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Vehicle Inspection Program Information

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](#), [Vehicle Inspection Manual](#) and Canadian vehicle manufacturing standards, Commercial Vehicle Safety and Enforcement (CVSE) strives to have only the safest and most roadworthy vehicles operating on British Columbia's highways.

Motor Vehicle Act Regulations (MVAR), Division 25 pertains to the inspection of commercial and private vehicles in British Columbia. The inspection requirements and vehicles that are subject to periodic inspections, either annually, semi-annually or onetime are covered in this regulation.

Vehicles Subject to Inspection in British Columbia are required to be inspected at Designated Inspection Facilities holding a valid licence issued by CVSE, Vehicle Inspection & Standards Program. Inspections are compulsory for the following vehicle types:

- Taxi and limousine
- Bus
- Bus or school bus for which a school bus permit has been issued
- Truck or truck tractor having a licenced GVW greater than 8,200 kg
- Commercial trailer or semi-trailer
- Any vehicle where the operator is required to hold a Passenger Transportation licence
- Any vehicle, other than a motorcycle, owned or leased by a driver training school
- Any vehicle issued a notice and order box 1 or 2 by a peace officer
- Private vehicles with a net weight less than 3500kg and registering in BC from another jurisdiction

Vehicles Excluded from the Vehicle Inspection Program:

- A vehicle licenced under Section 8 of the Motor Vehicle Act (*MVA*) as a farm tractor which is defined as a motor vehicle designed and used primarily as an implement of husbandry for towing agricultural equipment.
- A vehicle licenced under Section 9 of the *MVA* as a motor vehicle that is ordinarily used only on industrial property and occasionally on a highway, or a vehicle licenced under a farm fleet.
- A vehicle licenced 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 the Schedule of *MVAR* Division 25.

- Any vehicle bearing a demonstration licence, transporter’s licence, manufacturer’s licence or repairman’s licence under Sections 38, 41, 42 or 44 of the MVA.
- Any vehicle owned and operated by the federal government.
- Any vehicle duly registered outside the province that carries the number plates for its jurisdiction and is the province 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.
- A vehicle exempted by CVSE on established conditions such as the establishment of an approved preventative maintenance program or an exemption permit.
- A farm vehicle, other than a bus, having a licenced GVW of 17,300 kg or less.
- A commercial vehicle operating under a temporary operating permit issued by ICBC

Vehicles Registered Out-of-Province may be exempt from British Columbia Inspection requirement where a bilateral agreement with another jurisdiction has been made in accordance with MVAR Division 25. This exemption applies to commercial vehicles registered in such a jurisdiction and have proof of inspection in that jurisdiction, however, a peace officer has the authority to direct any vehicle to a designated inspection facility for inspection on grounds that the vehicle is mechanically unsafe or non-compliant.

Designated Inspection Facility Information

Facility Operator Training

New Designated Inspection Facility (DIF) 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. Please contact the college directly for course availability.

Authorized Inspector Training

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

Designated Inspection Facility and Operator Requirements

A Designated Inspection Facility (DIF) must:

- Maintain legal entity status;
- Have a valid business licence for the facility location (where applicable);
- Have a valid ICBC garage policy for the facility location;
- Have a valid business BCeID account associated with the legal entity;
 - This business BCeID account is used to make application for a facility licence, renew a facility licence and submit vehicle inspection reports. Apply online at www.bceid.ca; and
- Meet the building requirements including:
 - A weather tight building having a smooth concrete floor and a permanent roof
 - Adequate lighting and sufficient clear working floor space to conduct inspections
 - Ability to fully accommodate vehicles being inspected with the doors closed.

Tools and Equipment required to be on hand at Designated 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 or Google Chrome recommended)
- Adobe Reader version 9 (download free at www.adobe.com)
- Current copy of the Vehicle Inspection Manual and the Motor Vehicle Act Regulations

Minimum Tool Requirements	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 1/32 of an inch and mm	All Vehicles
Tire pressure gauge	All Vehicles
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

The Vehicle Inspection Manual

The Vehicle Inspection Manual is a Minister's regulation and is available from the Queen's Printer for a fee. Please visit their website for further information at

<http://www.vsis.qp.gov.bc.ca/>

The manual can be viewed at any BC public library for individuals with inquiries of inspection criteria.

All facilities are required to have the most recent inspection manual on hand. This may be an electronic or hard copy and must be available to all inspectors and facility operators at all times.

Bulletins and Notices

The Vehicle Inspection Program releases program updates from time to time. It is the responsibility of the Designated Facility Operators and Authorized Inspectors to keep up to date. Visit www.cvse.ca and click on VIP – Forms, Circulars, Bulletins and Notices frequently.

Designated Inspection Facility Application

Persons or businesses wishing to become a new Designated Inspection Facility must make application online at http://www.th.gov.bc.ca/CVSE/vehicle_inspections.htm . The following information will be required:

- A business BCeID user id in the same legal entity of the intended facility;
- The BC Incorporation Number. This is a 7 digit number. If your BC incorporation number is less than 7 digits, please add the appropriate number of zero's to the beginning;
- Business number (9 digit number issued by CRA);
- A list of authorized inspectors including their inspector number and start date with the facility;
- The number of bays utilized for inspections at the facility;
- Directors/Officers name and driver's licence number(s);
- Facility manager/operator name(s) and driver's licence number(s);
- A copy of the ICBC garage policy and business licence (preferably in electronic format); and
- The application fee of \$200.00.

Designated Inspection Facility – Duties and Responsibilities

It's the Law...

- Within 10 days, Inform CVSE of any change of owners, legal name, location, mailing address, or telephone number.
- Prominently display the valid Facility Licence and Authorized Inspector Certificate(s).
- Ensure only an Authorized Inspector (AI) conducts the inspection.
- Electronically submit inspection reports within 10 days of the inspection.
- Keep a signed record of each inspection for not less than 18 months.
- Maintain safe custody and control of unused certificates of approval (inspection decals) and report any loss or theft to CVSE immediately.
- Maintain decal inventory control sheets, stock purchase orders and receipts.
- 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.
- Ensure all inspections are performed according to the standards.
- Have an up to date version of the Vehicle Inspection Manual on site and available at all times.
- Have a current version of MVAR Division 25 on site and available at all times.
- 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.
- Maintain a record of issued 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.
- 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.

Authorized Inspector – Duties and Responsibilities

It's the Law...

- Have valid authorization issued by the director.
- Issue inspection certificates only for:
 - vehicles you are authorized to inspect,
 - vehicles inspected in an approved facility,
 - vehicles not owned or leased by yourself or the Designated Inspection Facility at which you are employed (except motor dealers).
- Report any lost or damaged authorization document to Commercial Vehicle Safety and Enforcement (CVSE) within one business day.
- Notify CVSE of any changes to name, mailing address or phone number within ten days.
- Ensure that inspections are methodical, in accordance with good trade practices and conducted in accordance with the standards prescribed in the Vehicle Inspection Manual.
- Record defects on the report when a vehicle is rejected.
- Do not affix an approval decal unless satisfied the vehicle complies with the applicable Acts and Regulations.
- Affix decal in the proper location on the vehicle. (see Decals in this section)
- 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.
- After every inspection:
 - 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.

Vehicle Inspection Reports

Submitting Vehicle Inspection Reports Online

All vehicle inspections must be submitted online within 10 days of the inspection date, preferably on the same business day. The facility's business BCeID User Id is used to submit inspections at the Vehicle Inspections and Standards Website.

If a vehicle falls within the Commercial Vehicle Inspection Program, a Commercial Vehicle Inspection Report form must be used. If the vehicle is a private passenger vehicle or a small utility trailer (used non-commercially), the Private Vehicle Inspection Report form is used. The facility number will be pre-populated on the electronic form, otherwise, you'll select the facility number from the drop down list when there are multiples licenced under the same legal entity.

Authorized Inspector – Verifying Inspection Reports.

All vehicle inspections must be verified by the Authorized Inspector. The inspector logs on to: www.cvse.ca/vip using his/her personal BCeID. It is recommended that all open internet browsers be closed prior to logging on to refresh the screen between personal BCeID and business BCeID sessions.

BCeID Information

Contact **BCeID** for issues or errors pertaining to **User ID's, passwords, BCeID online application forms and/or legal entity/individual identification verification.**

Business Hours: Monday to Friday – 8:30 am to 5:00 pm

Toll Free: 1 888 356-2741

Within the Lower Mainland: 604 660-2355

Website: www.bceid.ca

Business BCeID's are associated with the **Inspection Facility** and are used to:

- Submit inspection reports
- Search for inspection reports submitted by the facility
- Submit a designated inspection facility renewal (required annually)
- Submit a new designated inspection facility application for a subsequent location

Personal BCeID's are associated with the **Authorized Inspector** and are used to:

- Verify Inspections that have been submitted by a facility using the BCeID account user's Authorized Inspector's number
- Submit an Authorized Inspector certificate renewal (required every two years)
- Search for inspections that have been submitted by a facility using the user's Authorized Inspector's number

Contact the **Vehicle Inspection Program** for any issues pertaining to inspections or renewals using VIP Online system at 250 950-0577 or

- Business Hours: Monday to Friday – 8:30 am to 4:30 pm
- Email: vehicle.inspections@gov.bc.ca
- Website: www.cvse.ca

Decals

- **Certificate of Approval Decals** are available for purchase at Driver's Services Centres, Government Agents and Appointed agents throughout BC. *A valid Designated Inspection Facility licence must be presented at the time of purchase.
- **Preventative Maintenance Decals** are available at CVSE headquarters in Victoria only.
- 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.
- Certificate of Approval and Preventative Maintenance Decals are \$3.00 +GST each.



- **Interim Inspection Certificates** are available at CVSE headquarters in Victoria only in limited quantities.
- Are valid for a maximum 14 days only.
- Are applied to vehicles included in the commercial vehicle inspection program only.
- May only be applied to vehicles that will not present a hazard to other road users. The equipment or component of the vehicle must be identified on the inspection report with the reason that the defect is not a safety concern.
- CVSE monitors all decal use by facilities.



Commercial vehicles	Affix to the 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 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 right side windshield, in a location not swept by the wipers.

Audit and Monitoring

When preliminary application requirements have been met, a CVSE Peace Officer (Area Vehicle Inspector) will visit the facility to conduct an audit. The audit is intended to review the program requirements with the facility operator and to ensure the terms and conditions of operating a facility are clearly understood and met at all times. The Area Vehicle Inspector will provide a copy of the audit to the operator. Once the audit is complete and the application is approved, the applicant will receive a facility licence and large station decal by mail. The applicant will be notified if the application is not approved or deferred.

Renewal

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 eForm system at 45, 30 and 15 days prior to expiry. The renewal application form is available online at www.cvse.ca and clicking on 'Vehicle Inspections and Standards'. It is recommended that the renewal form, fee and supporting documents are sent at least 4 weeks prior to facility expiry.

Contact US

Telephone – Monday to Friday (8:30am to 4:30pm): 250-952-0577

Fax – 250-952-0578

Email – vehicle.inspections@gov.bc.ca

Website – www.cvse.ca