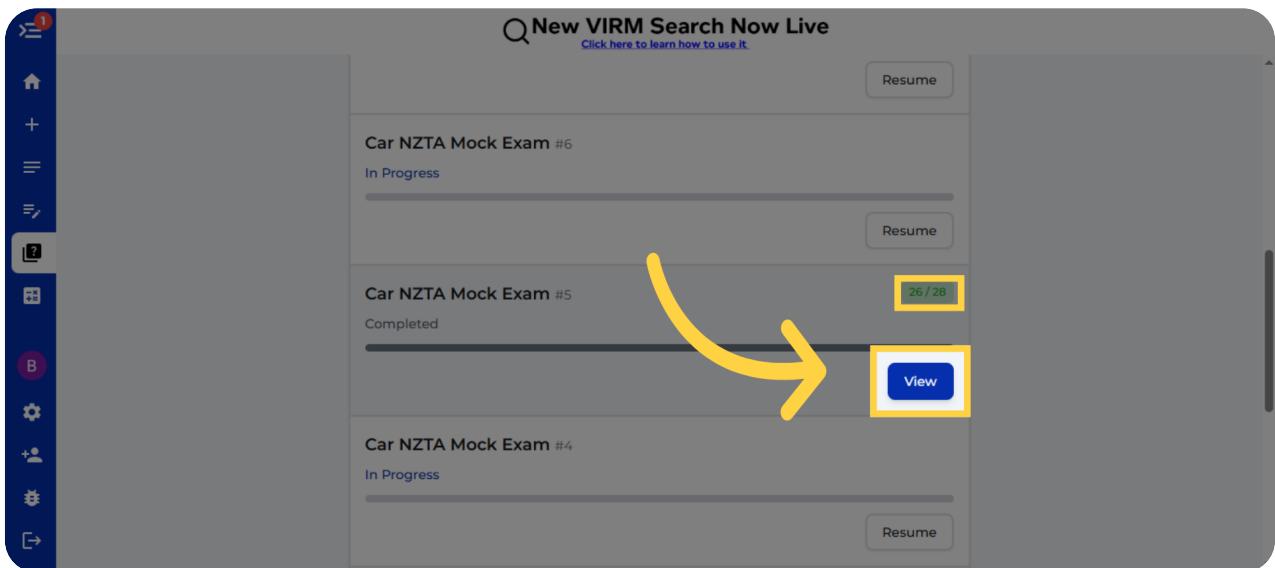
## 20 Finding Passed Mock Exam

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



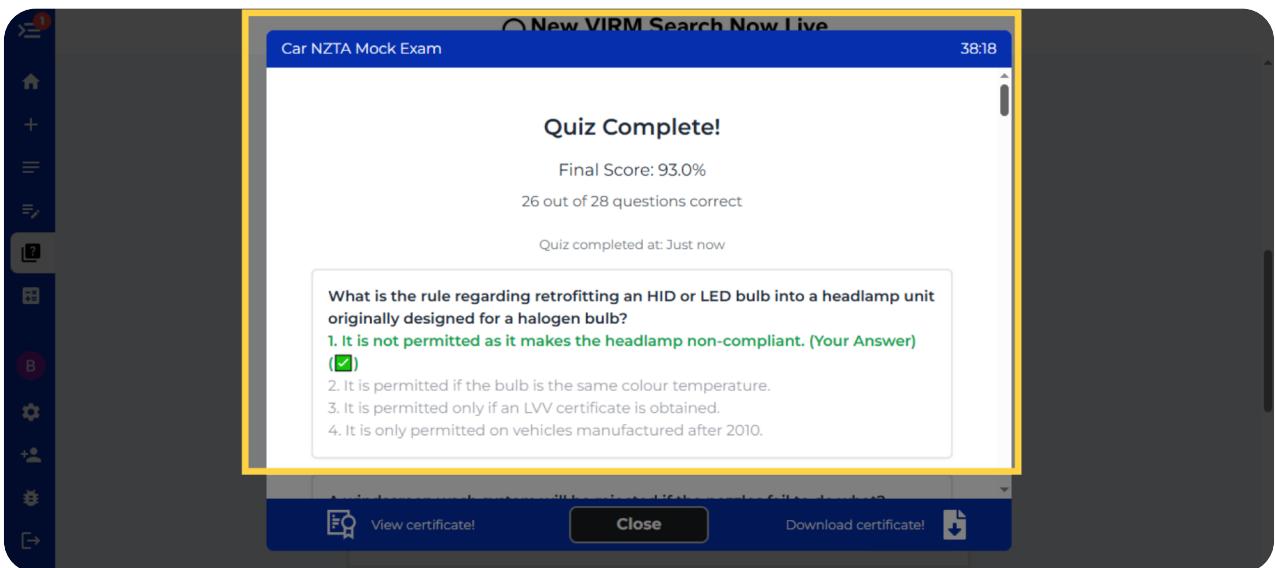
## 21 Scroll to find passed exam

Scroll as needed to find Passed Exam, and Click View



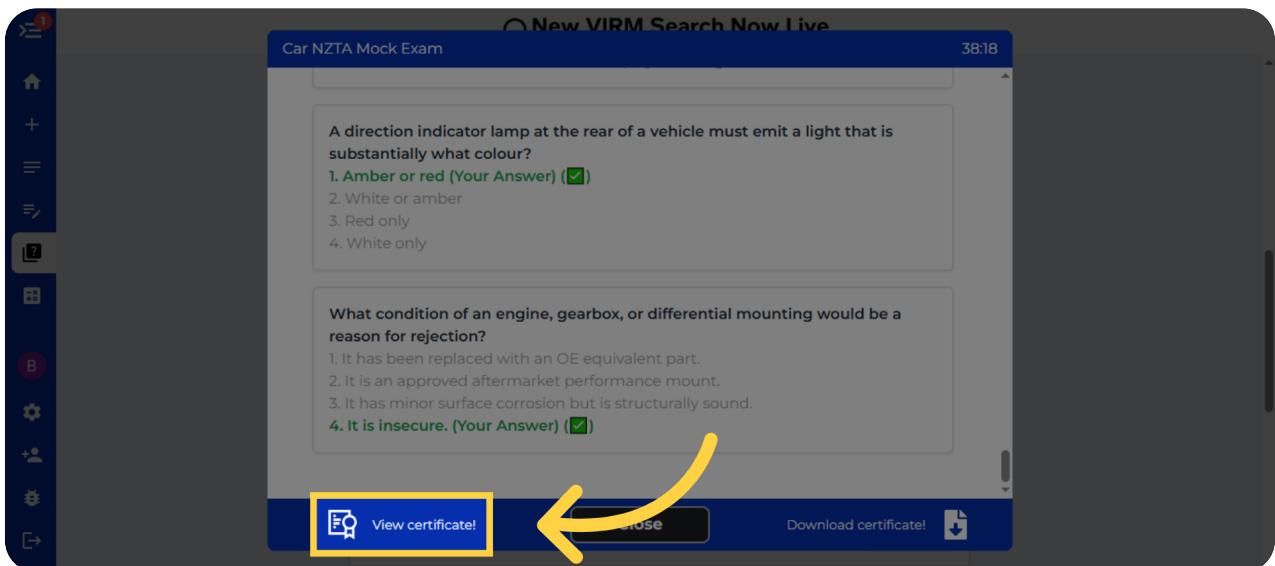
## 22 Review Quiz Completion

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.



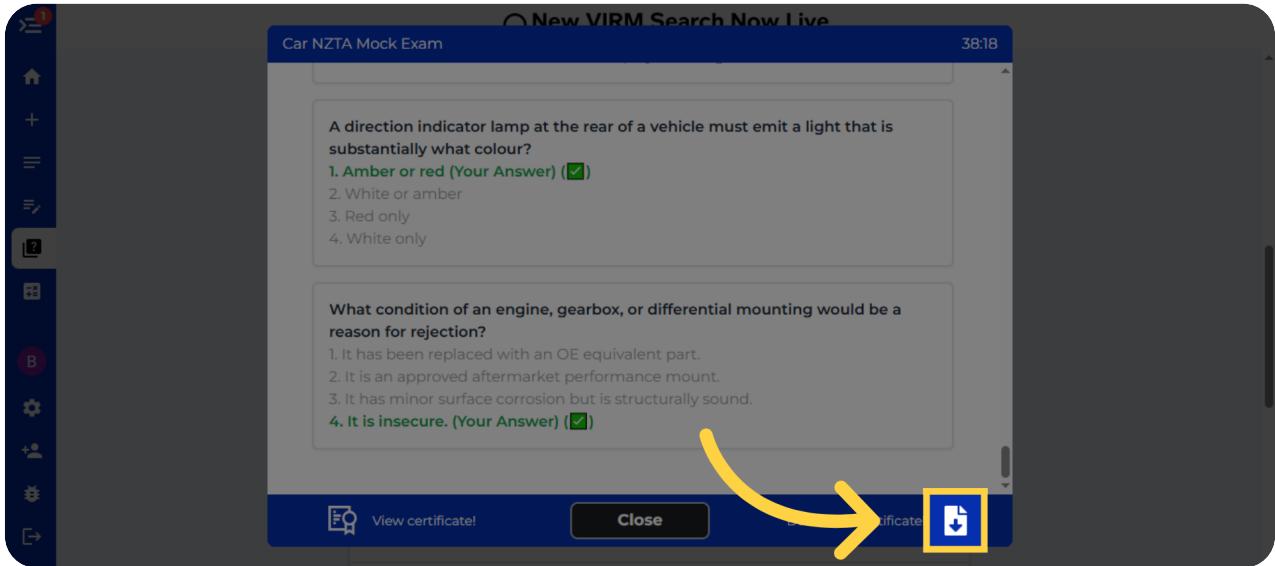
## 23 View Certificate

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



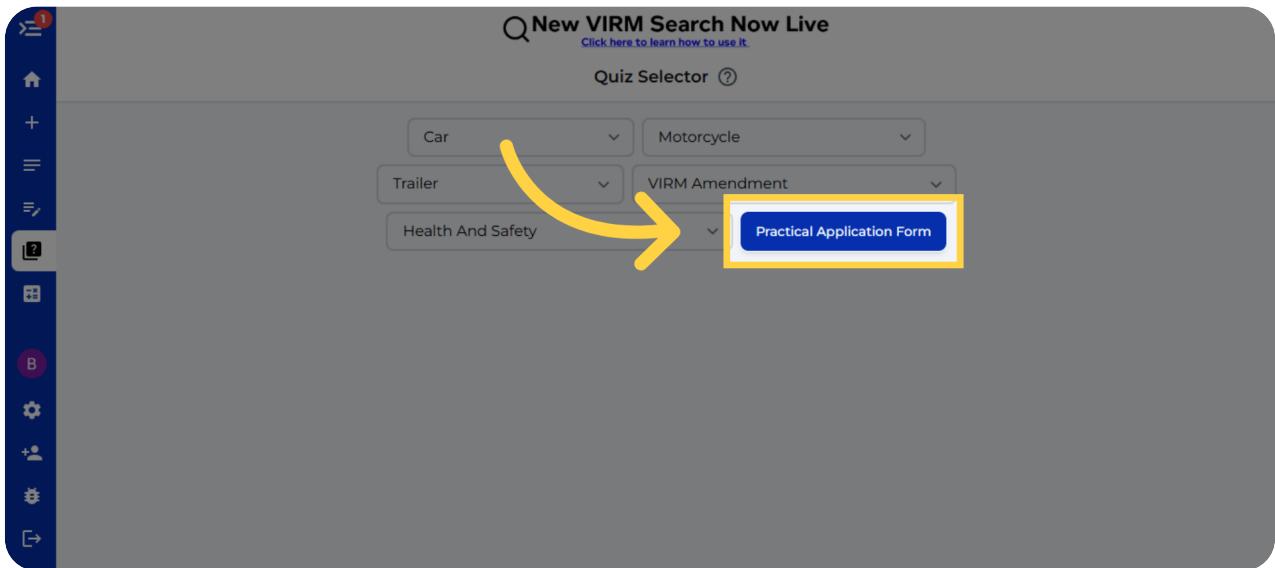
## 24 Download Mock Exam Certificate

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.



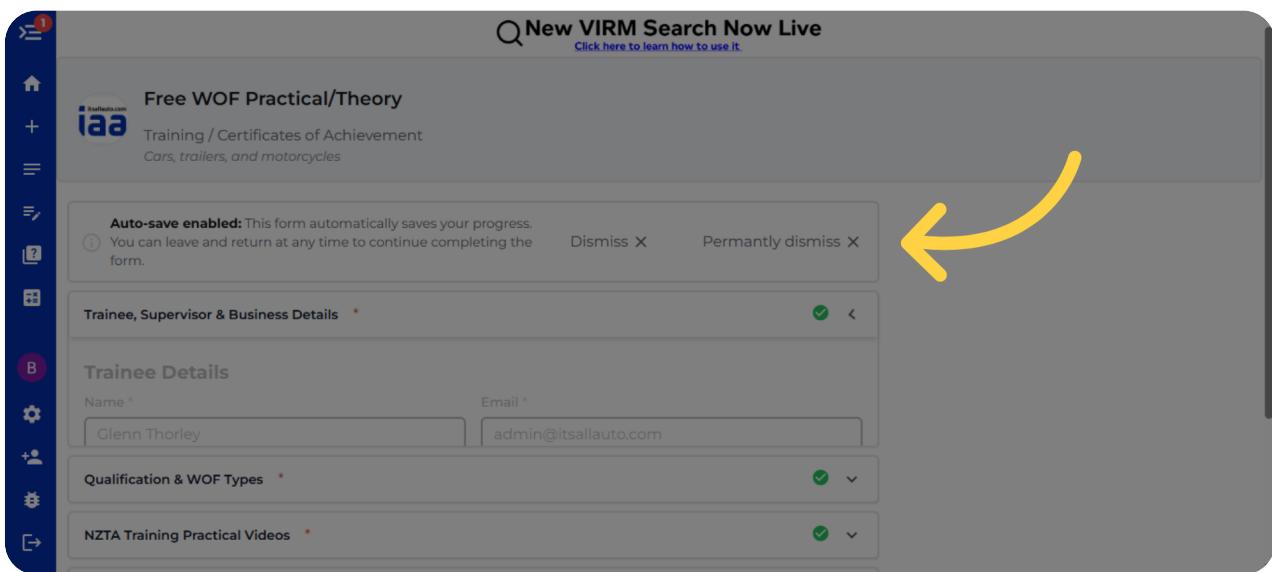
## 25 Open Practical Application Form

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



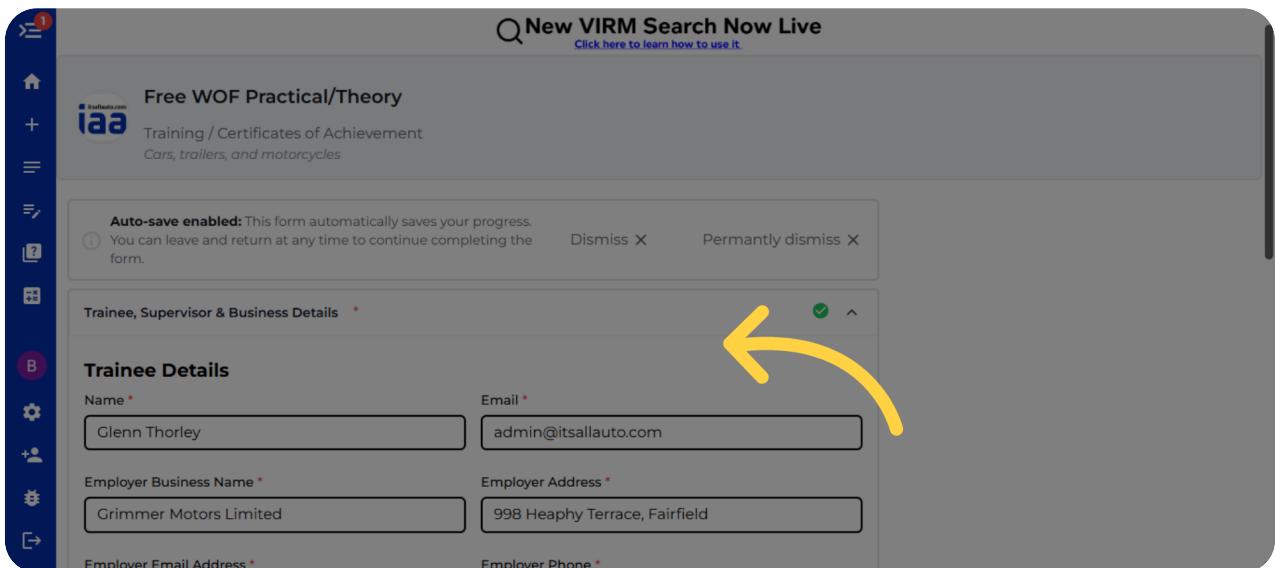
## 26 Auto Saves your progress

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



## 27 Enter Trainee Details

Fill out all the Trainee Details as required



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.

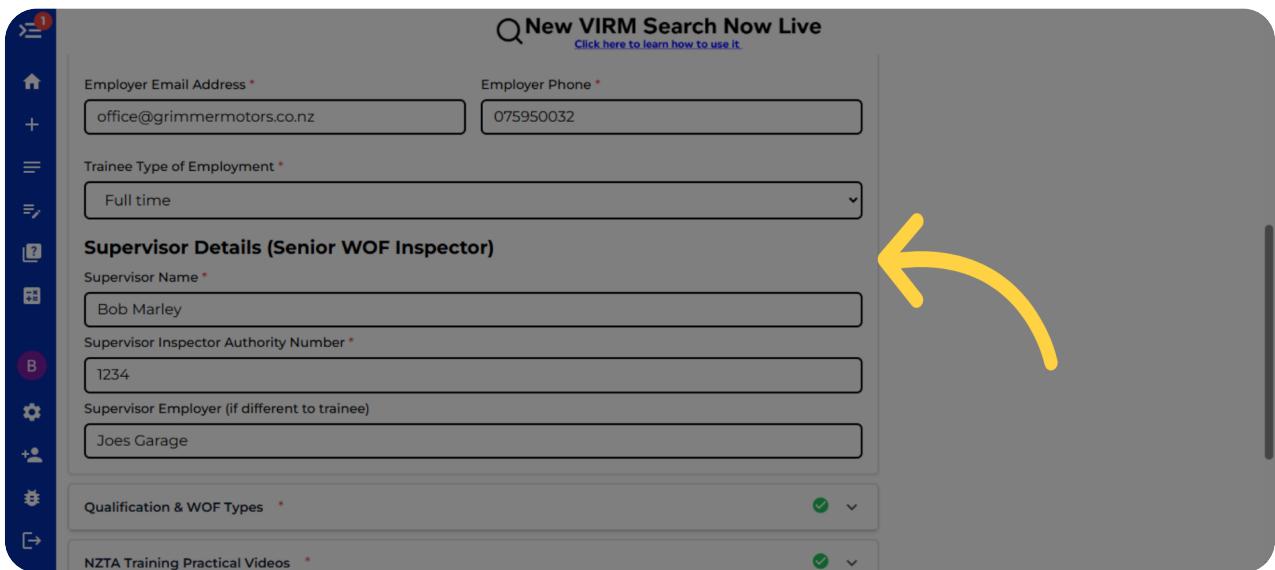
Trainee, Supervisor & Business Details \*

**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.



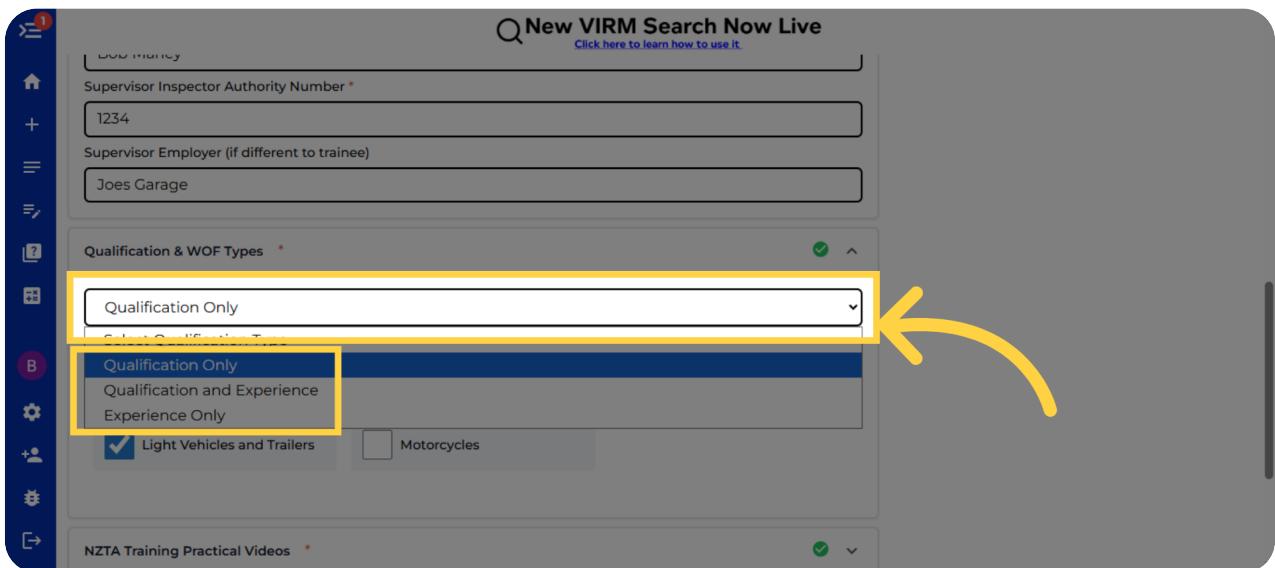
The screenshot shows a web-based form titled "New VIRM Search Now Live". On the left, there is a vertical sidebar with various icons. The main form area contains the following fields:

- 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 \*: (checkboxes checked)
- NZTA Training Practical Videos \*: (checkboxes checked)

A yellow arrow points to the "Supervisor Name" field.

## 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.



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 \*

- Qualification Only
- Qualification and Experience
- Experience Only

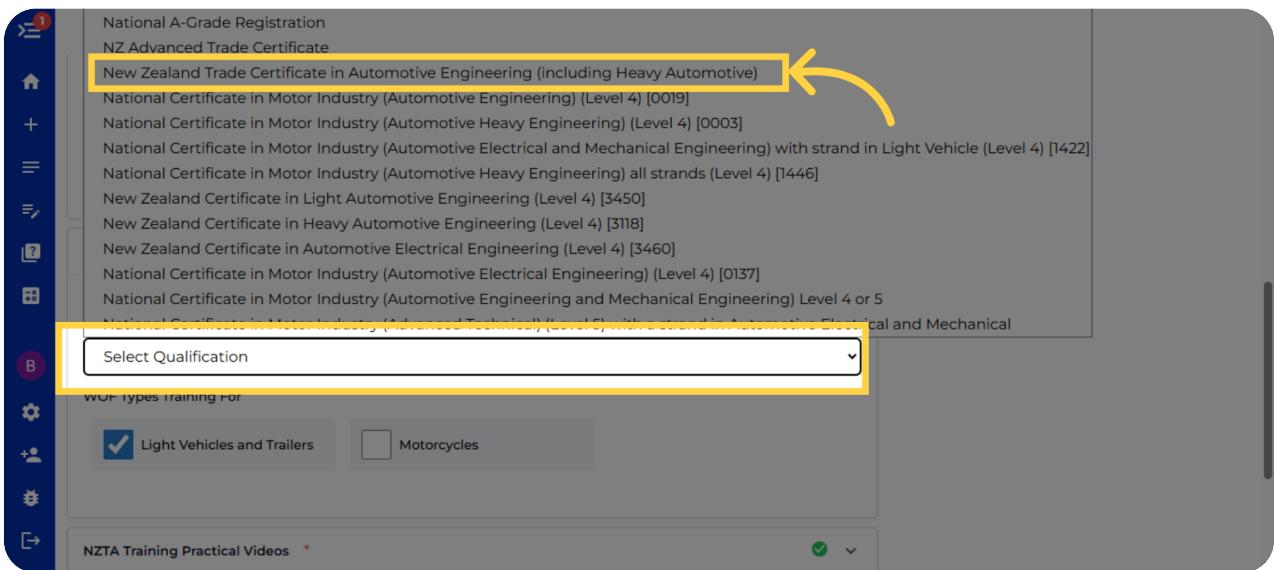
Light Vehicles and Trailers

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.



The screenshot shows a software interface for selecting a qualification. On the left, there is a vertical sidebar with icons and a dropdown menu labeled 'B'. The main area displays a list of qualifications, with the first item, 'New Zealand Trade Certificate in Automotive Engineering (including Heavy Automotive)', highlighted by a yellow box and a yellow arrow pointing to it. Below this list is a dropdown menu with the placeholder 'Select Qualification'. At the bottom of the interface, there are two checkboxes: 'Light Vehicles and Trailers' (which is checked) and 'Motorcycles'. The 'Motorcycles' checkbox has a yellow box around it. At the very bottom, there is a 'NZTA Training Practical Videos' section with a dropdown menu.

- National A-Grade Registration
- NZ Advanced Trade Certificate
- New Zealand Trade Certificate in Automotive Engineering (including Heavy Automotive)**
- National Certificate in Motor Industry (Automotive Engineering) (Level 4) [0019]
- National Certificate in Motor Industry (Automotive Heavy Engineering) (Level 4) [0003]
- National Certificate in Motor Industry (Automotive Electrical and Mechanical Engineering) with strand in Light Vehicle (Level 4) [1422]
- National Certificate in Motor Industry (Automotive Heavy Engineering) all strands (Level 4) [1446]
- New Zealand Certificate in Light Automotive Engineering (Level 4) [3450]
- New Zealand Certificate in Heavy Automotive Engineering (Level 4) [3118]
- New Zealand Certificate in Automotive Electrical Engineering (Level 4) [3460]
- National Certificate in Motor Industry (Automotive Electrical Engineering) (Level 4) [0137]
- National Certificate in Motor Industry (Automotive Engineering and Mechanical Engineering) Level 4 or 5
- National Certificate in Motor Industry (Advanced Technology) (Level 5) with strand in Automotive Electrical and Mechanical

Select Qualification

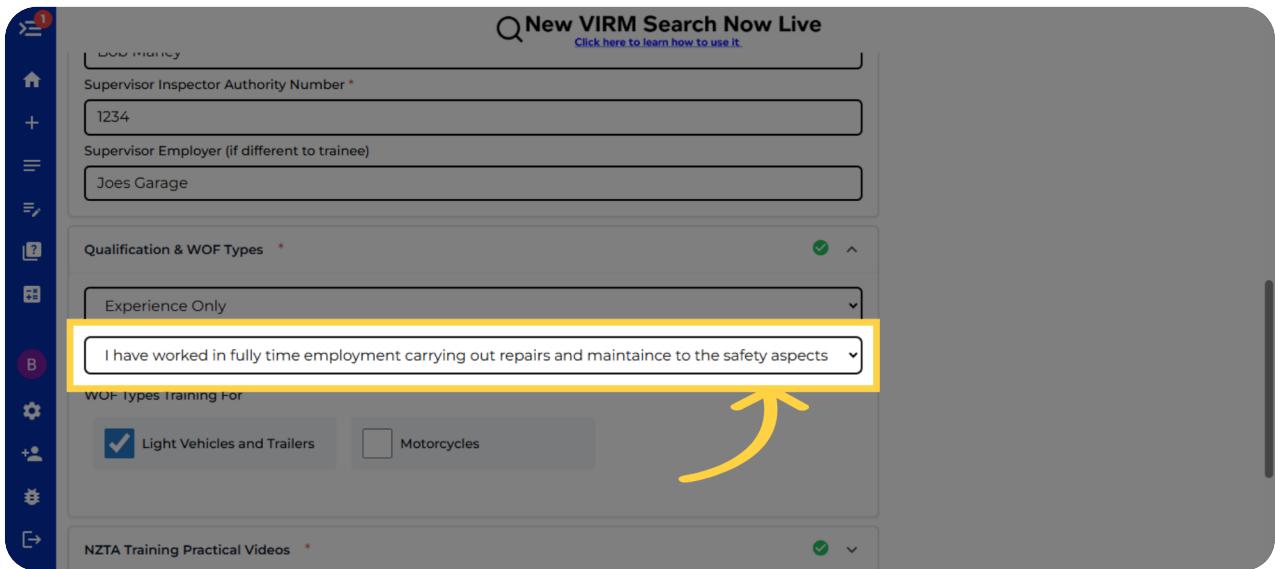
WOF types Training For

Light Vehicles and Trailers  Motorcycles

NZTA Training Practical Videos

## 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.



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 maintenance to the safety aspects

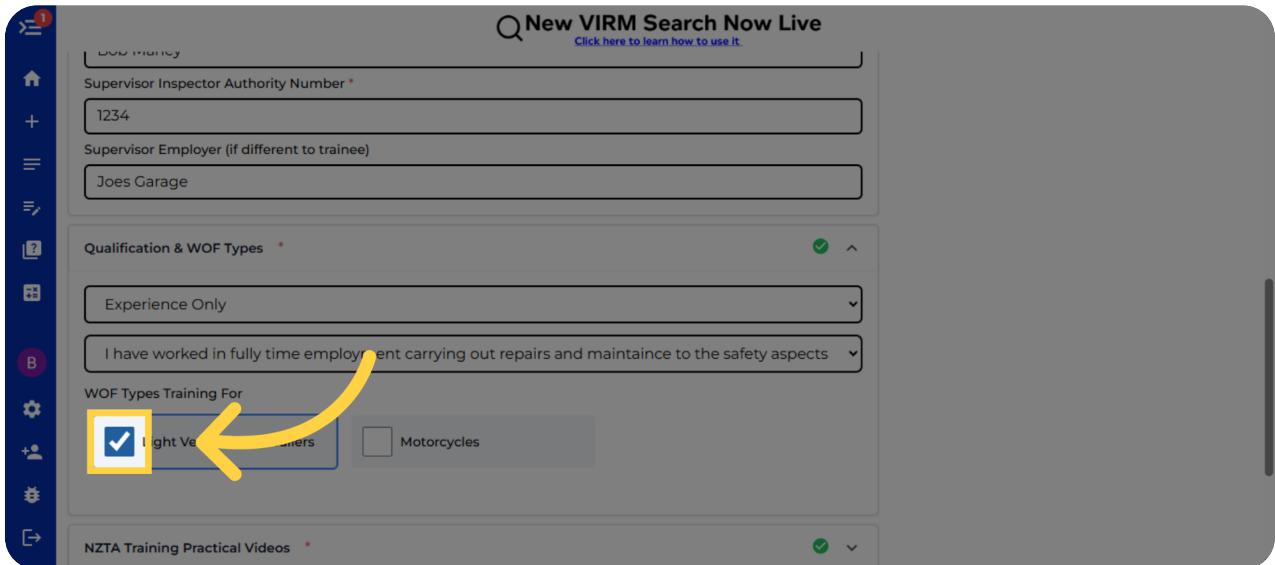
WOF Types Training For

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



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 maintenance to the safety aspects

WOF Types Training For

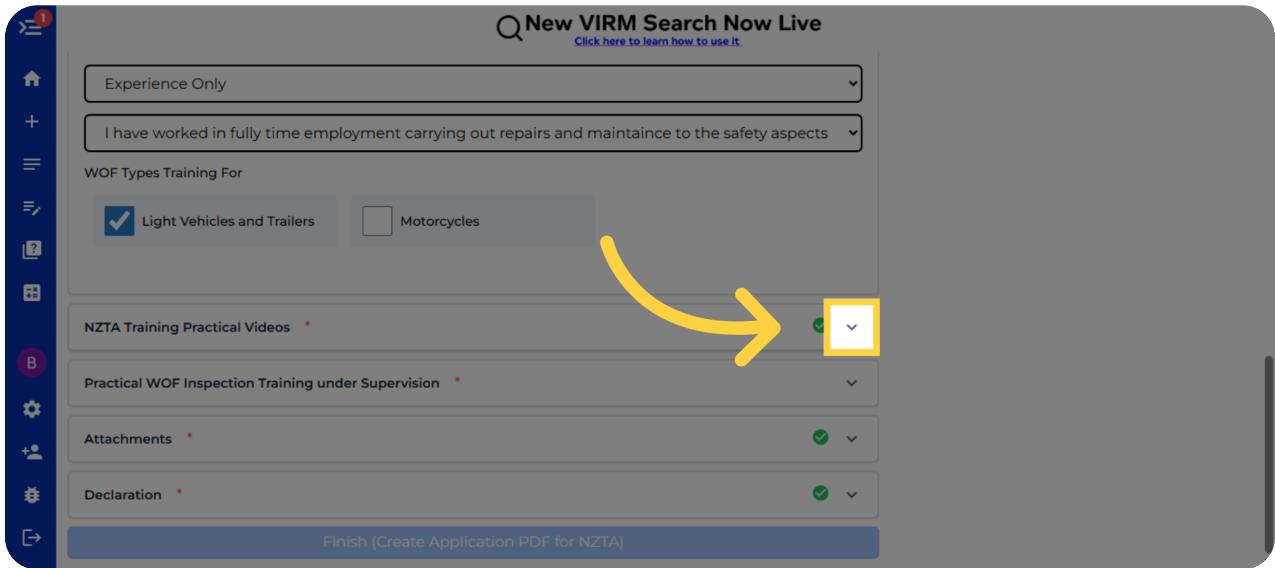
Light Vehicles

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



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 maintainance to the safety aspects

WOF Types Training For

Light Vehicles and Trailers  Motorcycles

NZTA Training Practical Videos \*

Practical WOF Inspection Training under Supervision \*

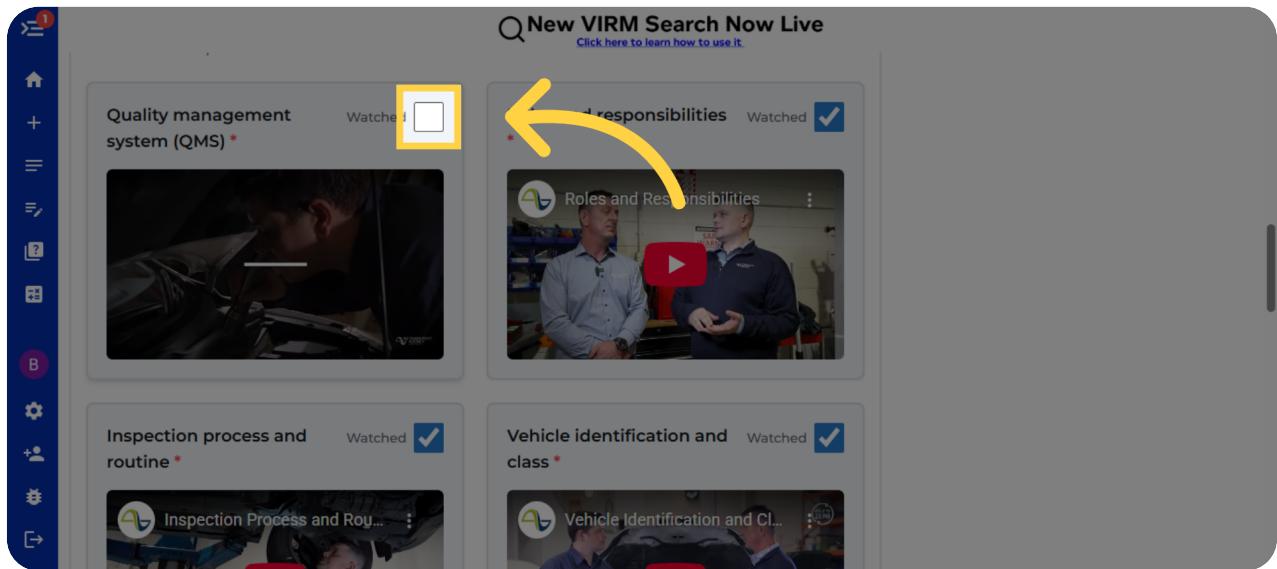
Attachments \*

Declaration \*

Finish (Create Application PDF for NZTA)

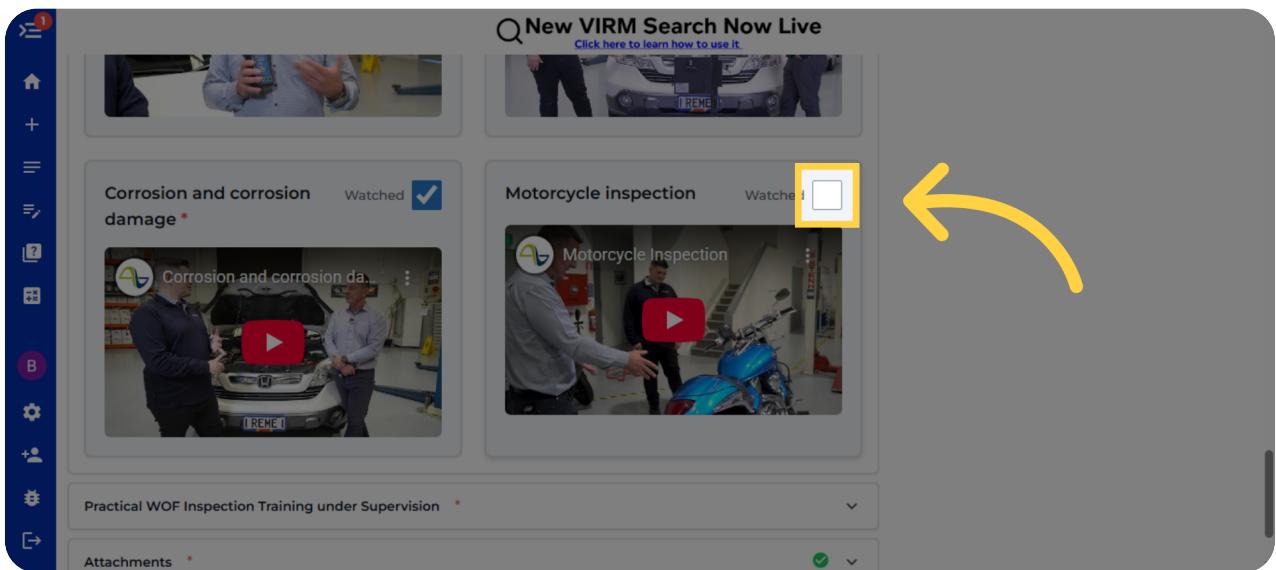
## 34 Tick Watched Videos

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.



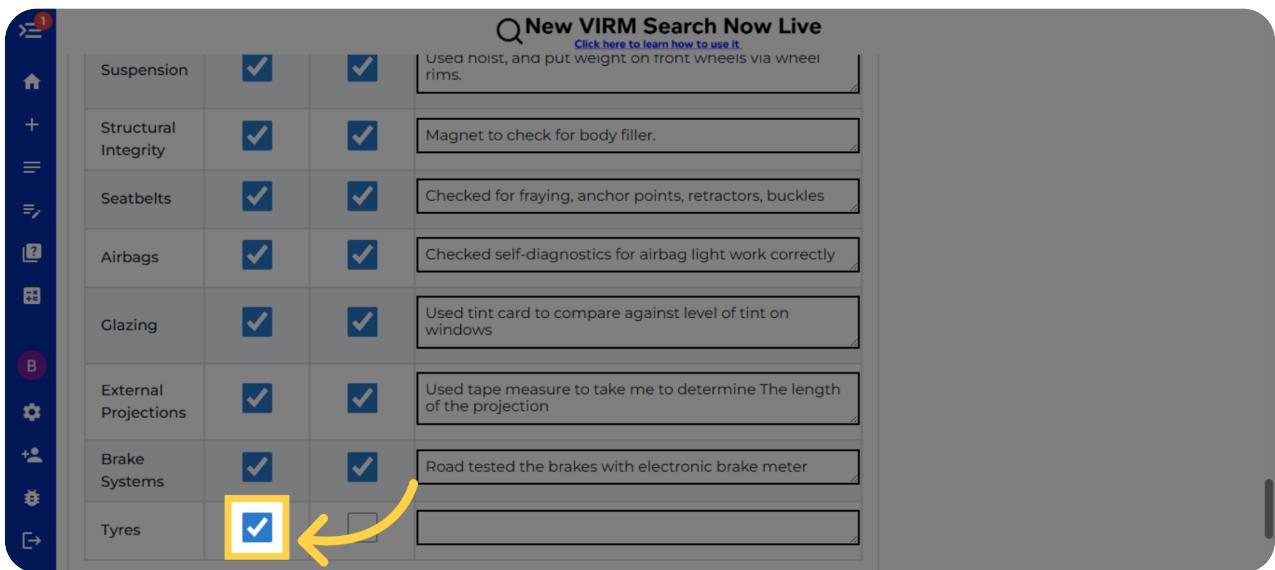
## 35 Optional Motorcycle Practical Training Video

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 itsallaauto.com e WOF system under your Supervisor, who ticks whether you used correct judgement, and was trained.

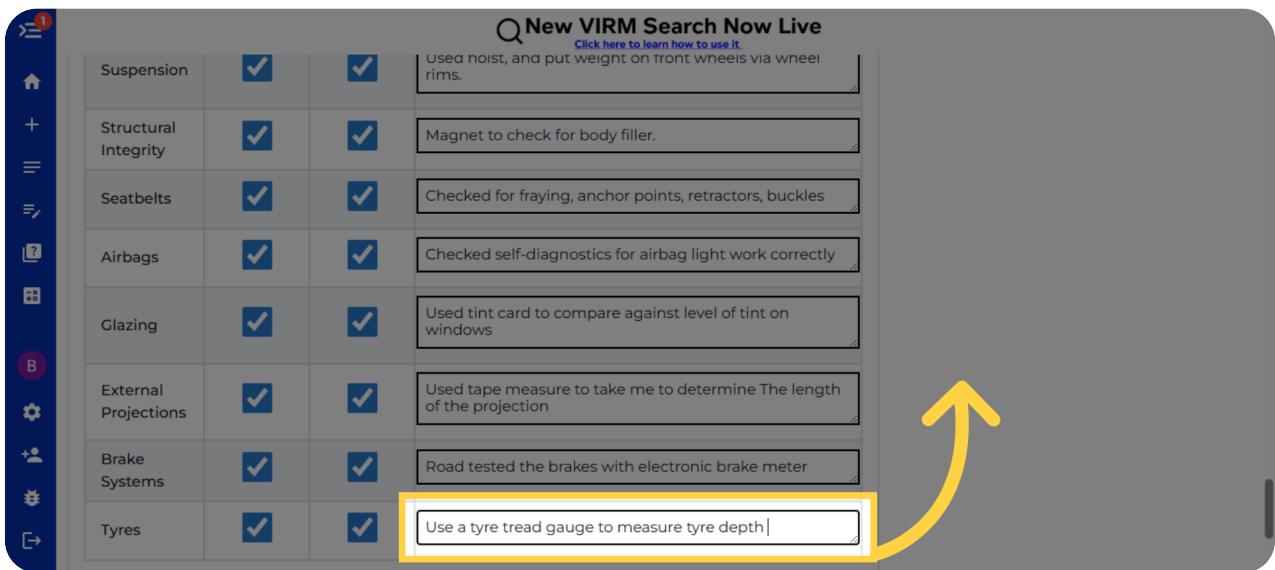


New VIRM Search Now Live  
[Click here to learn how to use it.](#)

Suspension	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Used hoist, 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

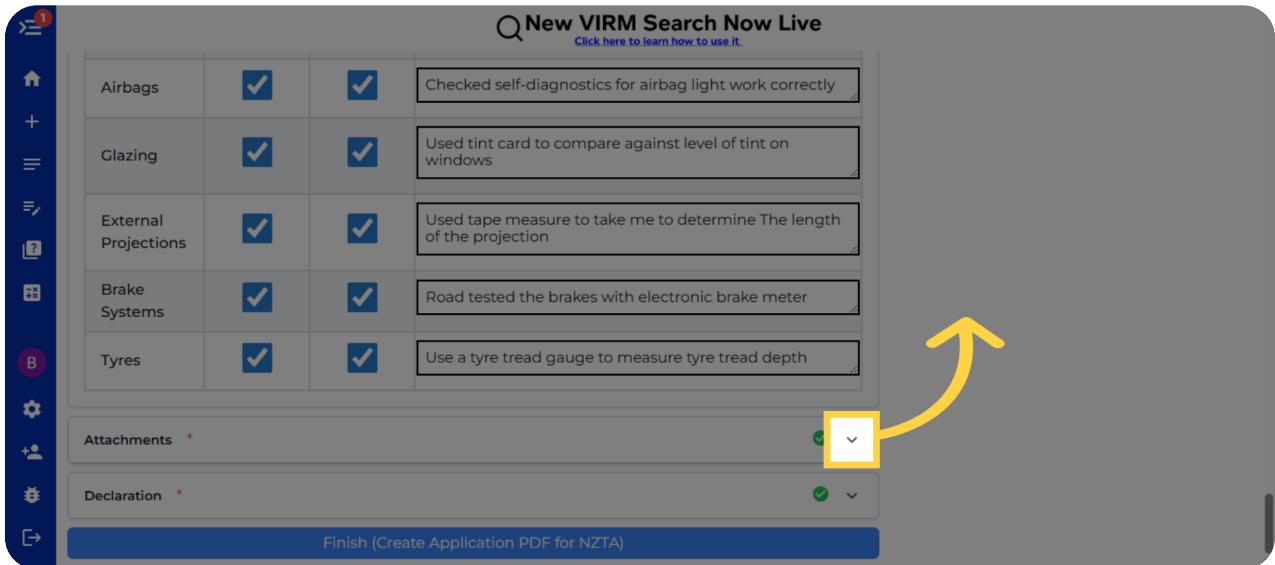
Use a tyre tread gauge to measure tyre depth accurately as part of the inspection process. This can be recorded as an example of recording using a tool



	New VIRM Search Now Live		
Suspension	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Used hoist, 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 checked="" type="checkbox"/>	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



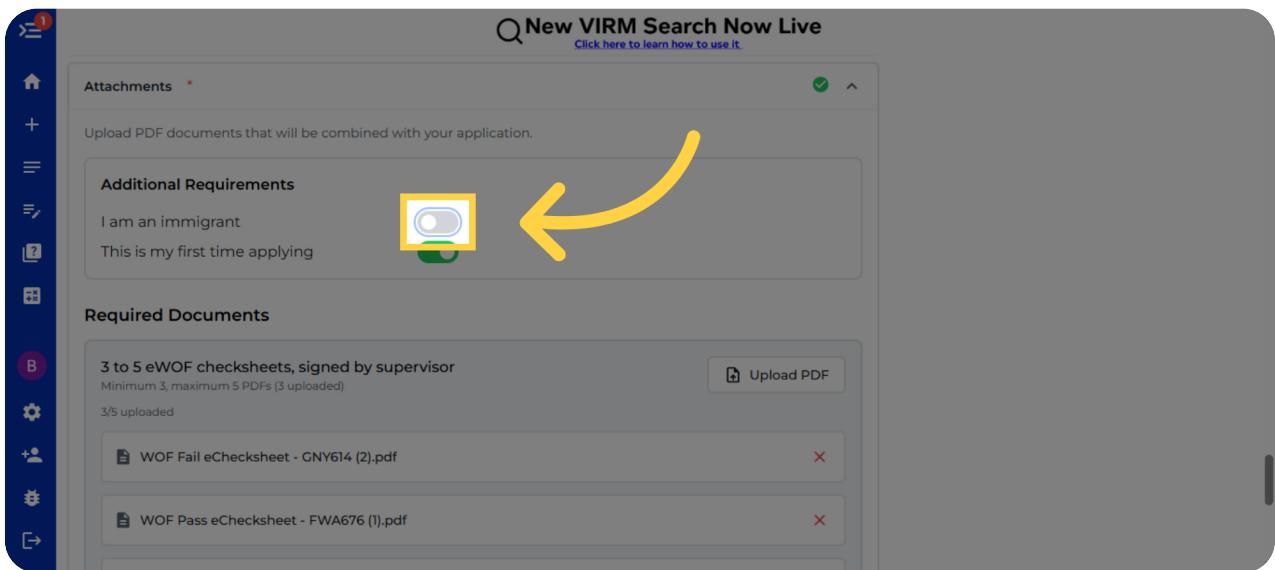
The screenshot shows the 'New VIRM Search Now Live' interface. At the top, there is a message: 'Click here to learn how to use it.' Below this is a checklist table with five rows:

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 checked="" type="checkbox"/>	Use a tyre tread gauge to measure tyre tread depth

Below the checklist is a section titled 'Attachments' with a dropdown arrow icon. A yellow arrow points from this icon to the right. The 'Attachments' section contains a small green circular icon with a white checkmark and a dropdown arrow. At the bottom of the screen is a blue button labeled '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 'Attachments' section of the application. It includes a header 'Attachments \*' and a note 'Upload PDF documents that will be combined with your application.' Below this, there are two sections: 'Additional Requirements' and 'Required Documents'.

**Additional Requirements:**

- I am an immigrant
- This is my first time applying

**Required Documents:**

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

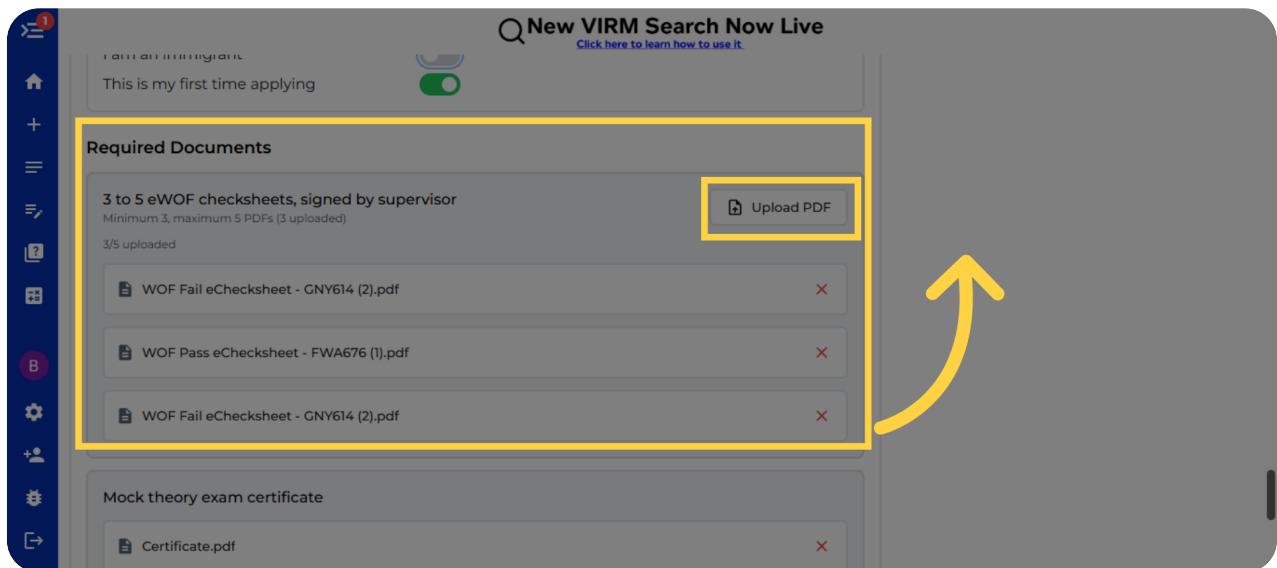
3/5 uploaded

- WOF Fail eChecksheet - GNY614 (2).pdf
- WOF Pass eChecksheet - FWA676 (1).pdf

Upload PDF

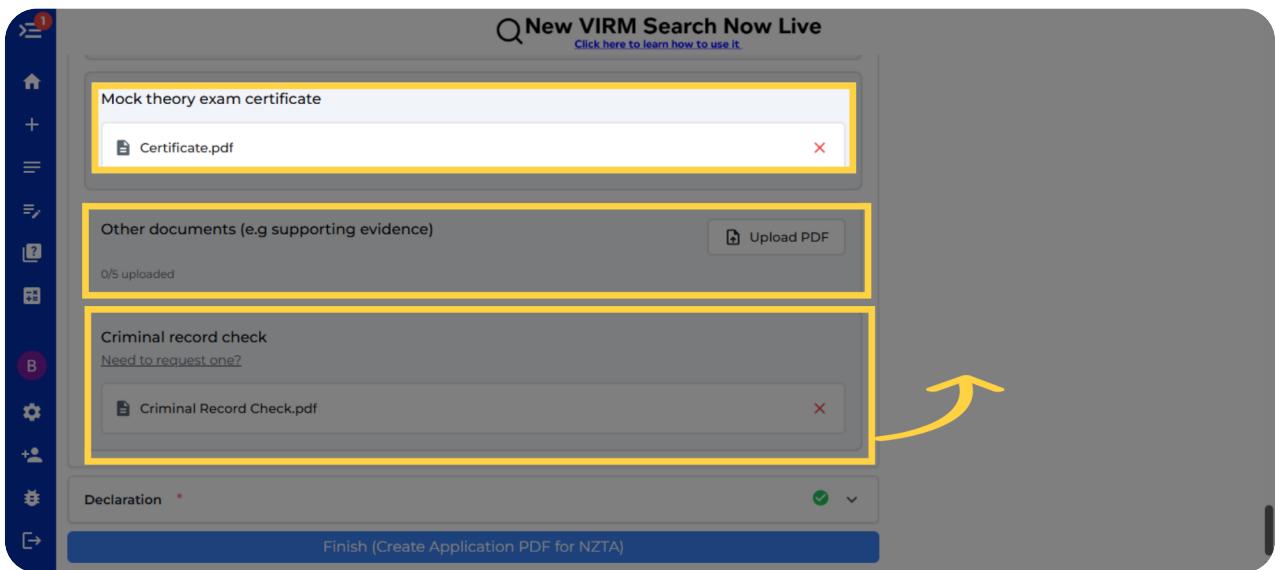
## 40 Electronic Warrant of Fitness Checksheets

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



## 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).



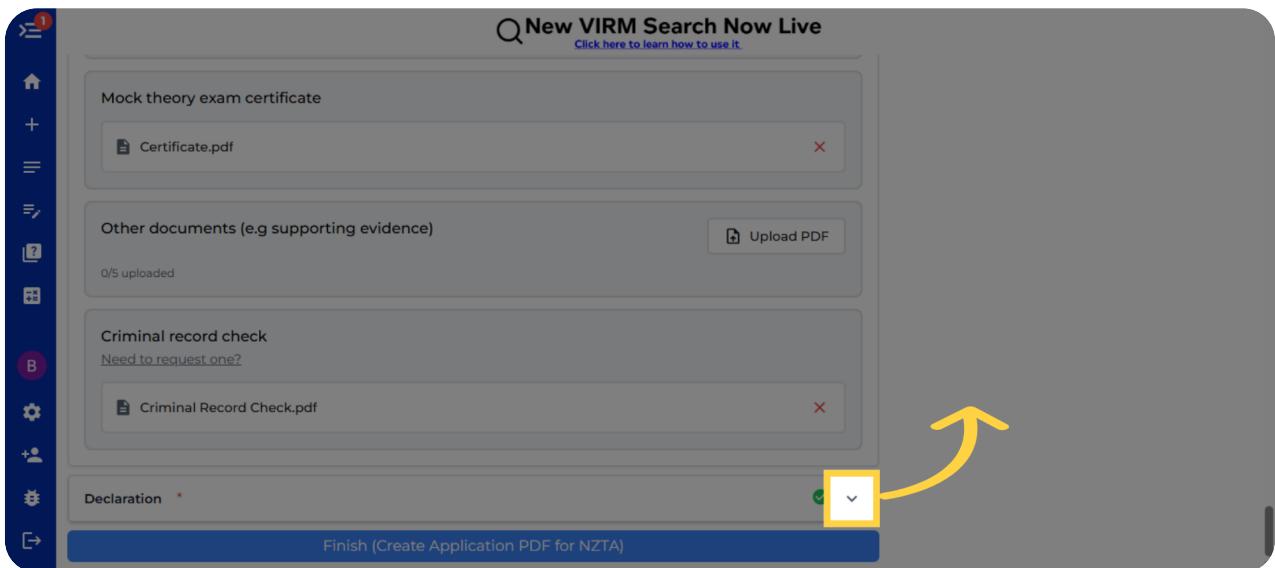
The screenshot shows the 'New VIRM Search Now Live' application interface. On the left is a vertical sidebar with icons for home, plus, minus, list, question mark, upload, settings, and declaration. The main area has a header 'New VIRM Search Now Live' with a link 'Click here to learn how to use it.' Below the header are three sections:

- Mock theory exam certificate:** A box containing 'Certificate.pdf' with a red 'X' icon to delete.
- Other documents (e.g supporting evidence):** A box showing '0/5 uploaded' and a 'Upload PDF' button.
- Criminal record check:** A box containing 'Criminal Record Check.pdf' with a red 'X' icon to delete. Below this, a link says 'Need to request one?'.

At the bottom is a 'Declaration' section with a checked checkbox and a dropdown menu. A blue 'Finish (Create Application PDF for NZTA)' button is at the bottom right. A yellow box highlights the 'Criminal record check' section, and a yellow arrow points from the text 'Criminal Record Check (if it is your first application to NZTA)' in the main text above to this highlighted section.

## 42 Click Link to Proceed

Click the link to do the Declarations required by NZTA



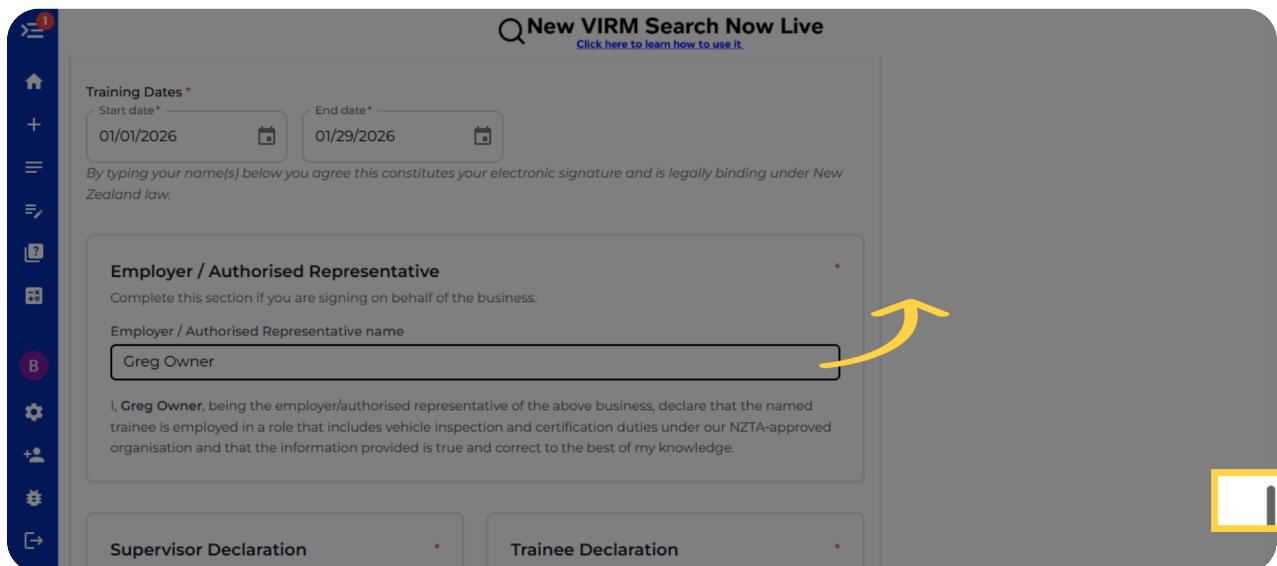
## 43 Access Certificates Section

There are 3 Declarations required.

The Employer

The Supervisor

The Trainee



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

Training Dates \*  
Start date \* 01/01/2026 End date \* 01/29/2026

By typing your name(s) below you agree this constitutes your electronic signature and is legally binding under New Zealand law.

**Employer / Authorised Representative**  
Complete this section if you are signing on behalf of the business.

Employer / Authorised Representative name  
Greg Owner

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.

Supervisor Declaration Trainee Declaration

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Thank you for watching and:

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