

# **Certificate of Description (COD)**

## **Detailed Guidelines 2020**

*Updated: June 2020*

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# Purpose of the Document

A Certificate of Description (COD) is a description of a vehicle as it is and in relation to the requirements and period classifications set out in the Schedules and Groups of Appendix Six, Historic Competition. They provide a practical link to the relevant rules set out in the various Schedules by providing a guide for:

- enthusiasts and participants engaged in historic and classic motor sport as to the type and range of changes or modifications that are acceptable or not acceptable, and
- the range and type of vehicles organisers may seek to attract or accept in planning and running historic and/or classic motor sport events.

For these reasons CODs are the preferred method of vehicle identity classification pursuant to 'Section One – Identity Classification', Article 1.1 for all vehicles entering events under Appendix Six and wishing to be subject to Part Eight, Schedule AA. CODs are, however, also a key means of demonstrating to organisers and other interested parties that vehicles are what the entrant/participant says they are. A system of random audits being implemented over time will seek to ensure that CODs are accurate and up-to-date.

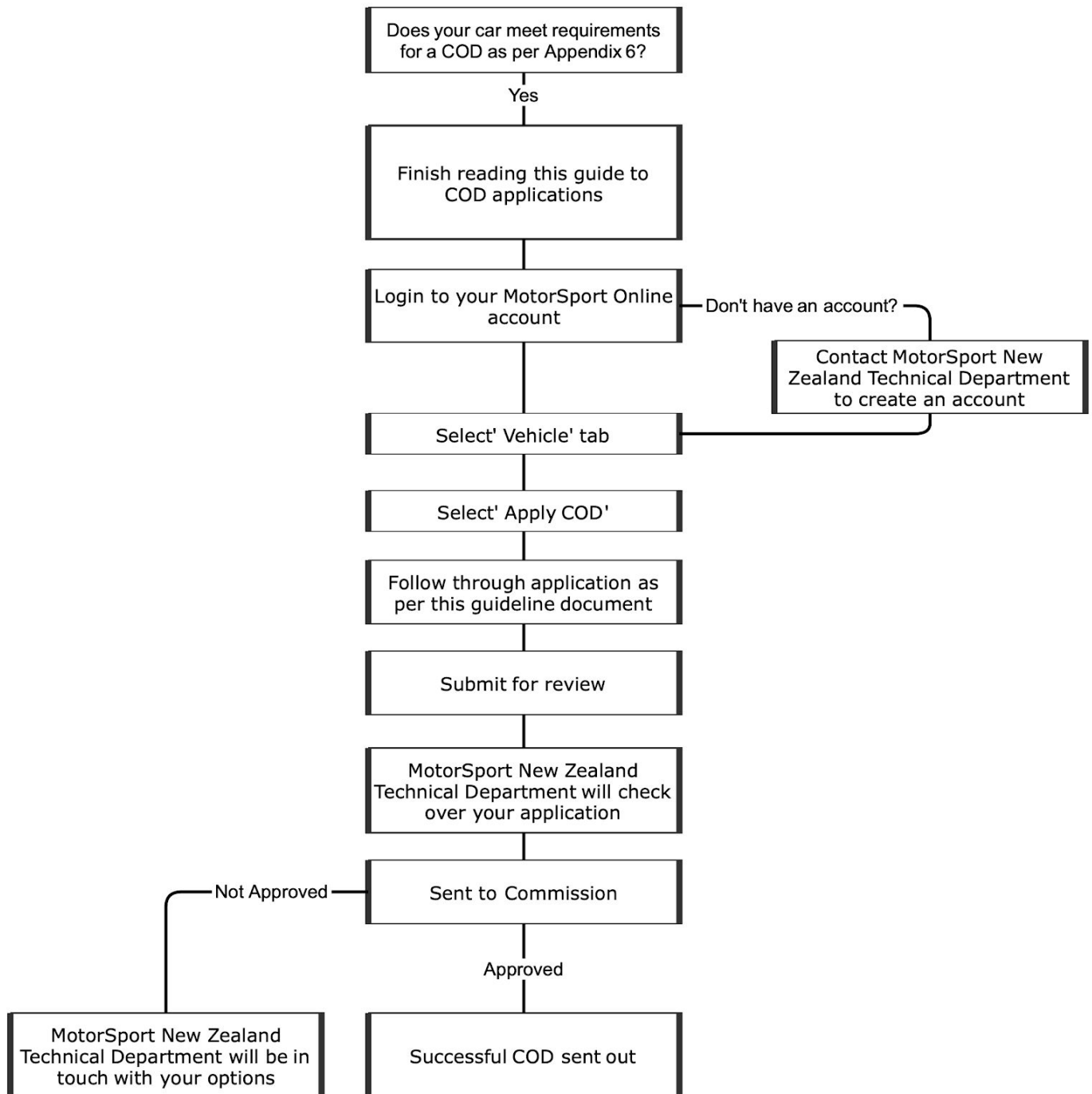
However, competitors/participants can expect some variation in terms of relevance to particular historic/classic motor sport events. An event run to Appendix Six Schedule K historic rules will regard possession of an accurate up to date vehicle identity classification document in accordance with 'Section One – Identity Classification', Article 1.1 as mandatory. Organisers of more eclectic events that run competitions according to particular groupings such as comparative speed may be less dependent on CODs in determining the content of appropriate fields.

# Important Notes

Some important notes to remember when completing the COD Application.

1. If the application is incomplete in any way Motorsport NZ Technical may send it back to the applicant.
2. All questions of each section must be fully completed. If a particular section doesn't apply to your vehicle insert N/A (Not Applicable).
3. If Motorsport NZ Technical staff are required to research the application further an extra per hour charge will be applied to the normal applicable application fee.
4. Care must be taken when completing the application that the information provided is accurate. For example, many vehicle manufacturers source components to build the vehicle. Consequently the components aren't necessarily made by the manufacturer. We need to know who manufactured the component. As an example BMW doesn't produce fuel injection systems, they are supplied by Bosch or, Ford brakes might be supplied by Girling etc.
5. Supply as much relevant history for the vehicle as you can. This includes newspaper clippings, internet records, race programs, results, photographs etc.
6. The final section of the COD requires photographs. These must be digital, good quality, in focus and show clearly the view requested.
7. If you feel uncomfortable applying for the COD online. Please contact the MSNZ Technical Department and we can discuss your options.

# COD Application Flow Chart



# How to Fill the Form

## Vehicle Detail

**1. Make:** What brand of vehicle is it? E.g. Ford, Lotus, Spectrum etc.

**2. Model:** The name used by the manufacturer to identify similar vehicles. E.g GT 40, Mustang, Camaro, MX5 etc.

**3. Body Type:** As outlined in the vehicle's MSNZ Logbook or as outlined in Appendix 2 Schedule A Article 2 Interpretations. E.g Sports Racing Car, Saloon Car, Single Seater, Sports Car etc.

**4. Year of Model Introduction:** The year the model was first introduced.

**5. Year Vehicle Now Represents:** This is the year of manufacture of the major components that were fitted to the vehicle when it was manufactured.

If a major component has been changed the year the car now represents will be the year that component was manufactured. E.g if a 1965 gearbox is fitted to a 1960 vehicle the year the vehicle now represents will be 1965.

A major component is defined as that which if removed will make the car undriveable such as engine, gearbox or differential etc.

**6. FIA Homologation Form No #:** If your vehicle has an FIA Homologation Form, that number goes here.

**7. Year of Restoration:** The date the restoration on the vehicle was completed.

# Applicant Statement / Declaration

After reading Appendix Six - Historic Competition and the relevant Historic Schedule in the Motorsport New Zealand Manual select the required classifications.

**Schedule K** for Historic Race Cars to original specifications

**Schedule T&C** for Saloon, Sports and GT Cars which are more than twenty (20) years old but don't meet the requirements of Appendix Six Schedule K or FIA Schedule K

**Schedule CR** for Replicas and Retrospective Specials

**Schedule RH** for NZ Historic and Classic Rally Cars to original specification.

Enter the Period or Group as outlined in Appendix 6 - Certificates of Description of the MSNZ Manual.

State the reason you are applying for the COD. The reason can range from, "it is a historic race car with a long documented history of wins", to "it has been in the family and my Dad ran it as a rally car in the 70s".

If this part isn't completed, the application will be returned to the Historic Commission as they need a reason why they should approve the issue of the COD.

**Complete the declaration including all the contact details etc.**

# Section One - Chassis

## 1.1 Chassis Frame and/or Bodyshell

Manufacturer: Who built the car? Eg. Ford or Homebuilt Special made by Joe Bloggs etc.

Year: The year of manufacture.

Chassis No. and Location: What is the chassis number and where is it located on the vehicle? The vehicle will need a chassis number. If there isn't one as the car is a special, or similar, it can be made up and located somewhere that is easy to read. The chassis number identifies your vehicle when being audited by a COD Auditor or Scrutineer.

Description/Material: What is the chassis design? E.g. Tubular Steel Frame with a stressed aluminium skin, aluminium monocoque or unibody etc.

Is the chassis and/or bodyshell to original specification? Has it been changed from how it was first made? A repair is allowable so long as it is in keeping with the original. Select Yes or No as applicable.

If a new chassis has been constructed state when, why and by whom: If you have Selected Yes to this, move onto the next section. If No, see below.

If the chassis has been replaced we need to know the details. The Chassis ID Plate (Chassis Number) needs to be fitted to the new chassis. If possible it is a good idea to do this with a Motorsport MZ Technical Officer or COD Auditor present to record and witness the process. All this keeps the car with an unbroken history and integrity. The original chassis will need to be destroyed to mitigate any chance of it being used in another vehicle and the owner trying to claim originality.

Is the new chassis to original specifications and dimensions? Select as required and outline underneath the deviations from the original.

## 1.2 Front Suspension

Is the suspension to original specification and dimensions? Select Yes or No as required. Outline any changes from original in the area provided.

Type: What type of suspension is it? E.g Beam axle, Double Wishbone with unequal length arms etc.

Spring Medium: E.g. Leaf, coil etc.

Damper Type: Telescopic, Lever etc.

Adjustable? Select Yes if the shock absorbers are adjustable. No if they are not.

Is an Anti-Sway (Roll) bar fitted: Yes or No.

Adjustable?



Is the suspension adjustable? Select Yes if it is No if it isn't

Detail the method(s) of adjustment for the above: In this section outline the adjustments that can be made to the suspension. E.g. Camber, Castor, Ride Height, Bump or rebound etc. An example would be, Ride height is adjustable by altering the spring platforms on the shock absorbers or Bump and rebound are adjustable by means of screw adjustments fitted to the shock absorbers,, camber adjustment by shims in the top wishbone mounts etc etc.

### 1.3 Rear Suspension

Is the suspension to original specifications and dimensions? Select Yes if it is or No if it isn't. Outline any changes in the section provided.

Type: E.g. Beam, Trailing arm, wishbone etc.

Spring Medium: E.g. Leaf, Coil etc.

Damper Type: Telescopic, Lever etc.

Adjustable? Yes if they are or, No if they are not.

Is an Anti-sway (Roll) bar fitted? Select Yes if it is or No if it isn't.

Adjustable? Yes if it is or No if it isn't.

Detail the method(s) of adjustment for the above: In this section outline the adjustments that can be made to the suspension. E.g. Camber, Castor, Ride Height, Bump or rebound etc. See 1.2 Front suspension above for examples.

### 1.4 Steering

Type: E.g. Rack and Pinion, Worm and peg etc. Also state if it is power assisted.

Is the steering original? Select Yes if it is or No if it isn't.

If no, state changes: Outline changes made to steering from original specifications. E.g. Rack and Pinion steering box now fitted. Power steering unit now fitted etc.

### 1.5 Brakes

Type: Select Drum or Disc for Front and Rear

Diameter of Drum /Disc: Insert diameter in sections provided.

Thickness of Disc: Insert Disc thickness in sections provided

Material - Drum/Disc: What is the material the drum or disc made from? E.g. Cast Iron, alloy drum with cast iron insert etc.

Method of Actuation: Select Hydraulic/Mechanical whichever applies.

Number of Cylinders/pistons per wheel: indicate the number.

Make and material of caliper: Who made the brake caliper and what is it made out of? E.g. Girling alloy caliper.

Type/Design of caliper: Insert type of caliper here. Eg. Fixed or floating etc.

Master Cylinder - Make: Make of master cylinder. E.g. Girling, Aisan etc.

Master Cylinder Operation: Select Single/Tandem or Twin as applicable.

Is an adjustable brake bias device fitted? Select Yes or No as applicable.

Is a Brake Servo fitted? If the vehicle is fitted with a brake booster select Yes, if not, select No.

## Section Two - Engine

### 2.1 Engine

Make: E.g. Ford, McLaren, Ferrari etc.

Year: Year the engine was manufactured. If the engine is newer than the date of manufacture of the vehicle, the manufacture date of the vehicle assumes the date of the engine.

Engine Number: Identifying number from the engine block. E.g. EFD12345

Number of cylinders: The number of cylinders the engine has E.g. 4, 6, 8 etc.

Configuration of Cylinders: E.g. In-line 4, V6 or W5 etc.

Two/Four Stroke: Select as applicable.

Bore: Enter the original Bore measurement and the Actual (how it is now) measurement.

Stroke: Enter the original Stroke measurement and the Actual (how it is now) measurement.

Capacity: Enter the original capacity measurement and Actual (how it is now) measurement.

Cylinder Block: Enter the material the block is made from. E.g. Cast Iron, alloy etc. Identifying marks enter any marks on the cylinder block that identifies it as a genuine item. E.g. Symbols or numbers cast into the block by the manufacturer that identifies it.

Is the cylinder block cast from original pattern and material? Select Yes if it is and No if it is not.

If no, state changes and why: For example block has been changed to a later model alloy block etc.

### 2.2 Cylinder Head

Material: What material is the cylinder made from. E.g. Cast iron, alloy.

Identifying Marks: enter any marks on the cylinder block that identifies it as a genuine item. E.g. Symbols or numbers cast into the cylinder head by the manufacturer that identifies it.

Configuration: E.g. Side valve, Overhead valve or Overhead Camshaft etc.

Number of valves per cylinder: Enter the number of valves per cylinder for inlet and exhaust. E.g. 1 or 2 etc. For rotary engines enter N/A for both

Number of Ports: Enter the total number of inlet and exhaust ports in the cylinder head. E.g. 8, 6, 12 etc.

Number of camshafts: Enter the number of camshafts fitted to the engine. E.g. 1, 2, 4.

Location: Where is/are the camshaft(s) located? E.g. In the cylinder block, cylinder head.

Drive: How is/are the camshafts driven? E.g. Belt, chain or gear.

Valve actuation: How are the valves actuated? E.g. Rocker, cam and bucket etc.

Number of spark plugs per cylinder: How many spark plugs are fitted to each cylinder?

Is the cylinder head cast from original pattern and material? Select whichever applies Yes or No.

If no, state the changes and why: If you have selected No to the above, explain what the changes are.

E.g. Alloy copy of the original cast iron cylinder head or CNC billet cylinder head copy of the original etc.

## 2.3 Lubrication

Wet/Dry Sump: Select as applicable

Oil Tank Location: If dry sumped, where is the oil tank located? E.g. Passenger's side footwell etc.

Oil Pump Type: What type of oil pump is fitted? E.g. Gear, vane etc

Location: Where is the oil pump located? E.g. In the sump, front of the engine etc.

Oil Cooler: Select Yes or No as applicable.

Location: Where is the oil cooler located? E.g. Left side pod, inside front grill etc.

Is lubrication system to original specifications? Select Yes or No whichever applies.

If no, state changes: Outline the changes made to the original lubrication system. E.g. Dry sump system fitted with oil cooling be way of a heat exchanger mounted next to the left side of the engine etc.

## 2.4 Ignition System

Type: What type of ignition system is it? E.g. Magneto, coil etc.

Make: What is the make of the ignition system? E.g. Bosch, Lucas, Mitsubishi, Delco etc.

Is the system standard specification? Select Yes or No, whichever applies.

If no, state changes: If you have selected No, outline the changes made to the ignition system. E.g. the original ignition system was replaced with an electronic HEI system etc.

## 2.5 Fuel System

Carburettor: (If Fitted)

Make: What make is the carburettor? E.g. Holley, Stromberg, Dellorto, SU etc.

Type: Model of carburettor. E.G. 40DCOE, 750 Double Pumper etc.

Number: The number of carburettor(s) E.g. 1, 2 3 etc.

Fuel Injection: (If fitted)

Make: What is the make of the Fuel Injection system? E.g. Bosch, Lucas etc.

Type: What model of fuel injection? E.g. L-Jetronic, K-Jetronic, Mk1 etc.

Fuel Tank Location: Where is the fuel tank located? E.g. Right side pod, boot floor etc.

Capacity: What is the capacity of the fuel tank? In litres or gallons.

Fuel pump type and make: E.g. Delco diaphragm, Lucas electric, SU Electronic etc.

Is the fuel system to original specification? Select Yes or No whichever is applicable.

If no, state changes: What changes have been made to the fuel system? E.g. a fuel cell has been fitted. Holley electric fuel pump fitted etc.

## **2.6 Engine Location**

Is the engine in the original location? Select Yes or No whichever is applicable.

If no, state changes: What has changed with the engine location? E.g. Engine now sitting 200 mm further back in the engine bay, east west engine removed now fitted with north south engine etc.

## Section Three - Transmission

### 3.1 Clutch

Type: What type of clutch is it? E.g. Spring, diaphragm etc.

Make: Who made the clutch? E.g. Borg Warner, AP etc

No.of Plates: How many plates does it have? E.g. 1or 2 etc.

Diameter of plate(s): What is the diameter of the clutch plate(s)? E.g. 200mm, 7 ¼ inches etc.

Actuation Method: How does it operate? E.g. Hydraulic, cable, Foot etc.

Is the clutch to original specification? Select Yes or No whichever applies.

If no, state changes: Has the clutch been changed? E.g. larger clutch than standard fitted etc.

### 3.2 Gearbox

Type: What type of gearbox/transmission is it? E.g. Constant mesh, sliding mesh etc.

Make and Model: What is the make and model of the gearbox/transmission? E.g. Borg Warner T5, Ford BC4, Hewland FT200 etc.

Number of ratios: Enter the number of forward and reverse gears. E.g Forward 5 Reverse 1etc.

Is the gearbox integral with the final drive? I.e. is it a transaxle? Select Yes or No whichever is applicable.

Is the gearbox to original specification? Select Yes or No whichever applies.

If no, state changes: Outline the changes made to the gearbox. E.g. Now fitted with a later model Hewland transaxle model XXXX etc.

### 3.3 Final Drive

Driven Wheels: Is the vehicle Front Wheel Drive, Rear Wheel Drive or Four Wheel Drive?

Make and Type: What is the make of the final drive and what type is it? E.g. Borg Warner Hypoid spiral bevel etc.

Current Ratio: What is the current final drive ratio? E.g. 3.75:1, 4.1:1 etc.

Alternative ratios: Does the vehicle have any alternative final drive ratios? List these if applicable.

Is a torque-biasing differential used? Is the vehicle fitted with a limited slip type differential? Select Yes of No whichever is applicable.

If yes, state the system, make and model: Input make and model of the differential. E.g. Torsen T1, Quaife ATB, Ferrari E-Diff etc.

Is the final drive to original specification? Select Yes or No, whichever is applicable.

If no, state changes: Outline changes made to the final drive. E.g. Now fitted with a Torsen T1 torque biasing differential etc.

### 3.4 Transmission Shafts (Exposed)

Describe exposed transmission shafts/universal joints etc. (E.g. Tailshaft to live rear axles, individual driveshafts from transaxle to wheels):

Outline the driveshaft system. E.g. A split drive shaft with hanger bearing and a CV Joint at either end to the differential. A driveshaft either side of the differential out to the wheels with a CV joint at each end etc.

Is the system to original specification? Select Yes or No whichever is applicable.

If no, state the changes: Outline any changes made to the transmission shafts system. E.g. Main drive shaft is now made from Aluminium or the drive shaft has larger diameter to improve reliability etc.

### 3.5 Wheels & Tyres:

Wheel make/style: What make are the wheels and what pattern are they? E.g. ROH RTX Spoked or Ford Standard dished etc.

Material: What material are the wheels made from? E.g. Steel, Aluminium Alloy, Magnesium etc.

Attachment Method: How are the wheels attached to the hubs? E.g. Bolts, studs, knock off etc.

Number of Attachments per wheel: How many attachments are there per wheel? E.g. 1, 4, 5 etc.

Wheel Dimensions: Enter the front and rear wheel sizes in the area provided. E.g 15 X 8, 13 X 6 etc.

Tyre Size: Enter the front and rear tyre sizes. E.g. 225 X 15, 220/600 etc.

Aspect Ratio: Enter the Aspect Ratio of the tyres front and rear. E.g 50, 60, 70 etc.

Are the wheels and tyres to original specification? Select Yes or No whichever is applicable.

If not, state changes: Outline the changes to the wheels or tyres. E.g. Original wheels were pressed steel now aluminum alloy 2 inches wider. Running late model race compound tyres etc.

Alternatives: Do you have any alternative wheels and tyres? List these in the area provided.

## Section Four - General

### 4.1 Electrical System

Dynamo/Alternator: Select as applicable or N/A (Not Applicable)

Location: Where is the dynamo/ alternator fitted? E.g. Left front of engine etc.

Battery Voltage: What is the battery voltage? E.g. 6 Volt, 12 Volt etc?

Location: Where is the battery located? E.g. Left front of engine bay, right rear boot etc.

Is a starter motor fitted: Select Yes or No as applicable.

Starter motor location: Where is the starter motor fitted E.g. left rear of engine block etc.

Is the electrical system to original specifications? Select Yes or No whichever is applicable.

If no, state changes: Outline the changes to the electrical system. E.g. Was originally fitted with a dynamo now fitted with an alternator or was originally a 6 volt system now 12 volt, upgraded starter motor fitted etc.

List any additional fitments: If any additional, electrical items fitted list in the area provided.

### 4.2 Bodywork

Type: What body style is the vehicle? E.g. Saloon, Single Seater, Coupe, Sportscar etc.

Main Fabrication Material: What is the body predominately made from? E.g. Steel, Aluminium, fibreglass etc.

No. of Seats: How many seats are fitted to the vehicle? E.g. 1, 2 etc.

No. of Doors: How many doors are fitted to the vehicle? E.g. 2, 4 etc.

Is the body to original specifications? Has the body been modified in any way? Select Yes or No, whichever is applicable.

If no, state changes: Outline the changes made to the body from original. E.g. Fibreglass bonnet now fitted. Flared guards fitted etc.

### 4.3 Aerodynamic Aids (if fitted)

In this section include the dimensions of any aerodynamic aids fitted to the vehicle.

Are spoilers/wings to original specification? Are the wings or spoilers the same as were fitted originally? Select Yes or No, whichever is applicable.

If no, state changes: E.g. front spoiler now fitted. Rear wing has been enlarged etc.



#### 4.4 Dimensions

Outline the current vehicle dimensions. Track (Front and rear), Wheelbase and overall vehicle length.

Note weight is fully equipped and fuelled in kg.

#### 4.5 Safety Equipment

Fire Extinguisher: What type of fire extinguisher is fitted and where is it fitted? E.g Handheld or plumbed in. Fitted in front of the driver's and passenger's seat or rear passenger compartment etc.

Seat Belt: Type: What type of seat belt is fitted? E.g. Lap and Diagonal, 4 strap harness etc.

Roll Bar / Roll Cage fitted? Select Yes or No, whichever is applicable.

Homologation / Approval No. What is the safety structure homologation number / approval number?  
Usually found in the vehicle logbook or Homologation paperwork.

MSNZ Logbook Number: What is the Motorsport New Zealand Logbook Number?

#### 4.6 Interior trim

Is the interior trim complete? Select Yes or No, whichever is applicable.

If no, state changes: Outline the changes to the interior trim. E.g Carpets and door trims removed etc.

Is the interior trim to original specifications? Has the interior trim been changed? Select Yes or No, whichever is applicable.

If no, state changes: Outline the changes to the interior trim. E.g. GT dash now fitted, modern race seats fitted etc.

#### 4.7 Previous Competition History

Original Owner/ Constructor: Who originally owned or built the car.

Date the Construction Started: What was the date the build began?

Date of Completion: When was the build finished?

Date of first competitive event: When was the first event the vehicle competed at?

Place / Venue of first competitive event: Where was that first event?

Subsequent Competition Information: In this section outline the competition history of the vehicle, significant owners, race programmes, magazine articles period pictures of the vehicle etc.

This enables the Historic Commission to be able to verify the authenticity of the vehicle as well as the history of the vehicle being added as part of the COD. Articles from previous owners and the Internet are a great help in some areas.

#### **4.8 Subsequent Owners with Period of Ownership:**

In this section list the owners of the vehicle and period of ownership. E.g. 1974 to 1982 Joe Bloggs etc.

## Section Five - Photographs

The pictures supplied must be digital and of good quality. It is preferable that the pictures are a little more general than required as the MSNZ Technical Department may need to crop these to suit.

### ¾ Front and Rear:

Supply pictures showing the front and one side also the rear of the vehicle and one side.

Point to note: The nose and rear of the vehicle must be fully visible in the pictures. The vehicle must be the subject of the picture filling up most of the picture with little background.

Some examples of acceptable pictures are below.

### ¾ Front Examples:



**¾ Rear Examples:**





### Front Suspension (Wheel Off):

Provide a picture showing the front suspension with the wheel off.

Points to note: The brake and suspension components must be clearly visible. Jack or stand should not be visible under the components. I.e the suspension should be hanging where applicable.

Some examples are below.



### Rear Suspension (Wheel Off):

Provide a picture showing the rear suspension with the wheel off.

Points to note: The brake and suspension components must be clearly visible. Jack or stand should not be visible under the components. I.e the suspension should be hanging where applicable.

Some examples are below.



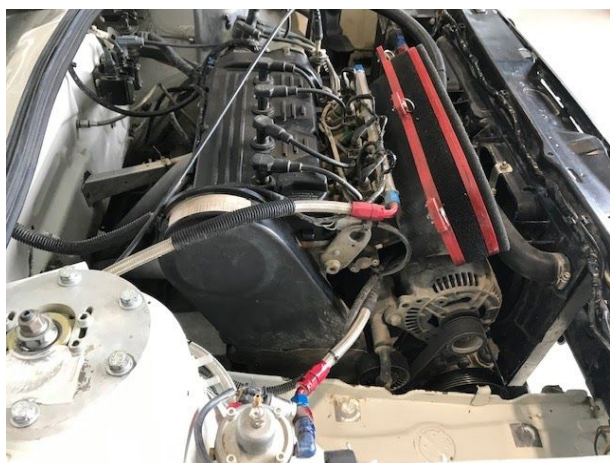
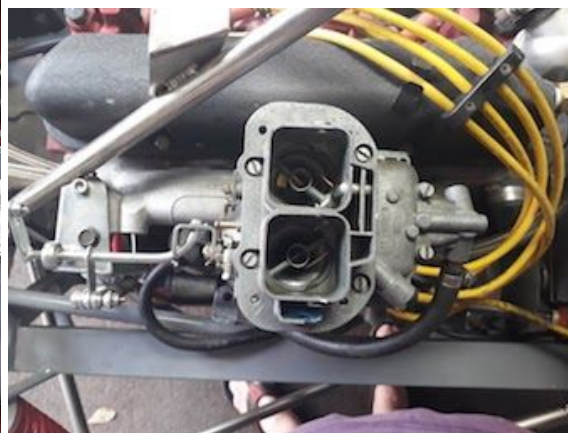


### Induction System:

Provide a picture of the induction system of your vehicle.

If the air cleaner assembly is covering the carburettor remove it to take the picture.

Examples below.



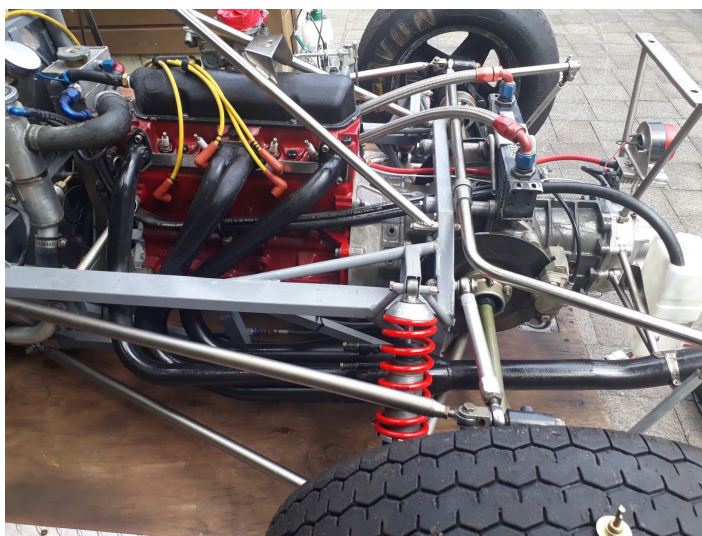
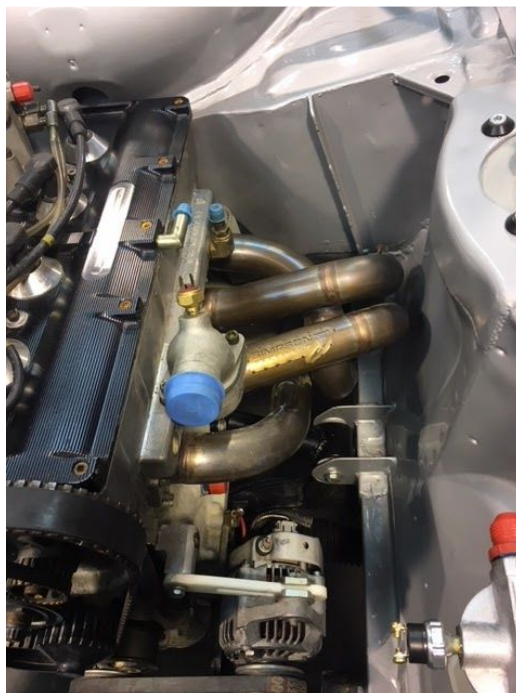
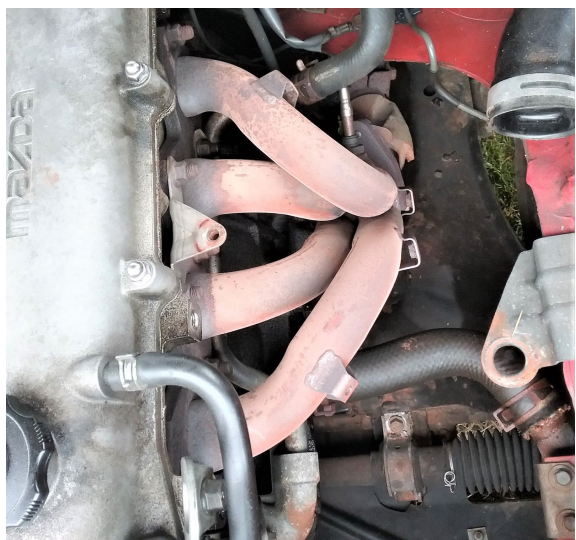


### Exhaust Manifold:

Provide a picture of the exhaust manifold of your vehicle.

If possible, remove any guards covering the manifold to take the picture.

Examples below.





### Vehicle Interior:

Provide a picture of the interior of your vehicle.

Examples below.



**If a supercharged car, the supercharger:**

Provide a picture of the supercharger fitted to your vehicle.

Examples below.

