Preventative Maintenance Program (PMP)

The Vehicle Inspection & Standards Program encompasses all types of highway vehicles - both private and commercial – and is dedicated to improving vehicle and road safety in British Columbia. Through the application of the British Columbia Motor Vehicle Act, Motor Vehicle Act Regulations (MVAR), Vehicle Inspection Manual and Canadian vehicle manufacturing standards, Commercial Vehicle Safety and Enforcement (CVSE) strives to have only the safest and most roadworthy highway vehicles operating on British Columbia’s highways.

The Preventative Maintenance Program (PMP) This program gives commercial carriers an opportunity to preventively maintain and inspect their own vehicle fleet. Mechanical safety inspection items, components and intervals are subject to approval by CVSE. Participation in the PMP is both a privilege and a benefit to carriers. Allowance for a carrier to establish and maintain a PMP is determined by sufficient evidence of proper vehicle maintenance, a low Commercial Vehicle Safety Alliance (CVSA)\(^1\) out of service and violation rate and compliance with both PMP and MVAR requirements.

Benefits of a PMP:
- Convenience of conducting inspections of their own vehicles at their own facility;
- Potential cost reduction of inspection for each vehicle; and
- Enhanced management and control of all vehicle repairs, maintenance and inspection schedules.

PMP Application

Persons or businesses wishing to operate a Preventative Maintenance Program facility must first obtain a Business British Columbia Electronic Identification (BCEID)\(^2\) account at [www.bceid.ca](http://www.bceid.ca) to apply online. Once a business BCEID has been acquired, you may access the PMP application online at our website, [www.cvse.ca](http://www.cvse.ca). PMP applications must include the following:

- The completed application in the prescribed form;
- A vehicle maintenance plan (see below);

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\(^1\) The Commercial Vehicle Safety Alliance (CVSA) is an association of state, provincial, and federal officials responsible for the administration and enforcement of motor carrier safety laws in Canada, the United States and Mexico. The North American Standard Out-of-Service Criteria is the pass-fail criteria for inspections. The purpose of the criteria is to identify critical violations. Those violations render the driver, vehicle and/or cargo out of service until the condition(s) or defect(s) can be corrected or fixed.

\(^2\) Allows you to access Online Services that require that your business organization’s unique identity must be verified and where you are acting in a business capacity as an authorized representative of the business (i.e. not as an individual). Business BCEID may be used by representatives of companies, partnerships, sole proprietorships or organizations including municipalities and not-for-profit societies.
• A copy of a trip inspection form (as required pursuant to Motor Vehicle Act Regulation Division 37 – Safety Code);
• A current list of the ICBC vehicle registration numbers of power units operating under the carrier’s National Safety Code (NSC) number and trailers that will be operating under the PMP, including vehicle registration number, year make and model; and
The application fee (currently $150) unless PMP is a satellite location of an existing licenced PM facility.

Carriers that meet the PMP prerequisites may apply for a PMP facility licence. The prerequisites include, but are not limited to:

• A fleet size of 15 or more power units;
• All fleet vehicles currently registered in the Province of BC; and
• A fleet that has been monitored and operated under a BC National Safety Code Certificate for a minimum of 12 consecutive months.

It is also a prerequisite that the facility location meet all regulatory requirements of a Designated Inspection Facility. These requirements include:

**Building requirements**
- A weather tight building having a smooth concrete floor and a permanent roof;
- Adequate lighting and sufficient clear working floor space to conduct inspections; and
- Ability to fully accommodate vehicles being inspected with the doors closed.

**Tools and Equipment required to be on hand at Inspection Facilities**
- Computer using Windows XP or later or Mac OS X;
- Printer – laser or inkjet with postscript support;
- Internet access and web browser (Internet Explorer 11 or Google Chrome recommended);
- Adobe Reader version 9 or later (download free at www.adobe.com); and

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<thead>
<tr>
<th>Minimum Tool Requirements</th>
<th>Vehicles Inspected</th>
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<tr>
<td>Standard issue domestic / metric hand tools applicable to vehicles and systems to be inspected</td>
<td>All Vehicles</td>
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<tr>
<td>Optical headlight aiming device suitable for vehicles being inspected</td>
<td>All Vehicles</td>
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<td>Wheel assembly removal device</td>
<td>All Vehicles</td>
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<td>Device capable of lifting dual wheel assembly</td>
<td>Vehicles over 8,200 KG</td>
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<td>Brake Drum and lining / pad measuring tools (only tools specially designed for the purpose are acceptable)</td>
<td>All Vehicles</td>
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<td>Overhead walk-under hoist or pit</td>
<td>Vehicles 5,500 kg and less</td>
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<tr>
<td>Hydraulic / pneumatic floor jack and jack stands</td>
<td>All vehicles except vehicles 5,500 kg and less, and motorcycles</td>
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<td>Tire tread depth gauge in 1/32 of an inch and mm</td>
<td>All Vehicles</td>
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<td>Tire pressure gauge</td>
<td>All Vehicles</td>
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<td>Steering / Suspension free play measuring device(s) – KPI tools, dial indicators, Go-No-Go gauges or other tools specifically designed for the purpose</td>
<td>All Vehicles</td>
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<td>Instrument/Device</td>
<td>Vehicles/Equipped</td>
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<td>Torque wrench</td>
<td>All Vehicles</td>
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<td>for wheels / rims inspected</td>
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<td>Gauges for fifth wheel king pin, jaws and pintle hitch, as required for vehicles being inspected</td>
<td>Trailers</td>
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<td>Digital voltmeter</td>
<td>Pressure fuel</td>
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<td>Digital decibel meter</td>
<td>All Vehicles</td>
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<tr>
<td>Chamber Mate or device for measuring air brake chamber size</td>
<td>Vehicles Equipped with air brakes</td>
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**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; complete records must be kept on file for three years;
- a record of components replaced or repaired for each vehicle; and
- the trip inspection form reporting the repair procedure for applicable vehicles.

**ALL schedules and maintenance checklists must be approved by CVSE.**

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**Note:** Service intervals are typically measured in distance travelled or by time (whichever comes first). Other types of intervals may be acceptable. Intervals must be clearly specified.

Most vehicle manufactures have a recommended maintenance schedule for each vehicle type. This maintenance schedule may be an acceptable benchmark to use in interval times and component inclusion. A more comprehensive maintenance schedule is published by the Canadian Council of Motor Transport Administrators (CCMTA) under [National Safety Code Standard 11 – Part A – Commercial Vehicle Maintenance Standard](https://example.com).

Some vehicles, depending on their use, may require a more or less stringent scheduled maintenance plan than what the OEM recommends. Each owner should develop their own plan and intervals of service, maintenance and inspection. It is intended that a carrier will develop their own maintenance plan to suit the type and use of their own vehicles. Since many carriers have different types of vehicles in their fleet and in some cases the use of the vehicles may vary, different maintenance schedules could be required.

A vehicle maintenance plan may change as a carrier updates their fleet and/or changes the type of transportation business. An updated copy of the revised plan must be submitted to CVSE for approval prior to implementation. All approved vehicle maintenance plans must be followed and properly recorded.

Regardless of the specific maintenance plan used by a carrier, the performance level of a PMP is determined by on-highway mechanical safety through CVSA enforcement inspection results.
**Trip Inspection**

What constitutes a trip inspection?

1. Before and after each trip, the driver or a person specified by the carrier shall satisfy himself/herself that the commercial vehicle is in a safe operating condition including, but not limited to, the operating condition of the following items:

   - Service brakes, including trailer brake connections and brake adjustment
   - Parking brake
   - Steering mechanism
   - Lighting devices and reflectors
   - Tires
   - Horn
   - Windshield wipers
   - Rear vision mirrors
   - Coupling devices
   - Wheels and rims
   - Emergency equipment
   - Load securement devices

2. The inspection shall be performed daily before the first trip of the day.

3. If a trip lasts more than one day, the inspection shall be carried out on the second and every subsequent day of the trip no later than the first rest stop of the day.

4. A copy of the trip inspection must be carried in the vehicle for the day in which it is done.

5. The trip inspection report shall:
   - State the licence plate or unit numbers for the commercial motor vehicle
   - Specify any defect in the operation of each item listed above
   - Specify any defect in the operation of the commercial motor vehicle that defect, not otherwise described above, may affect the safe operation of the commercial motor vehicle
   - State that no defect was discovered or came to attention of the driver, should that be the case
   - State the date the report is made
   - Contain the signature of the driver or person making the report.

Improper or incomplete pre-trip reports are an offence under MVAR. Regulatory violations may result in driver, facility operator/owner charges.

Preventative Maintenance Program Vehicles

Power units included in a PMP must operate under the carrier’s National Safety Code. All PMP included trailers must be identified and disclosed.

Facility Operator Obligations and Responsibilities

What are the obligations of operators who have had a PMP licenced?

They must:

• meet or exceed all inspection program expectations and requirements;
• maintain their vehicles in accordance with the approved PMP maintenance intervals;
• follow all applicable Motor Vehicle Act and Regulatory requirements;
• advise CVSE of all changes to the approved fleet (i.e., additions and deletions of satellite locations, facility operators and/or staff contacts);
• allow vehicles and records to be inspected and audited at the fleet yard, at any time during normal business hours; and
• obtain approval from CVSE for any changes to the PMP prior to implementation (i.e., check sheets, maintenance plans and intervals).

Facility Operator Training

New Preventative Maintenance Facility (PM) operators are required to participate and pass an Inspection Facility Operator course. Courses are offered at participating training institutions located throughout BC. Please visit our website at www.cvse.ca for a list of participating colleges and you may contact the college of your choice directly for course availability.

Authorized Inspector Training

Only trade qualified vehicle technicians, licenced by the CVSE Vehicle Inspection & Standards Program, are authorized to conduct B.C. vehicle inspections. Authorized inspector courses are offered to trade qualified mechanics and 4th year apprentices only at participating training institutions located throughout British Columbia. Please visit our website at www.cvse.ca for a list of participating colleges. Please contact the college directly for course availability.

PMP Certificate of Approval Decal

The decal that all PMP vehicles must display is similar to the semi-annual certificate of approval decal issued to non PM vehicles, except that the serial number on each decal will begin with a P. Under the PM model decals may expire 12 months after the month of inspection. For sample decal – see decal image below.
Preventative Maintenance Decals are available for online purchase through Queens Printer only. Please review and follow the QP User Guide for purchasing decals. Should you have any issues or questions while ordering decals, please contact the QP Customer Service Desk at 250-387-6409 or 1 800 663-6105 (toll-free in North America).

Further decal information and requirements include:
- All decals are required to be kept in a secured and locked location at the facility.
- All decals must be recorded on the Inventory control sheet (including unissued decals).
- Decals are non-transferable and non-refundable.
- Preventative Maintenance Decals are $3.00 + GST each

Directions for Application
1) Submit the inspection results on the eForm system off the decal
2) Cut the non-applicable years and month
3) Place any remaining pieces of the decal on the reverse side of the facility inspection report copy to retain for records
4) The Authorized Inspector (AI) must apply the decal to a clean dry windshield or window surface on the right side (Passenger) of a PMP vehicle. Only AIs may apply a Certificate of Approval decal to a vehicle

PMP Audit and Monitoring

When preliminary application requirements have been met, a CVSE Peace Officer (Area Vehicle Inspector) will audit the facility and review the past on-road performance of the carrier. Once the audit is complete and the application is approved, the carrier will receive a facility licence. If the application is not approved the carrier will be notified and, where applicable, the initial fee may be refunded.

As a fundamental PM Program foundation, 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. Any incidences of ‘Violations Present’ or ‘Out of
Service’ CVSA inspections are reviewed by CVSE. Unsatisfactory performance may result in deferral, suspension and/or cancellation of the PMP licence at any time.

Failure to follow any of the PMP requirements may result in MVAR violations, fines, conditions of licencing or deferral to operate as a PMP.

Renewal of a PMP

Facility licences expire on an annual basis. It is the responsibility of the facility to be aware of the date of the licence expiry. Renewal reminder alerts are posted via the VIP eForm system at 45, 30 and 15 days prior to expiry. The PMP renewal application is an online process available by going to www.cvse.ca and clicking on ‘Vehicle Inspections and Standards’. It is recommended that the renewal application, fee and supporting documents are submitted at least 4 weeks prior to facility licence expiry to avoid potential renewal delay. Items to be included with the application for renewal are:

- Any updates to the last submitted list of power units and/or trailers operating under the PMP (including all vehicle registration numbers);
- an updated copy of the complete vehicle maintenance plan if any changes have been made; and
- the $50 renewal fee (one fee is inclusive for the main facility and any satellite locations).

Contact US

Telephone – Monday to Friday (8:30am to 4:30pm): 778-974-5458
Fax – 250-952-0578
Email – vehicle.inspections@gov.bc.ca
Website – www.cvse.ca

IMPORTANT NOTE: This document is intended as a reference document to assist both perspective and existing Vehicle Inspection Program clients. Document content information is made available by Commercial Vehicle Safety & Enforcement Branch, Vehicle Inspection Program, and is subject to change. Any conflict between information contained in this document and either provincial regulations or current Vehicle Inspection Program policies, the latter shall prevail.