

# Vehicle Safety and Inspection Standards Manual

## 2016 VEHICLE INSPECTION GUIDE

Ministry of Transportation and Infrastructure

This is an Update Package for the existing **2016 Vehicle Inspection Guide** which includes amendments effective April 22, 2022.

*See instructions below for removing and inserting pages to construct an updated manual from your existing document.*

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Date: *April 22, 2022*

Replacing: *October 29, 2015*





### History of the Vehicle Inspection Program

The Vehicle Inspection Program in British Columbia is a privately delivered program that is regulated under the Motor Vehicle Act and Regulations and the Inspection Standards (Safety and Repair) Regulation. This program is monitored by the Ministry of Transportation and Infrastructure, Commercial Vehicle Safety and Enforcement Branch. The Vehicle Inspection Program is comprised of the Commercial Vehicle Inspection Program (CVIP) and the Private Vehicle Inspection Program (PVIP).

All Canadian jurisdictions have implemented a commercial vehicle inspection program. National standards were introduced by the Canadian Council of Motor Transport Administrators in 1988 under National Safety Code Standard 11, Part B.

The PVIP was implemented to ensure non-commercial vehicles comply with BC's laws. This program includes, but is not limited to vehicles that are; imported, rebuilt, altered, re-constructed and vehicles subject to roadside enforcement.

### Acts, regulations and standards referred to in this guide

CMVSS – Canadian Motor Vehicle Safety Standards

CTA – Commercial Transport Act

CTAR – Commercial Transport Act Regulations

CSA – Canadian Standards Association

MVA – Motor Vehicle Act

MVAR – Motor Vehicle Act Regulations

VIG – Vehicle Inspection Guide

VIM – Vehicle Inspection Manual

**Note:** The Inspection Standards (Safety and Repair) Regulation, as referenced to in the *Motor Vehicle Act Regulations*, is referred to throughout this guide as the Vehicle Inspection Manual (VIM).

The website for all BC Statutes and Regulations is: [www.bclaws.ca](http://www.bclaws.ca)

Vehicle Inspection Manual information and access is available at [www.vsis.ca](http://www.vsis.ca)

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### Acronyms and Terms Used in this Guide

ACOR	Air Care On-Road Program	<a href="http://www.th.gov.bc.ca/ACOR/">www.th.gov.bc.ca/ACOR/</a>
AI	Authorized Inspector	Defined in the MVAR as an Authorized Person
AVI	Area Vehicle Inspector	
BCeID	BC Electronic Identification	<a href="http://www.bceid.ca">www.bceid.ca</a>
CCMTA	Canadian Council of Motor Transport Administrators	<a href="http://www.ccmta.ca">www.ccmta.ca</a>
CTA	Commercial Transport Act	<a href="http://www.bclaws.ca">www.bclaws.ca</a>
CTAR	Commercial Transport Act Regulations	<a href="http://www.bclaws.ca">www.bclaws.ca</a>
CVIP	Commercial Vehicle Inspection Program	
CVSE	Commercial Vehicle Safety and Enforcement	<a href="http://www.cvse.ca">www.cvse.ca</a>
Decal	Inspection Certificate of Approval	
DIF	Designated Inspection Facility	
DOT	US Department of Transportation	
VSBC	Vehicle Safety BC Portal	<a href="https://vehiclesafetybc.gov.bc.ca">https://vehiclesafetybc.gov.bc.ca</a>
GVWR	Gross Vehicle Weight Rating	Assigned by vehicle manufacturer
I-CAR	Inter-Industry Conference on Auto Collision Repair Insurance Corporation of British Columbia	<a href="http://www.i-car.com">www.i-car.com</a>
ICBC		<a href="http://www.icbc.com">www.icbc.com</a>
LGWV	Licensed Gross Vehicle Weight	As noted on the vehicle registration documents
MVA	Motor Vehicle Act	<a href="http://www.bclaws.ca">www.bclaws.ca</a>
MVAR	Motor Vehicle Act Regulations	<a href="http://www.bclaws.ca">www.bclaws.ca</a>
NSC	National Safety Code	<a href="http://www.cvse.ca">www.cvse.ca</a> and click on National Safety Code
OEM	Original Equipment Manufacturer	
PMP	Preventative Maintenance Program	
PVIP	Private Vehicle Inspection Program	
SAE	Society of Automotive Engineers	
VIM	Vehicle Inspection Manual	<a href="http://www.vsis.ca">www.vsis.ca</a>
VIN	Vehicle Identification Number	
VIP	Vehicle Inspection Program	<a href="http://www.cvse.ca">www.cvse.ca</a> and click on Vehicle Inspections
VSA	Vehicle Sales Authority	<a href="http://www.mvsabc.com">www.mvsabc.com</a>

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### Definitions

- “Altered”** means a vehicle that has been developed differently or has been made different from OEM;
- “Highway”** “Highway” includes every road, street, lane or right of way designed or intended for use by the general public for the passage of vehicles, and every private place or passageway to which the public, for the purpose of the parking or servicing of vehicles, has access or is invited, and every highway within the meaning of the *Transportation Act*, but does not include an industrial road.
- “Irreparable”** means a motor vehicle that,  
(a) as a result of being written off by an insurer, has its title transferred to the insurer, who in turn transfers the title to a person under an agreement that states that the person may use or resell it only for parts or scrap, or  
(b) has its title transferred to a person who is in the business of wrecking used motor vehicles and who intends to use the motor vehicle for parts or scrap;
- “Modified”** means a vehicle that has had partial component or body changes from OEM;
- “Notice and Order”** means a compliance order issued by a peace officer to correct a vehicle defect within a prescribed time frame. Proof of repairs and/or a complete vehicle inspection conducted at a Designated Inspection Facility is required to satisfy a Notice and Order.
- “Replicar”** means a motor vehicle manufactured to resemble a previously known make and constructed entirely of new components
- “Replikit”** means a motor vehicle designed to resemble a previously known make and constructed of new or refurbished parts.
- “Salvage”** means a motor vehicle that is not an irreparable vehicle and that  
(a) while unsafe to drive has its title transferred, or  
(b) has been written off by an insurer, whether or not its title has been transferred to the insurer;
- “Specialty Vehicle”** means a vehicle  
(a) built using new components that may or may not have been manufactured by the assembler, and  
(b) unique in appearance

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**“Structural Integrity Parts”** means the components that are designed as stress and load bearing members.

### Powers of Peace Officers and Police

CVSE Peace officers are empowered by legislation to exercise the powers and duties of a peace officer for the purpose of enforcing the MVA, MVAR and other BC statutes.

Designated Inspection Facilities (DIF) and Preventative Maintenance Facilities will be visited by a peace officer for the purpose of auditing the facility. The audit consists of a review of the premises and tools, all inspection records and the quantity and quality of inspections conducted at the facility. During regular business hours, peace officers shall be granted access to the facility to determine the level of compliance with the applicable acts and regulations. Peace officers may inspect any vehicle on, at or in the DIF premises. A peace officer may issue violation tickets to a facility or Authorized Inspector for non-compliance with the MVAR.

### Cost of Vehicle Inspections

The fee charged for the inspection of a vehicle is set by the inspection facility. Vehicle owners are encouraged to obtain a quote prior to commencement of the inspection.

### Getting to the Inspection Facility

Temporary Operation Permits may be available for vehicle owners whose vehicle requires an inspection prior to licensing or registration. These permits are available from ICBC Autoplan Agents. Temporary Operation Permits will only be issued in accordance with MVAR Division 14 and are not issued to vehicles with an outstanding Notice and Order or enforcement prohibition.

### Standards of Inspection

All vehicle inspections, commercial or private, are conducted to the standards identified in the *Motor Vehicle Act*, the *Motor Vehicle Act Regulations*, the British Columbia Vehicle Inspection Manual, and all applicable bulletins and notices issued by CVSE. Those regulations may encompass other vehicle standards applicable to the specific vehicle inspection. Due diligence is required on the part of the Authorized Inspector to ensure all standards are met. All inspections conducted under these programs must be conducted within an approved and licenced inspection facility.

### Commercial Vehicle Inspection Program (CVIP)

Vehicles **included** in the CVIP:

- commercial vehicles with a licensed gross vehicle weight of more than 8200 kg,
- commercial trailers or semi-trailers as defined under the Commercial Transport Act,
- commercial trailers with floater plates,
- vehicles required to operate under the authority of the Passenger Transportation Act (limousines, buses, taxis),
- buses (including school buses in respect of which a permit has been issued under Division 11) defined as a vehicle designed to carry more than 10 persons,
- vehicles, other than motorcycles, owned or leased by a driver training school,
- farm vehicles with a licensed gross vehicle weight greater than 17,300 kg (or farm logging vehicles with a licensed gross vehicle weight over 8,200 kg).

Vehicles **exempt** from the CVIP:

- vehicles licensed under Section 8 of the MVA (farm tractors),
- vehicles licensed under Section 9 of the MVA (industry/farm fleet),
- vehicles licensed under Section 10 of the MVA as a tractor, grader, loader, shovel roller, mixer or other self-propelled road building or industrial machinery not included in Schedule 1 to Division 25 of the MVAR that has a licensed GVW of greater than 17,300,
- vehicles licensed under Section 38, 41, 42 or 44 of the MVA (demonstration license, transporter's license, manufacturer's license or repairman's plate),
- vehicles operated under Section 21 of the MVA (registered and plated outside of the province and in BC for touring purposes only for a period not greater than 6 months or for purposes other than touring for a period not greater than 30 days),
- vehicles exempted by the Director CVSE conditionally or unconditionally,
- farm vehicles, other than buses, with a licensed gross vehicle weight of 17,300 kg or less, and
- vehicles operating under a Non-Resident Permit (Section 6(7) of the CTA) or a Temporary Operation Permit (Division 14 of the MVAR).

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Depending on the type and size of commercial vehicle, CVIP inspection may be required semi-annually or annually, as shown in the following chart:

### Commercial Passenger Vehicles

Vehicles licensed under the Passenger Transportation Act	Semi-annual
Buses	Semi-annual
Buses licensed and insured as farm vehicles	Annual

### Commercial Trucks

Trucks and Truck Tractors from 8,201 kg LGVW to 17,300 kg LGVW except logging trucks	Annual
Trucks and Truck Tractors 17,301 kg LGVW and over	Semi-annual
Logging trucks 8,201kg LGVW and over except farm vehicles	Semi-annual
X-plated industrial machines of 17,301 kg LGVW and over, with these body styles: compressor, derrick, pumper, conveyor, drill rig, crane, seismograph, drill	Annual
Trucks and Truck Tractors operating under quarterly permits	Annual or semi-annual depending on type and LGVW of vehicle
Emergency vehicles 8,201 kg LGVW and over	Annual
Farm vehicles 17,301 kg LGVW and over	Annual
Driving school vehicles	Annual

### Commercial Trailers

Dump Trailer – a dump box designed to disgorge its load out of the top, bottom, front, side or back from the axles it rides on or by being moved to another piece of equipment (i.e. Transfer Trailer)	Semi-annual
Logging Trailer – any trailer capable of hauling logs that is attached to a vehicle registered as a logging truck or a trailer designed or modified to transport logs (i.e. Flat Deck Trailer with stakes)	Semi-annual
Other than log or dump	Annual
Floater plates	Annual or semi-annual depending on type

### Out of Province Commercial Vehicles

Where a bilateral agreement with another jurisdiction has been made in accordance with Division 25 of the MVAR, out of province commercial vehicles which have proof of a current and valid inspection in their home jurisdiction will be exempted from BC inspection requirements. Any out of province commercial vehicle subjected to a BC vehicle inspection must meet all applicable standards.

### Private Vehicle Inspection Program (PVIP)

PVIP inspections are a one-time inspection conducted prior to registering the motor vehicle in BC.

Effective April 1, 2015, as part of the New West Partnership (NWP) Agreement, British Columbia, Alberta, Saskatchewan and Manitoba regulators have agreed to a formal exemption for some vehicles imported from an NWP jurisdiction.

Details are published in the CVSE Compliance Circular No. 08-19

[https://www.cvse.ca/CTPM/Com\\_circulars/2019/20191122-Circular-08-19-Out-of-Province-Inspection-Exemption.pdf](https://www.cvse.ca/CTPM/Com_circulars/2019/20191122-Circular-08-19-Out-of-Province-Inspection-Exemption.pdf)

Vehicles **included** in the PVIP:

- motor vehicles imported to BC with a net weight of 3500 kgs or less;
- any vehicle (including motorcycles) that:
  1. has been rebuilt from salvage,
  2. has been altered or modified as described in MVAR 25.20, or
  3. is considered a 'replicar', 'replikit', 'ubilt', or 'specialty vehicle' according to MVAR definitions (see Notice #3-2008).
- Trailers built from new or used parts with a licensed gross vehicle weight over 1400 kg that do not display a MVSA statement of compliance; and
- any vehicle ordered to have an inspection by a peace officer.

Vehicles **exempt** from or **not included** in the PVIP:

- new vehicles not registered or licensed in another jurisdiction,
- some vehicles imported from Alberta, Saskatchewan or Manitoba. See Compliance Circular No. 08-19

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[https://www.cvse.ca/CTPM/Com\\_circulars/2019/20191122-Circular-08-19-Out-of-Province-Inspection-Exemption.pdf](https://www.cvse.ca/CTPM/Com_circulars/2019/20191122-Circular-08-19-Out-of-Province-Inspection-Exemption.pdf)

- some trailers (see Notice 02-19)
- motorcycles,
- all-terrain vehicles, as defined in Motor Vehicle (All Terrain) Act,
- implements of husbandry and farm tractors,
- motor vehicles with the following body styles:
  - amphibious
  - truckster
  - forklift
  - golf cart
  - ice surfer
  - lifter
  - loader
  - tractor
  - mower
  - snowmobile and snow vehicle

### Imported Vehicles

Transport Canada does not restrict the importation of vehicles older than 15 years, however all provincial jurisdictions require a provincial inspection of these vehicles before they can be registered and licensed for highway use to ensure compliance with provincial regulations and safety standards.

These vehicles may not have been manufactured for the Canadian market and may lack some required safety devices or equipment. Some of these vehicles may require modification or additional equipment installed to meet the applicable standards (CMVSS / MVA / MVAR).

Additional information is available on the Commercial Vehicle Safety and Enforcement website. Go to [www.cvse.ca](http://www.cvse.ca) for more information.

### Salvaged, Modified and Reconstructed Vehicles

Part 3 of Division 25 of the *Motor Vehicle Act Regulations* pertains to Salvaged, Modified, and Reconstructed vehicles. Definitions can be found in Section 25.20.

Before a vehicle that has been declared salvaged or reconstructed can pass a mechanical inspection at a DIF, a Body Integrity Inspection Report (CVSE0031) and a Structural Integrity Declaration Report (CVSE0032) must be completed. The completed forms must be attached to, and becomes part of, the Private Vehicle Inspection Report (CVSE0013).

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It is very important that facilities and AI's follow the Structural Integrity Inspection process.

This process is defined by the CVSE Vehicle Inspection Program. For more information, refer to the CVSE website at [www.cvse.ca](http://www.cvse.ca) then click on Vehicle Inspections and Standards.

Once the inspection is complete and the decal is applied to the vehicle, please ensure that the decal number is recorded on the Structural Integrity Declaration Report, and a copy of both the CVSE0031 and CVSE0032 are attached to the Private Vehicle Inspection Report for filing.

## Inspection Results

### Passed Inspections

When a vehicle passes an inspection at a DIF, the owner receives a copy of the vehicle inspection report and a certificate of approval (decal) is placed on the vehicle. The inspection report must be presented to the insurance broker. The vehicle inspection report must be retained in the vehicle, along with the registration and license documents, as proof of inspection in BC.

### Failed Inspections

If the vehicle fails inspection, a failed inspection report must be entered online and a copy provided to the vehicle owner.

**Note:** Altering or falsifying an inspection report is an offence under the *Motor Vehicle Act Regulations*.

## Classification of Vehicles – Regulated and Non-regulated

The following information is to be used as a reference tool to establish the preliminary classification of a vehicle. The definitions are taken from Transport Canada's website.

Users are directed to the Canadian Motor Vehicle Safety Act and associated regulations as established by Transport Canada for updated definitions and safety standards applicable to their respective class of vehicle. The legislation will supersede any conflict between these definitions and descriptions and current federal or provincial legislation.

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It is very important that the Authorized Inspector correctly identifies the vehicle because the correct sections of the Vehicle Inspection Manual must be followed. (i.e. a three wheeled motorcycle or a three wheeled vehicle.)

**Note:** Some vehicle types listed below may not be acceptable for registration in BC or use on BC highways.  
See the information about Transport Canada definitions shown above.

### Regulated Vehicles

- Motorcycle** A vehicle from one of these sub-classes: enclosed motorcycle, open, limited speed motorcycle or motor tricycle, that:
- a) is designed to travel on not more than three wheels in contact with the ground,
  - b) has a minimum wheel rim diameter of 250 mm (9.84 in), and
  - c) has a minimum wheelbase of 1,016 mm (40 in).
- Motorcycles *do not* include: a power-assisted bicycle, a restricted-use motorcycle, a passenger car, a truck, a multi-purpose passenger vehicle, a competition vehicle, a vehicle imported temporarily for special purposes, or a three-wheeled vehicle.
- Open Motorcycle** A motorcycle that:
- a) has steering handlebars that are completely constrained from rotating in relation to the axle of one wheel in contact with the ground,
  - b) is designed to travel on two wheels in contact with the ground,
  - c) has a minimum seat height, when the vehicle is unladen, of 650 mm, and
  - d) does not have a structure partially or fully enclosing the driver and passenger, other than that part of the vehicle forward of the driver's torso and the seat backrest.
- Motor Tricycle** A motorcycle other than an antique reproduction vehicle, that:
- a) is designed to travel on three wheels in contact with the ground,
  - b) has seating on which all occupants must sit astride,
  - c) has a LGVW of 1,000 kg or less, and
  - d) does not have a structure partially or fully enclosing the driver and passenger, other than that part of the vehicle forward of the driver's torso and the seat backrest.

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Enclosed Motorcycle	<p>A motorcycle that:</p> <ul style="list-style-type: none"><li>a) has steering handlebars that are completely constrained from rotating in relation to the axle of only one wheel in contact with the ground,</li><li>b) is designed to travel on two wheels in contact with the ground,</li><li>c) has a minimum seat height, when the vehicle is unladen, of 650 mm, and</li><li>d) has a structure partially or fully enclosing the driver and passenger that is an integral part of the vehicle chassis.</li></ul>
Limited Speed Motorcycle	<p>A motorcycle that:</p> <ul style="list-style-type: none"><li>a) has steering handlebars that are completely constrained from rotating in relation to the axle of only one wheel in contact with the ground,</li><li>b) has a maximum attainable speed of 70 km/h or less, measured in accordance with ISO 7117-1981, Road Vehicles – measurement method for the maximum speed of motorcycles,</li><li>c) has a minimum seat height, when the vehicle is unladen, of 650 mm, and</li><li>d) does not have a structure partially or fully enclosing the driver and passenger, other than that part of the vehicle forward of the driver's torso and the seat backrest.</li></ul>
Restricted Use Motorcycle	<p><b><i>*These vehicles cannot be licensed in BC. *</i></b></p> <p>A motorcycle, including an all-terrain vehicle designed primarily for recreational use, other than a power-assisted bicycle, a competition vehicle, and a vehicle imported temporarily for special purposes, that:</p> <ul style="list-style-type: none"><li>a) has steering handlebars,</li><li>b) is designed to travel on not more than four wheels in contact with the ground,</li><li>c) does not have as an integral part of the vehicle a structure to enclose the driver and passenger, other than that part of the vehicle forward of the driver's torso and the seat backrest,</li><li>d) bears a label, permanently affixed in a conspicuous location, stating in both official languages that the vehicle is a restricted-use motorcycle or an all-terrain vehicle and is <u>not intended for use on public highways</u>, and</li><li>e) electric motor output must exceed 100 watts on electric powered vehicles.</li></ul>

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All-terrain Vehicle	<p><b><i>*These vehicles cannot be licensed in BC. *</i></b></p> <p>A wheeled or tracked vehicle other than a snowmobile or work vehicle, that is designed primarily for recreational use or for the transportation of property or equipment, used exclusively on an undeveloped road, rights of way, marshland, open country or other unprepared surfaces.</p>
Low-Speed Vehicle (Neighborhood Zero Emission Vehicle)	<p>A vehicle other than a restricted-use motorcycle or a vehicle temporarily imported for special purposes, that:</p> <ul style="list-style-type: none"> <li>a) is designed for use primarily on streets and roads where access and the use of other classes of vehicles are controlled by law or agreement,  <u><i>* Reference Motor Vehicle Act Regulation Division 24.06 for BC definition and Division 24 – Part 3 for ‘Safety and Equipment Requirements’*</i></u></li> <li>b) travels on four wheels,</li> <li>c) is powered by an electric power train (an electric motor and, if present, a transmission) that is designed to allow the vehicle to attain a speed of 32 km/h but not more than 40 km/h in a distance of 1.6 km on a paved, level surface,</li> <li>d) does not use fuel as an on-board source of energy, and</li> <li>e) has a LGVW of less than 1,361 kg.</li> </ul>
Three Wheeled Vehicle	<p>A vehicle other than a competition vehicle, an antique reproduction vehicle, a motorcycle, a restricted-use motorcycle, a trailer or a vehicle imported temporarily for a special purpose, that:</p> <ul style="list-style-type: none"> <li>a) is designed to travel on three wheels in contact with the ground,</li> <li>b) has no more than four designated seating positions, and</li> <li>c) has a LGVW of 1,000 kg or less.</li> </ul>
Truck	<p>A vehicle designed primarily for the transportation of property or special-purpose equipment, but does not include a competition vehicle, a crawler-mounted vehicle, a three-wheeled vehicle, a trailer, a work vehicle, a vehicle imported temporarily for special purposes, that is designed for operation exclusively off-road or a low-speed vehicle.</p>

**Note:** The typical difference between a motor tri-cycle and a three wheeled vehicle is that the motor tri-cycle has steering handlebars and the occupants sit astride, while a three wheeled vehicle has a steering wheel and the occupants sit in conventional seats.

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### Non-Regulated Vehicles

These vehicles **cannot** be licensed.

Power- Assisted A vehicle that:

Bicycle

- a) has steering handlebars and is equipped with pedals,
- b) is designed to travel on not more than three wheels in contact with the ground,
- c) is capable of being propelled by muscular power,
- d) has an electric motor with the following characteristics:
  - i) has a continuous power output rating, measured at the shaft of the motor, of 500 W or less,
  - ii) if engaged by the use of muscular power, power assistance immediately ceases when the muscular power ceases,
  - iii) if engaged by the use of an accelerator controller, power assistance immediately ceases when the brakes are applied, and
  - iv) is incapable of providing further assistance when the bicycle attains a speed of 32 km/h on level ground.
- e) **bears a label** that is permanently affixed by the manufacturer and appears in a conspicuous location stating, in both official languages, that the vehicle is a power-assisted bicycle as defined by the *Canadian Motor Vehicle Safety Act*.

\* An importer must supply evidence of conformance to the above definition.

Competition Vehicles

A vehicle that is designed for use exclusively in closed course competition and:

- a) bears a label affixed by the manufacturer stating, in both official languages, that the vehicle is a competition vehicle and is for use exclusively in closed course competition, or
- b) is accompanied by a signed declaration clearly indicating that the vehicle is a competition vehicle and is for use exclusively in closed course competition.

\* An importer must supply evidence of conformance to the above definition.

Mobility Aid for the Disabled

A vehicle with 3 and/or 4 wheels, an electric or gas engine, a seat and/or backrest and/or armrests. They are imported as mobility devices for the disabled person or persons with limited mobility.

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\* If the seat is of the bicycle type (i.e. occupant sitting astride) and the power source exceeds 100 W, the vehicle is considered a restricted use motorcycle, and not a mobility aid.

Dune Buggy	A strictly off-road vehicle with a steering wheel.
Segway	A self-balancing device designed for personal transportation in a pedestrian environment. The self-balancing and propulsion of the device is achieved through a series of gyroscopes, electronic controls and electric motors. The handlebars on the Segway are not for steering purposes. Steering is accomplished by rotating a control located on the left handle, which changes the rotational speed of one wheel with respect to the other.
Miscellaneous Motorized Vehicles	A vehicle, powered by an electric or gas motor that does not have handlebars or a steering wheel.

## ACOR

ACOR is a mobile emission inspection program operated province-wide by the Ministry of Transportation and Infrastructure. Teams of certified ACOR inspectors conduct roadside tests of heavy diesel commercial vehicles, testing for excessive smoke emissions.

ACOR protects public health and helps provide safe, clean air by enforcing British Columbia's diesel emission standards.



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Section      *2 – Authorized Inspectors*  
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### Authorization

The Director of Commercial Vehicle Safety Enforcement is empowered by Section 217 of the *Motor Vehicle Act* to authorize persons to inspect vehicles. Only those persons holding a valid Authorized Inspector Certificate issued by the Director for this purpose may carry out the actual inspection of vehicles.

### Qualifications

#### Prerequisites for becoming an Authorized Inspector?

- Authorized Inspector Course; and
- BC or Red Seal equivalent Journeyman Trade qualification in:
  - Heavy Duty Equipment Technician
  - Commercial Transport Vehicle Mechanic/Technician
  - Commercial Transport Trailer Technician
  - Automotive Service Technician
  - Motorcycle Mechanic/Technician (required to be authorized for motorcycle inspections)
- Endorsements (in addition to above):
  - Pressure Fuel – Current Certificate of Qualification (LPG, CNG, CNLP, LPNG) issued by the British Columbia Safety Authority
  - Air Brake Inspection – Heavy Duty and Commercial Transport and Trailer Technicians are qualified for an Air Brake endorsement automatically. Automotive Technicians are required to pass an Air Brake Repair course. An Air Brake endorsement on a drivers licence in itself is not sufficient.

Fourth year apprenticeship students may take the Authorized Inspector course. Authorized Inspector Certification will not be issued until confirmation of trade qualification is received by CVSE.

To be authorized to inspect this class of vehicle:	A person must hold this qualification in British Columbia:
<ul style="list-style-type: none"><li>• Motor vehicles not including motorcycles, having a licensed Gross Vehicle Weight (GVW) of 5,500 kg or less,</li><li>• Motor vehicles having a licensed GVW of more than 5,500 kg,</li></ul>	Any one of: <ul style="list-style-type: none"><li>a) Automobile Mechanical Repair,*</li><li>b) Commercial Transport Mechanical Repair, or</li><li>c) Heavy Duty Mechanical Repair,</li></ul>



## Vehicle Inspection Guide

<ul style="list-style-type: none"><li>• Buses having a licensed vehicle weight of more than 5,500 kg,</li><li>• School buses.</li></ul>	<i>and</i> successful completion of the Authorized Inspector's Course.  * Proof of an approved air brake repair course is required for air brake endorsement.
Commercial trailers and semi-trailers	Any one of the above or: d) Commercial Transport Trailer Mechanics, <i>and</i> successful completion of the Authorized Inspector's Course.
Motorcycles	Motorcycle Mechanical Repair
Pressure Fuel (PF)	Special Purpose License endorsed for Pressure fuel (PF)

### Training Institutes

The Authorized Inspector's course is available at various Community Colleges and Authorized Training facilities throughout British Columbia. Training institutes may title the course slightly different, but it is generally known as a Commercial Vehicle Inspector Course. See the List of Colleges and Training Facilities offering the Authorized Inspector's Course:

<https://www2.gov.bc.ca/gov/content/transportation/vehicle-safety-enforcement/services/vehicle-inspections-standards/training>

Additional information on applying for authorization is available in Section 6 – Applications, Renewals and Amendments.

**Note:** Please contact the training institute directly for upcoming courses and registration. Courses may not be available at all times of the year. Ensure your name is put on a waitlist for the next available course.

## Endorsements

When students successfully complete the Authorized Inspector course, the training institutes notify CVSE of the newly qualified inspectors' names and the classes of vehicles they are each trained to inspect.

## Vehicle Inspection Guide

The following endorsements are also available:

**Pressure Fuel** inspections may only be carried out by a person holding a valid Gas Fitter's Certificate for one of the following pressure fuel types: LPG (propane), CNG (natural gas), CNLP (propane & natural gas) or LPNG (liquid propane natural gas). Gas Fitter's Certificates are issued by the Gas Safety Branch, BC Safety Authority. Documented proof of the endorsement must be provided at the time of application and renewal for an Authorized Inspector's Certificate.

**Air Brake** system inspections may only be conducted by persons who are trained in air brake repair. Applicants should include a photocopy of their proof of completion of an Air Brake Repair Course, offered at a community college or an authorized training facility, at the time of application and renewal for an Authorized Inspector's Certificate.

## Duties and Responsibilities

*It's the law...*

Have valid authorization issued by the director.	MVAR 25.02(1)
Issue inspection certificates of approval (decals) for vehicles while the authorization is valid.	MVAR 25.04(4)
Renew the authorization every two years;	MVAR 25.02(3)
Issue inspection certificates only for:	
• vehicles you are authorized to inspect,	MVAR 25.09(1)(a)
• vehicles inspected in an approved facility,	MVAR 25.09(1)(b)
• vehicles not owned or leased by yourself or the Designated Inspection Facility at which you are employed (except motor dealers).	MVAR 25.09(2)
Report any lost or damaged authorization document to Commercial Vehicle Safety and Enforcement (CVSE) within one business day.	MVAR 25.05(1)
Notify CVSE of any changes to name, mailing address or phone number within ten days.	MVAR 25.11

## Vehicle Inspection Guide

Ensure that inspections are methodical, in accordance with good trade practices and conducted in accordance with the standards prescribed in the Vehicle Inspection Manual. *MVAR 25.12(1)(f)(ii)*

Record defects on the report when a vehicle is rejected. *MVAR 25.13(3)*

Do not affix an approval decal unless satisfied the vehicle complies with the applicable Acts and Regulations. *MVAR 25.13(2)*

Affix decal in the proper location on the vehicle. (see Decals in this section) *MVAR 25.07(1)(a)&(b)*

Add comments on the Inspection Report regarding the probability of the vehicle not continuing to comply with all the applicable standards for the term of the inspection decal. *MVAR 25.13(5)*

After every inspection: *MVAR 25.13(1)(a)to(d)*

- complete and sign an Inspection Report,
- Give one copy to the vehicle operator (which must be carried in the vehicle),
- Submit a copy of the inspection electronically to the Director, and
- Retain a signed copy of the inspection in the facility file.

Authorization may be cancelled by the director for violations, either entirely or for inspection of a class of vehicle. After notification of cancellation, the person to whom it was granted must return all authorization documentation to the director. *MVAR 25.32 (1-3)*

### Conducting the Inspection

Before starting any inspection, the Inspector must verify the Vehicle Identification Number (VIN) on the vehicle is identical to the one on the registration or proof of ownership documentation. Additional information on the VIN is in the Vehicle Inspection Manual. Where applicable, ensure the licence plate number and registration number match what is recorded on the vehicle registration document.

**Note:** If the VIN, plate or registration numbers do not agree with the registration or proof of ownership document, advise the customer to contact an Autoplan agent immediately.

The inspection of the vehicle is to be conducted in accordance with the criteria and standards contained in the *Vehicle Inspection Manual*, the *Motor Vehicle Act* and the *Motor Vehicle Act Regulations*. Both the AI and the DIF must be authorized for the type of vehicle. Each section of the VIM contains all the standards to be met. The VIM is divided into the following sections:

- Definitions
- Minimum Equipment Requirements for all Facilities
- Vehicle Identification Number
- Pressure fuel systems (propane or natural gas)
- Motorcycle
- 3 – Wheeled Vehicles
- Light vehicles
- Truck/Truck-Tractor
- Trailer, Semi-Trailer, C Dolly and Converter Dolly
- Bus/School Bus

**Note:** The *Vehicle Inspection Manual* is a legal regulation enacted under legislative powers established by the *Motor Vehicle Act*.

The vehicle must meet all applicable standards before an AI may apply a Certificate of Approval decal, and it is up to the AI to use all due diligence in determining which standards are applicable.

### Vehicle Safety BC Portal – On-line Inspection Form Completion

All vehicle inspection reports must be completed on-line. The inspection facility must have a computer that can access the VSBC Portal and a printer. Detailed information on completing the forms is available at [www.cvse.ca/vehicle\\_inspections.htm](http://www.cvse.ca/vehicle_inspections.htm). The two forms that are completed on-line are the CVSE0013 for Private Vehicles and the

## Vehicle Inspection Guide

CVSE0014 for Commercial Vehicles. To get to the VSBC Portal, go to [vehiclesafetybc.gov.bc.ca](http://vehiclesafetybc.gov.bc.ca).

### Login Credentials Requirement

All Authorized Inspectors must have a BC Services Card App or personal BCeID. These credentials are used by the Authorized Inspector to log in to the VSBC Portal, and to enter and verify/submit inspection forms (CVSE0013 and CVSE0014).

If you do not have a BC Services Card App set up yet, please go to

<https://id.gov.bc.ca/account/>

All BCeID account registrations must be completed online at [www.bceid.ca](http://www.bceid.ca). Personal BCeID accounts expire every three years and must be renewed. In addition, personal BCeID accounts must be validated and authorized by presenting identification at a Personal BCeID Point of Service. Please refer to [www.bceid.ca](http://www.bceid.ca) for more information.

### Recording Results

For **PVIP** (CVSE0013)

**F** = Failed

**R** = Repaired the same day

**P** = Passed

For **CVIP** (CVSE0014)

**F** = Failed

**R** = Repaired (if the same day)

**P** = Passed

**PC** = Passed with caution

**NA** = Not applicable

## Re-inspections

If a vehicle does not pass the inspection right away, repairs may be done at the facility location or any other location. They can:

- have repairs done by the facility that inspected the vehicle,
- take the vehicle to a different repair facility, or
- take the vehicle to complete the repairs themselves.

To qualify for a re-inspection of only the failed items, the vehicle must remain at or return to the DIF that issued the failed report. Facilities and Authorized inspectors are reminded that the application of a certificate of approval is a legal declaration that the vehicle is in compliance with all applicable standards.

## Vehicle Inspection Guide

A re-inspection of failed items must be performed by the same AI. The facility should discuss the re-inspection terms with the customer prior to the vehicle leaving the facility including timelines and other considerations.

A vehicle that fails a provincial inspection and is subsequently taken to a different DIF does not qualify for a re-inspection of only the failed items. A complete provincial inspection must be performed.

Ensure the vehicle owner is given copies of all failed and passed reports. Commercial vehicle owners are required to retain those documents for 3 years.

**Note:** If you encounter a vehicle that is unsafe for use on a highway because of severe mechanical defect(s), please contact a peace officer.

### Decals

There are only two types of decals used in the Vehicle Inspection Program; Certificates of Approval, and Interim Decals (commercial vehicles only). Only an Authorized Inspector may place either decal on a vehicle. All decals should be affixed to a vehicle for the term of the decal.



A Certificate of Approval can be valid for 6 months (semi-annual) or 12 months (annual), depending on the vehicle and its use.

- The decal must be cut (see instructions printed on the back).
- A 6 month decal expires on the last day of the 6<sup>th</sup> calendar month following the date of inspection (ie. a decal issued April 4<sup>th</sup> expires October 31).
- A 12 month decal expires on the last day of the 12<sup>th</sup> month following the date of inspection (ie. a decal issued April 4<sup>th</sup> expires April 30 of the next year).

An Interim Decal is valid for 14 days, and it can **only** be placed on a commercial vehicle.

## Vehicle Inspection Guide

### Decal Placement Locations

Commercial vehicles	Affix to the left or right side of the windshield, or to the outside of the <i>fixed</i> glazed surface to the right of the operator, in a location not swept by the wipers.
Trailers	Affix to the outside, lower, left or right front corner.
Buses	Affix to the right side of the windshield, or to a fixed side window as close as practicable to the right, front corner of the vehicle, in a location not swept by the wipers.
Private vehicles	Affix to the left or right side of the windshield, in a location not swept by the wipers.
Private collector and modified collector vehicles	Only for collector vehicles, the decal may be affixed to the reverse of the inspection form instead of being affixed to the vehicle.
Motorcycles	Affix to the lower, right, front fork.
Other vehicles	Affix to the left or right side of the windshield, or to the outside of the <i>fixed</i> glazed surface to the right of the operator, in a location not swept by the wipers.

### Removal of Decals

Any previous decals must be removed from the vehicle before the placement of a new decal.

If a vehicle has been operating under a Preventative Maintenance Program (PMP) and is subsequently sold, the “P” inspection decal becomes invalid and must be removed by the facility before transfer of ownership.



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## DESIGNATED INSPECTION FACILITIES

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Section      ***3 – Designated Inspection Facilities***  
Date:        *April 22, 2022*  
Replacing:   *October 29, 2015*





### Authorization

The Director of Commercial Vehicle Safety and Enforcement is empowered by Section 217 of the *Motor Vehicle Act* to authorize facilities to have vehicle inspections conducted within their premises. Generally, the facility is a privately owned business that has been approved to inspect various types of vehicles, not owned by the business, to ensure they meet the standards of inspection and repair set out in the *Motor Vehicle Act* and *Regulations* and other standards.

A Designated Inspection Facility (DIF) must maintain legal entity status, have a valid business licence (where applicable) and have a valid ICBC Garage Policy. A CVSE Vehicle Inspector will routinely inspect the facility to ensure that the facility meets the criteria stated in the Act and Regulations.

The application process for a DIF is listed in Section 5 – Applications, Renewal and Amendments.

### Classes of Vehicles to Inspect

Facilities must state on their application what classes of vehicles they wish to inspect. The classes are:

- 1 – Motor Vehicles 5,500 kg licensed GVW or less
- 2 – Motor Vehicles 5,501 kg licensed GVW or more (not including buses)
- 3 – Trailers
- 4 – Buses
- 5 – School buses
- 6 – Motorcycles

### Endorsements

The endorsements are:

- 1 - Air Brake** - inspections may only be conducted by an AI who is endorsed for Air Brake inspections. Please contact CVSE Branch to inquire about the training requirements to receive endorsement for other trade qualifications.
- 2 - Pressure Fuel** – an Authorized Inspector with a pressure fuel endorsement must be identified on the DIF application.
- 3 – New to BC** – required for light passenger vehicles having a net weight less than 3500 kg. This applies to vehicles to be licenced in BC that are registered or titled in a jurisdiction other than BC.
- 4 – Salvage** – required for facilities to be authorized to inspect vehicles with Salvage status.

## Vehicle Inspection Guide

### Restrictions/Conditions

Facilities may have restrictions or conditions pertaining to the vehicles they are authorized to inspect. The restrictions/conditions are printed on the facility licence.

### Duties and Responsibilities of a DIF

#### *It's the Law...*

Within 10 days, inform CVSE of any change of owners, legal name, location, mailing address or telephone number. *MVAR 25.11*

Prominently display: *MVAR 25.12(1)(a)*

- current inspection facility designation certificate, and
- Certificate(s) of Qualification of AI's

Ensure only an AI conducts the inspections. *MVAR 25.12(1)(b)*

Electronically submit inspection reports within 10 days of the inspection. *MVAR 25.12(1)(c)*

Keep a signed record of each inspection for not less than 18 months. *MVAR 25.12(1)(d)*

Maintain safe custody and control of unused certificates of approval, and report any loss or theft to CVSE immediately. *MVAR 25.12(1)(e)*

Maintain decal inventory control sheets, stock purchase orders and receipts. *MVAR 25.12(1)(e)*

Ensure the facility is equipped with proper tools, appliances, devices, manuals and documents, as required by the standards, to enable operators within the facility to manage it efficiently and to enable authorized persons to ensure that vehicles comply with the standards. *MVAR 25.12(f)(i)*

Ensure all inspections are performed according to the standards. *MVAR 25.12(1)(f)(ii)*

Have an up to date version of the Vehicle Inspection Manual on site and available at all times. *MVAR 25.12(1)(f)(iii)(A)*

Have a current version of Division 25, MVAR on site and available at all times. *MVAR 25.12(1)(f)(iii)(B)*

Section **3 – Designated Inspection Facilities**

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## Vehicle Inspection Guide

During business hours, permit a peace officer or authorized person to enter the inspection facility for the purpose of examination of equipment, records of inspection and issued and un-issued inspection certificates and permit such persons to make copies of documents.

MVAR  
25.12(1)(g) & (i)

Maintain a record (decal log) of all purchased inspection certificates including the inspection certificate number and the vehicle registration number or the VIN of the vehicle to which the inspection certificate was issued.

MVAR  
25.12(1)(h)(i) & (ii)

Authorization may be cancelled by the director for violations, either entirely or for inspection of a class of vehicle. After notification of cancellation, the person to whom it was granted must return all authorization documentation to the director.

MVAR 25.32 (1-3)

### Service Standards

Keep up with changing technology.

Maintain a record of facility and AI upgrades.

Ensure the facility and its operation conforms to WorkSafe BC requirements and applicable building code requirements.

Keep the facility in a clean and orderly condition.

Purchase decals on-line through Queen's Printer ([www.crownpub.bc.ca](http://www.crownpub.bc.ca)).

## Vehicle Inspection Guide

### Building & Equipment Requirements

The following facility standards and equipment are necessary in all Designated Inspection Facilities:

#### Building Requirements

- Weather tight building having a smooth concrete floor. A building that has a permanent roof and windows and doors that can be closed,
- Adequate lighting and workspace for AI's,
- Clear floor space and overhead clearance for work on vehicles in every classification for which the facility is or is to be authorized,
- The building must fully accommodate the vehicle being inspected,

#### Equipment Requirements

Minimum tool requirement	Vehicles inspected
Standard issue domestic / metric hand tools applicable to vehicles and systems to be inspected	All vehicles
Optical headlight aiming device suitable for vehicles being inspected	All vehicles
Wheel assembly removal device	All vehicles
Device capable of lifting dual wheel assembly	Vehicles over 8,200 kg
Brake drum and lining / pad measuring tools (only tools specially designed for the purpose are acceptable)	All vehicles
Overhead / walk-under hoist or pit	Vehicles 5,500 kg and less
Hydraulic / pneumatic floor jack and jack stands	All vehicles except vehicles 5,500 kg and less, and motorcycles
Tire tread depth gauge in 1/32nds of an inch and mm	All vehicles
Tire pressure gauge	All vehicles

## Vehicle Inspection Guide

Steering / suspension free play measuring device(s) – KPI tools, dial indicators, Go-No-Go gauges or other tools specifically designed for the purpose	All vehicles
Torque wrench appropriate for wheels / rims inspected	All vehicles
Gauges for fifth wheel king pin, jaws and pintle hitch, as required for vehicles being inspected	Trailers
Digital voltmeter	Pressure fuel
Digital decibel meter	All vehicles
Chamber Mate or device for measuring air brake chamber size	Vehicles equipped with air brakes

### Vehicle Safety BC Portal - On-line Inspection Form Requirements

All private and commercial vehicle inspection reports must be completed on-line, through the Vehicle Safety BC Portal ([vehiclesafetybc.gov.bc.ca](http://vehiclesafetybc.gov.bc.ca)).

The facility must have a business BCeID, computer and printer. The computer must be able to be used for access to the VSBC Portal. Detailed information is available in the “Guides” section at the Vehicle Inspection Program website ([www.cvse.ca/vehicle\\_inspections.htm](http://www.cvse.ca/vehicle_inspections.htm)).

The Private Vehicle Inspection Form and the Commercial Vehicle Inspection Form are completed on-line, through the VSBC Portal, and the Body Integrity Inspection Report (CVSE0031) and Structural Integrity Declaration Report (CVSE0032) (the forms used for Salvaged, Modified and Reconstructed vehicles) are available at [www.cvse.ca/vehicle\\_inspections.htm](http://www.cvse.ca/vehicle_inspections.htm) to be printed and completed off-line.

### Inventory

Facilities must order all decals through Queen's Printer at [www.crownpub.bc.ca](http://www.crownpub.bc.ca). Online ordering process instructions can be found here:

[https://www.cvse.ca/vehicle\\_inspections/PDF/CVSE\\_Large-Facility-Station-Decals\\_or\\_Interim-Decals\\_Step-by-Step\\_Guide\\_Feb\\_2022.pdf](https://www.cvse.ca/vehicle_inspections/PDF/CVSE_Large-Facility-Station-Decals_or_Interim-Decals_Step-by-Step_Guide_Feb_2022.pdf)

#### Current inventory prices (subject to change)

Certificate of Approval or PM decals	\$3.00 ea
Interim Decals	\$4.00 per/pad
Large Inspection Station Decal	\$6.00 ea

The Vehicle Inspection Manual subscriptions and applicable Acts and Regulations are available from the Queen's Printer website at [www.vsis.ca](http://www.vsis.ca).

#### Inventory control

Facilities will be able to maintain decal inventory count through the VSBC Portal.

All Vehicle Inspection Program physical inventory must be kept in a secure location. A secure location is a locked room inside the facility (not accessible to the public) or a locked, immovable cabinet.

#### Lost, destroyed or mutilated inventory

Facilities are to report any loss, theft, disfigurement or destruction of unused certificate of approval decals to Commercial Vehicle Safety and Enforcement in writing, as soon as possible after the date of loss. Failure to maintain inventory control is sufficient grounds for the Director to revoke the designation of a facility.

### Monitoring, Auditing and Sanctions

The CVSE Branch monitors the type, quantity and quality of vehicle inspections performed in BC. Approved facilities are expected to strictly adhere to the provisions of all applicable acts, regulations and standards. The acceptable practices and standards shown in this guide should be viewed as the minimum requirements.

Peace officers and other persons authorized by the CVSE Director are responsible for monitoring the inspections conducted at Designated Inspection Facilities, and other

## Vehicle Inspection Guide

aspects of the operation of the DIF. Their audit reports are included in the CVSE files for the facility.

An audit can be a great opportunity to gain advice about inspection practices and the successful operation of a facility. CVSE requires its Area Vehicle Inspectors (AVI) to audit each facility in the province regularly, even if it appears to be operating well. If there are compliance concerns in areas of a facility's operation, the intent of all parties including the AVI is to help identify the problems and correct them before more serious sanctions are required.

*Motor Vehicle Act Regulations*, Division 25, specifies the regulatory requirements for an operator of an inspection facility. A violation or non-compliance may be grounds for cancellation or suspension of the facility licence or inspector certification entirely, or a restriction of vehicle class/endorsement authorizations.

Compliance concerns, poor trade practices, or lack of due diligence will be brought to the facility operator's attention and they will be required to take prompt corrective action. This might, for example, involve re-inspection of a particular vehicle, procedural changes relating to how inspections are performed in the facility or refresher training for the DIF Operator or Authorized Inspector concerned. Repeated violations of this nature will lead to escalating enforcement actions.

If the licence for a facility is cancelled, suspended or not renewed, the operator of the Designated Inspection Facility must immediately cease all inspections to be carried out at their facility. This cancellation of a designation to inspect for the Vehicle Inspection Program does not affect the ability of the facility to carry out mechanical repairs or other business operations.

Should a designation be cancelled or suspended, the operator must return all un-issued inspection decals and all other documents given or supplied to them on behalf of the Director.







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## PREVENTATIVE MAINTENANCE PROGRAMS

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## Vehicle Inspection Guide

**Note:** Much of the information provided for Designated Inspection Facilities in Section 3 of this guide will also be useful for Preventative Maintenance Program facilities.

### Authorization

A Preventative Maintenance Program (PMP) is a voluntary alternative vehicle inspection program approved by the Director of CVSE. This program exempts vehicles from certain requirements of the Motor Vehicle Act Regulations, Division 25. Each PMP facility **must** follow the maintenance program which has been approved.

The power units must operate under the carrier's National Safety Code (NSC) Safety Certificate and the trailers must be registered in their name. All vehicles in a PMP must be base plated in BC.

There are many benefits to carriers who are accepted into this program. Some notable benefits are:

- convenience of conducting inspections of their own vehicles at their own facility;
- possible reduced cost of inspection for each vehicle; and
- management and control of all vehicle repairs and maintenance.

Carriers approved to have a PMP are expected to ensure their vehicles are in excellent mechanical condition at ALL times while operating on a highway. A PMP must strictly adhere to their maintenance plan and document all inspections, maintenance and repairs done to the vehicles. Additional information about Vehicle Maintenance Plans and the application process for a PMP can be found in Section 5 - Applications, Renewals and Amendments, in this guide.

As carriers who operate under the PMP program all operate under a National Safety Code Safety Certificate, MVAR Division 37 applies to them as well. Information on the National Safety Code Program and the online application for a NSC certificate is available at [www.cvse.ca](http://www.cvse.ca) by clicking on 'National Safety Code'.

Any vehicle operating under a PMP that receives a Notice and Order, Box 1 or 2, must pass an inspection and have a new certificate of approval decal affixed at a Designated Inspection Facility before returning to the PMP. The carrier may do all of the repairs to the vehicle, but is prohibited from conducting further inspections until the vehicle has passed at a licenced designated inspection facility not operated by the PM program.

## Vehicle Inspection Guide

PM Program Inspection decals must be removed upon sale or transfer of the vehicle.

The responsibilities and regulatory requirements for the PM Program and its Authorized Inspector(s) are the same as they are for a DIF.

**Note:** See the information in Section 3 for building, equipment and system requirements and for instructions on how to obtain inventory.

### Monitoring and Auditing

The CVSE Branch monitors the type, quantity and quality of vehicle inspections performed in BC. Peace Officers and other persons authorized by the CVSE Branch do the monitoring of vehicle inspections conducted by PMP facilities. Their audit reports are included in the profiles of each PMP facility.

PM Program facilities may have multiple inspection facility locations within the province, each location is responsible for the maintenance of fleet vehicles and is responsible to manage its own supply of PM decals. As part of the approval process, a PMP must have their own facility in which the inspections take place.

Preventative Maintenance Programs are expected to strictly adhere to all applicable regulations and standards. PMP carriers must also strictly adhere to their approved maintenance program by completing the check sheets in accordance with the schedule submitted.

Unlike Designated Inspection Facilities, Preventative Maintenance Program Facilities may be cancelled without the opportunity for the fleet owner/operator to *show cause* as to why it should not be, and the carrier will be required to return to having their vehicles inspected at a DIF.

Preventative maintenance facility vehicles are inspected roadside at random locations and fixing Inspection Stations or Incidences of 'Violations Present' or 'Out of Service' of the roadside Commercial Vehicle Safety Alliance (CVSA) inspections may result in the deferral, suspension or cancellation of the PM program facility licence.

Note that any time there are serious concerns about a PM Program's operation, the Director may cancel the PM Program approval, or suspend the PM Program approval pending a more complete review.

## Vehicle Inspection Guide

If the PM Program authorization is cancelled, suspended or not renewed, the carrier must:

- Immediately cease inspecting vehicles under this program;
- Promptly return all inspection decals and other documents given or supplied for this program to CVSE;
- Adhere to all requirements for maintenance, record keeping and inspection of vehicles at a Designated Inspection Facility; and
- Ensure all former PM vehicles are re-inspected immediately, or as directed by CVSE, at a Designated Inspection facility not owned by the carrier.





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## APPLICATIONS AND RENEWALS

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### Authorized Inspectors

#### Application for AI's

Upon completion of the Vehicle Inspection Program Course, the successful applicant will apply for an Authorized Inspector certificate through the VSBC Portal. A BC Services Card App or a Personal BCeID is required to log in.

Upon receiving and approving the application, and verifying the applicant's Trade Qualification, a Certificate of Qualification will be emailed to the applicant. There is no fee for an AI's first authorization, which is valid for two years and then must be renewed. The Certificate of Qualification is the property of the Director and must be returned upon request.

#### Replacement of certificate for AI's

If an AI's Certificate of Qualification is lost, stolen or damaged, they must report the missing or damaged document to Commercial Vehicle Safety and Enforcement at (250) 778-5458 *within one business day*.

#### Amending endorsements, authorizations, and information for AI's

If an Authorized Inspector changes their mailing address, name, or phone number, they must notify CVSE *within ten days*. There is no charge to update contact information.

To make amendments to their endorsements, AI's may contact CVSE at (250) 778-5458.

#### Renewal for AI's

When the completed application and \$20.00 fee is received by CVSE, a new certificate valid for two years will be sent to the inspector's email. A copy of the certificate can be downloaded from the VSBC Portal. It is the responsibility of the AI to ensure that they apply for a renewal well in advance of the expiry of their certificate.

If an Authorized Inspector's authorization expires without renewal, they are immediately unauthorized to inspect vehicles.

**Note:** It is an offence to inspect vehicles and apply a certificate of approval or interim decal without a valid Certificate of Authorization.

### Designated Inspection Facilities

#### Application for DIF's

Persons or businesses wishing to become a Designated Inspection Facility must apply through the VSBC Portal ([vehiclesafetybc.gov.bc.ca](http://vehiclesafetybc.gov.bc.ca)). A Business BCeID is required to log in and submit the application. When a new DIF application is submitted, copies of the following items must be attached to the application:

- the current business licence (where required by local authority) stating the nature of the business is auto repair and/or inspection;
- an ICBC Garage Policy in the legal name of the business, showing policy number, expiry date and validity stamp, and for the same address as the DIF application;
- the current fee of \$200.00, and
- Proof of completion of the Designated Inspection Facility Operator course.

A CVSE Peace Officer (Area Vehicle Inspector) will inspect the facility before an application can be approved. Once the application is approved, the facility operator will receive a facility designation license via email. If the application is not accepted, they will be notified and, where applicable, the initial application fee will be refunded.

**Note:** All fees are subject to change without notice.

### Amending endorsements, authorizations and information for DIF's

Facilities wishing to amend or change information to their:

- Location;
- Directors or Officers; or
- Facility Operator.

must complete an Inspection Facility Change Request Form, available online by going to [www.cvse.ca](http://www.cvse.ca) and clicking on 'Vehicle Inspections' and then 'Vehicle Inspection Forms' and attach any appropriate documents. The form and supporting documents can be emailed to CVSE at [vehicle.inspections@gov.bc.ca](mailto:vehicle.inspections@gov.bc.ca).

Facilities wishing to amend endorsements or vehicles class must contact their local Area Vehicle Inspector for consideration and recommendation to add an endorsement or vehicle class to their licence.

### Renewal for DIF's

An application for renewal as a Designated Inspection Facility is available online, through the VSBC Portal. It is the responsibility of the DIF to submit their renewal application and associated documents and payment in time for renewal. Information to be included with the application for renewal is:

- A current business licence,
- A current ICBC Garage Policy, and
- A \$100 renewal fee

## Preventative Maintenance Program

### Application for the PMP

Persons or businesses wishing to become a Preventative Maintenance Program Facility must submit an application online to CVSE. Applications must be submitted via the VSBC Portal. When submitted, the application must include the following:

- a vehicle maintenance plan (see below),
- a letter requesting exemption from the Vehicle Inspection Program and naming the person who will be responsible for the management of the PMP program,
- a current list of power units operating under the carrier's NSC number and trailers registered in their name, and
- the application fee (currently \$150) unless this is a satellite location.

If inspections and maintenance are to be performed at their own facility, the carrier must also meet the requirements for a DIF.

## Vehicle Inspection Guide

### PMP Vehicle Maintenance Plan

A vehicle maintenance plan consists of several documents. The documents must contain the following information:

- a schedule of service intervals for each type of vehicle in the program,
- a checklist detailing all components to be inspected at each service interval which must be completed for each vehicle. (Records must be kept on file for three years);
- a record of components replaced or repaired, and
- the trip inspection form and follow-up procedure for applicable vehicles.

**Note:** Service intervals are typically measured in both distance travelled or service time (whichever comes first). Other types of intervals may be acceptable.

Some vehicles, depending on their use, may require more or less scheduled maintenance than what the OEM recommends. Carriers must develop their own maintenance plan, intervals of service and inspection to suit the type and use of their own vehicles. Since many carriers have different types of vehicles in their fleet and the intensity of use of the vehicles varies, different maintenance schedules may be required. A sample of a basic vehicle maintenance plan is provided in Section 6 of this guide.

A vehicle maintenance plan may require change as a carrier updates their fleet and/or business. Any change to PMP maintenance, service intervals or inspection must be submitted to the CVSE office for approval.

A CVSE Peace Officer (Area Vehicle Inspector) will inspect the facility and review the past on-road performance of the carrier. If no concerns are identified, a recommendation for licencing may be put forward for consideration. If the application is approved, the carrier will receive a facility license. If the application is not approved the carrier will be notified and, where applicable, the initial fee will be refunded.

### Amending endorsements, authorizations and information for the PMP

Facilities wishing to amend or change information to their:

- Location;
- Directors of Officers; or
- Facility Operator.

must complete an Inspection Facility Change Request Form, available online by going to [www.cvse.ca](http://www.cvse.ca) and clicking on 'Vehicle Inspections' and then 'Vehicle Inspection Forms' and attach any appropriate documents. The form and supporting documents can be emailed to CVSE at [vehicle.inspections@gov.bc.ca](mailto:vehicle.inspections@gov.bc.ca).

Facilities wishing to amend endorsements or vehicles class must contact their local Area Vehicle Inspector for consideration and recommendation to add an endorsement or vehicle class to their licence.

### Renewal of a PMP

The application for renewal as a Preventative Maintenance Program Facility is available online by going to [www.cvse.ca](http://www.cvse.ca) and clicking on 'Vehicle Inspections' and then the 'VSBC Portal'. It is the responsibility of the PMP to submit their renewal application and associated documents and payment in time for renewal. Items to be included with the renewal application are:

- a current list of power units operating under the carrier's NSC number and trailers registered in the carrier's name that are included under the PMP.
- an updated copy of the complete vehicle maintenance plan if any changes have been made, and
- the \$50 renewal fee.

### Amending endorsements, authorizations and information for the PMP

Facilities wishing to amend or change information to their:

- Location;
- Directors of Officers; or
- Facility Operator.

must complete an Inspection Facility Change Request Form, available online by going to [www.cvse.ca](http://www.cvse.ca) and clicking on 'Vehicle Inspections' and then 'Vehicle Inspection Forms' and attach any appropriate documents. The form and supporting documents can be emailed to CVSE at [vehicle.inspections@gov.bc.ca](mailto:vehicle.inspections@gov.bc.ca).

Facilities wishing to amend endorsements or vehicles class must contact their local Area Vehicle Inspector for consideration and recommendation to add an endorsement or vehicle class to their licence.

### Renewal of a PMP

The application for renewal as a Preventative Maintenance Program Facility is available online by going to [www.cvse.ca](http://www.cvse.ca) and clicking on 'Vehicle Inspections' and then the 'VSBC Portal'. It is the responsibility of the PMP to submit their renewal application and associated documents and payment in time for renewal. Items to be included with the renewal application are:

- a current list of power units operating under the carrier's NSC number and trailers registered in the carrier's name that are included under the PMP.
- an updated copy of the complete vehicle maintenance plan if any changes have been made, and
- the \$50 renewal fee (one fee covers the home facility and any satellite facilities).





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## FORMS

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### Printable Forms

The following forms are available online in a printable format at [www.cvse.ca](http://www.cvse.ca) (click on 'Vehicle Inspections' and then on 'Vehicle Inspection Forms'):

- **Authorized Inspector Change Request Form (CVSE0037)**– for information on using this form, see Section 5, Applications and Renewals
- **Inspection Facility Change Request Form (CVSE0036)**
- **"Structural Integrity Declaration Form (CVSE0032)"** is the form that a licenced Autobody technician must complete on a salvage vehicle as part of the structural inspection process before it can be subjected to a mechanical inspection
- **"Body Structural Integrity (CVSE0031)"** means critical components designed as stress and weight/load bearing member/elements of a vehicle such as radiator support, inner fender skirts, floor pan, rocker panels, engine compartment side rails, upper reinforcements, lower body rails in the rear, inner fender wells, luggage compartment floors and the unibody are within 3 mm (less than 1/8 in.) of the critical manufacturing dimensions, alignments and tolerances. All fits and alignments are determined by the accuracy of the welded structural panels;

### Forms Completed Online (through the VSBC Portal)

The online forms listed below are accessed through the VSBC Portal when logged in with your business BCeID:

- **Initial Applications** for a New Designated Inspection Facility or PM Program, and for Authorized Inspectors.
- **Renewal Applications** for Designated Inspection Facility and PM Programs, and for Authorized Inspectors
- **"Private Vehicle Inspection E-form (CVSE0013)"** is the electronic form used by facilities to submit private vehicle inspections to CVSE
- **"Commercial Vehicle Inspection E-form (CVSE0014)"** is the electronic form used by facilities to submit commercial vehicle inspections to CVSE

**Note:** On the following pages, you'll find some sample forms, for reference only:

- Sample Vehicle Maintenance Plan for Power Unit
- Sample Vehicle Maintenance Plan for Trailer

These are samples only and may not apply to all Vehicle Maintenance Programs.

## Vehicle Inspection Guide

# SAMPLE ONLY

Truck/Tractor Maintenance Schedule

Date \_\_\_\_\_

Unit \_\_\_\_\_

Km/Hours \_\_\_\_\_

A Service every – Time/Hours/Km (State which type of interval)

B Service every -- Time/Hours/Km (State which type of interval)

✓ - OK

X – Repaired

O – Needs Follow-up

If items are repaired, state location on vehicle in “Notes” below!

*ie. Axle 2 Driver Side (or D/S)*

A	B	
___	___	In Cab – seats/seatbelts, dash, emerg equip, horn, wipers, mirrors
___	___	Under hood – belts, all fluid levels etc
___	___	All Lights and Reflectors
___	___	Tires – tread depth and pressure
___	___	Wheels, rims and nuts
___	___	Brake adjustment and grease slack adjusters – record travel below
___	___	Brake - linings, drums, seals, hoses, leakage test, parking brake
___	___	Body and frame – deck or box if equipped
___	___	Suspension
___	___	Steering
___	___	Grease entire vehicle, including 5 <sup>th</sup> wheel if equipped
___	___	Drive train, clutch, leaks
___	___	Change oil and filter
___	___	Change fuel and air filters
___	___	Drain all air tanks, check governor, low air warning, tractor protection valve
___	___	Check transmission and differential fluids
___	___	Check and clean battery
___	___	Check 5 <sup>th</sup> wheel - jaws and lock

	Driver Side			Passenger Side		
	Lining	Drum	Travel	Lining	Drum	Travel
1						
2						
3						
4						

NOTES

Mechanic \_\_\_\_\_

Section **6 – Forms**

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## Vehicle Inspection Guide

# SAMPLE ONLY

### Trailer Maintenance Schedule

Date \_\_\_\_\_

Unit \_\_\_\_\_

Hub meter \_\_\_\_\_

Service every – [Time/Hub meter](#) (State which type of interval)

✓ - OK

X – Repaired

O – Needs Follow-up

If items are repaired, state location on vehicle in “Notes” below!

*ie. Axle # Driver Side (or D/S)*

- \_\_\_ Lights and Reflectors
- \_\_\_ Tires - tread depth and pressure
- \_\_\_ Wheels/Rims and nuts
- \_\_\_ Brake adjustment and grease slack adjusters – record travel below
- \_\_\_ Brake - linings, drums, seals, hoses, leakage test
- \_\_\_ Body and frame – deck or box if equipped
- \_\_\_ Suspension
- \_\_\_ Air connections and electrical connections
- \_\_\_ Body or deck
- \_\_\_ Oil in hubs
- \_\_\_ Tarps, straps, chains or other cargo securement items
- \_\_\_ Grease entire trailer including 5<sup>th</sup> wheel.
- \_\_\_ Landing gear

	Driver Side			Passenger Side		
	Lining	Drum	Travel	Lining	Drum	Travel
1						
2						
3						
4						

NOTES

Mechanic \_\_\_\_\_

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## CONTACTS

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## Vehicle Inspection Guide

### Area Vehicle Inspectors

<https://www.cvse.ca/>

### District Managers

<https://www.cvse.ca/>

### CVSE Headquarters

	Phone	Fax
Vehicle Inspections & Standards Program	778 974-5458	250 952-0578
National Safety Code	250 952-0576	250 952-0578
AirCare On-Road (ACOR)	1-888 775-8785	
Commercial Vehicle Permit Centre	1-800 559-9688	250-784-2426
Commercial Vehicle TIPS Line	1-888 775-8785	

### Mailing Address

#### CVSE Vehicle Inspection Program

PO Box 9250, Stn Prov Govt  
Victoria, BC V8W 9J2

### Courier Address

3A 940 Blanshard Street  
Victoria, BC V8W 2H3

### CVSE Website

[www.cvse.ca](http://www.cvse.ca)

### Transportation Website

[www.gov.bc.ca/tran/](http://www.gov.bc.ca/tran/)

### Vehicle Inspections Email Inquiries

[vehicle.inspections@gov.bc.ca](mailto:vehicle.inspections@gov.bc.ca)

### Manager, Vehicle Inspections and Standards

Geoff Ford  
250 953-4008

### Team Lead, Vehicle Inspections and Standards

Emanuel Susnjar  
778 974-5458

### Technical Advisor, Vehicle Inspections and Standards

Val Hunsaker  
250 645-9479



## Vehicle Inspection Guide

### Miscellaneous Agency Contacts

Agencies in BC:	Phone	Website
Enquiry BC (Govt Phone Directory)	1-800 663-7867	<a href="http://www.gov.bc.ca">www.gov.bc.ca</a>
Drive BC (Road Conditions)	1-800 550-4997	<a href="http://www.drivebc.ca">www.drivebc.ca</a>
ICBC – General Inquiries	1-800 663-3051	<a href="http://www.icbc.com">www.icbc.com</a>
ICBC – Vehicle Registration	604 661-6638	<a href="http://www.icbc.com">www.icbc.com</a>
Industry Training Authority	866 660-6011	<a href="http://www.itabc.ca">www.itabc.ca</a>
BC Safety Authority	1-866 566-7233	<a href="http://www.safetyauthority.ca">www.safetyauthority.ca</a>
ACOR	1-888 775-8785	<a href="http://www.th.gov.bc.ca/ACOR">www.th.gov.bc.ca/ACOR</a>
Worksafe BC	1-888 621-7233	<a href="http://www.worksafebc.com">www.worksafebc.com</a>
Vehicle Sales Authority	604 574-5050	<a href="http://www.vehiclesalesauthority.com">www.vehiclesalesauthority.com</a>
Provincial Statutes	866 236-5544	<a href="http://www.bclaws.ca">www.bclaws.ca</a>
Motor Vehicle Sales Authority of BC (VSA)	604 574-5050	<a href="http://www.vehiclesalesauthority.com">www.vehiclesalesauthority.com</a>

The Vehicle Sales Authority is a non-profit administrative authority that administers and enforces the Motor Dealer Act and Regulations, the Business Practices and Consumer Protection Act and related statutes. The authority was created in 2004 by the provincial government and consists of a Board of Directors made up of consumer and motor-dealer industry representatives and members of the general public.

Agencies in Canada:	Phone	Website
Transport Canada	1-800-333-0371	<a href="http://www.tc.gc.ca">www.tc.gc.ca</a>
CCMTA - Canadian Council of Motor Transport Administrators	613 736-1003	<a href="http://www.ccmta.ca">www.ccmta.ca</a>
Agencies in the US:	Phone	Website
FMCSA - Federal Motor Carrier Safety Administration	1-800-832-5660	<a href="http://www.fmcsa.dot.gov">www.fmcsa.dot.gov</a>
NHTSA – National Highway Traffic Safety Administration	1-888-327-4236	<a href="http://www.nhtsa.dot.gov">www.nhtsa.dot.gov</a>