



Ministry of Transportation  
and Infrastructure

**VEHICLE INSPECTION PROGRAM**  
Commercial Vehicle Safety and Enforcement

# **VIP eForm User Guide**

- **Submit Inspection Reports**
- **Search For Inspection Reports**

**Version 3.0.0**

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## Introduction

The **VIP eForm User Guide** provides users with information about how to fill out and submit an inspection report online. This document is organized by Inspection Screen and provides details for how to complete each field on each screen. It is intended as a reference tool, a means of quickly identifying what should be entered in a particular field and any business rules that may apply. Business Rules are identified by a “**TIP:**” prefix.

For information about how to access eForm through the VIP Online system, please refer to the **VIP eForm Quick Reference Guide** or the **VIP eForm FAQ** list.

For up-to-date information on known issues and compatibility problems please refer to the CVSE VIP Online System - Known Issues webpage located here:

[http://www.th.gov.bc.ca/cvse/e-form\\_issues.htm](http://www.th.gov.bc.ca/cvse/e-form_issues.htm).

## 1. Log in to VIP Online to access eForm

Log in to VIP Online using the Business BCeID that belongs to your facility. Inspection Reports cannot be submitted by AIs who log in with their Personal BCeID.

To Log in:

- Go to [http://www.th.gov.bc.ca/cvse/e-forms\\_project.htm](http://www.th.gov.bc.ca/cvse/e-forms_project.htm)
- Click on the blue button
- Log in using your facility's businessBCeID.

**NOTE:** Inspections cannot be submitted if a personal BCeID is used to log in. Personal BCeIDs (required for all Authorized Inspectors) are used for AIs to renew their AI Certificate, search for their inspection reports, or verify inspection reports that have been submitted using the facility's BCeID.

- The VIP Online Homepage will display.
- Choose which action you wish to perform from the list available in the blue box.

### VIP Online Homepage:

**BRITISH COLUMBIA**

Search  **Go** Advanced Search [Main Index](#) [Contact Us](#) [Help](#)

**B.C. Home**

Transportation and Infrastructure  
Vehicle Inspection Program Online Home

**User Guides:**

- [VIP Online User Guide](#)
- [VIP eForm User Guide](#)

**Useful Links:**

- [Facility FAQs](#)
- [AI FAQs - Certification](#)
- [AI FAQs - Verification of Inspection Reports](#)
- [eForm FAQs](#)
- [Competibility and Supported Systems](#)
- [VIP Online Known Issues](#)

[Exit this e-service](#)

**Welcome to the Vehicle Inspection Program Online Home**

Welcome BCeID User: Audit Carrier Business Legal Entity: Audit Carriers Inc

The VIP Online System supports the Vehicle Inspection Program (VIP) within the Commercial Vehicle Safety and Enforcement (CVSE) Branch of the Ministry of Transportation and Infrastructure.

**Important:** Once you begin an activity below, closing the internet browser before the activity is complete will cause any in-progress data you have entered to be lost and you will need to begin again.

Please do NOT use the back button on your browser or the backspace button on your keyboard after making a selection below. This may result in all entered data to be lost and you will need to begin again.

To continue, please select one of the following options:

**Facility:**

- [Submit an Inspection Report \(eForm\)](#)
- [Search for Inspection Report](#)
- [Renew Licence](#)
- [New Licence Application](#)

**Submit Inspections**

**Search for Inspections**

### Important Links (left side)

## *User Guides*

### **VIP Online User Guide**

Click this link to view and print information on how to use the VIP Online system.

### **VIP eForm User Guide**

Click this link to view and print information about using the eForm system (this document).

## *Useful Links*

### **Facility FAQs**

Click this link to view and print Facility-related FAQs for VIP Online licensing applications.

### **AI FAQs - Certification**

Click this link to view and print AI-related FAQs for VIP Online certification applications.

### **AI FAQs – Verification of Inspection Reports**

Click this link to view and print AI-related FAQs for Verification of Inspection Reports.

### **Compatibility and Supported Systems**

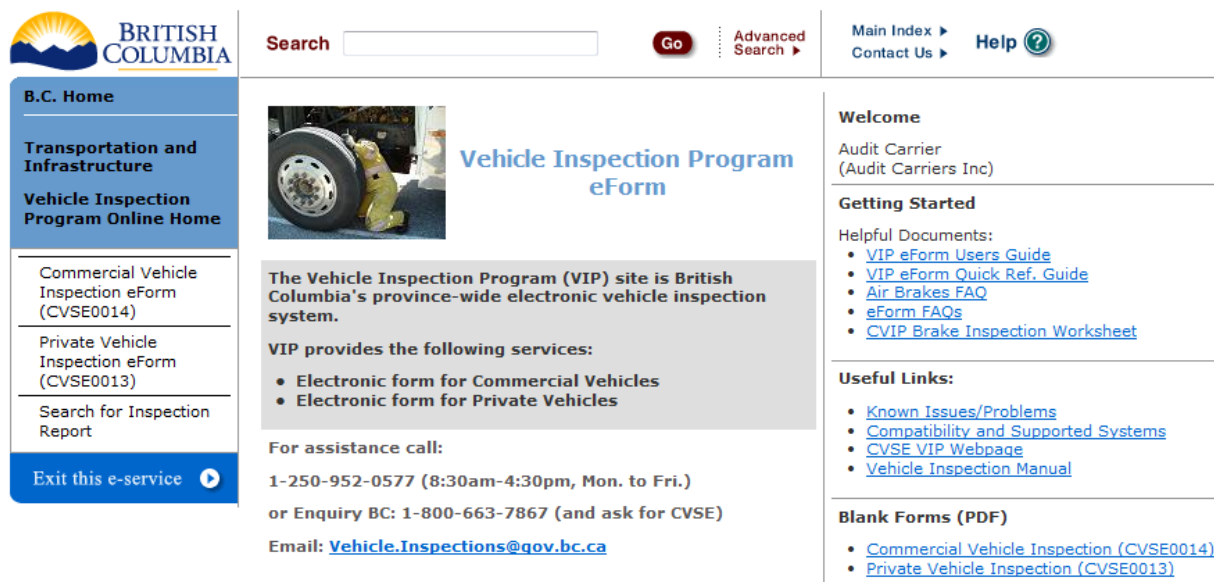
Click this link to learn about which systems (eg. Windows, MacOS) and web browsers (eg. IE7, IE8, Chrome, Firefox, Safari) are supported by CVSE.

### **VIP Online Known Issues**

Click this link to view a list of known issues and approved workarounds.

## 2. VIP eForm homepage

This page is accessed AFTER logging in to VIP Online and selecting “Submit an Inspection Report (eForm)”.



**BRITISH COLUMBIA**

**Search**  **Go** [Advanced Search](#)

[Main Index](#) [Contact Us](#) [Help](#)

**B.C. Home**

**Transportation and Infrastructure**

**Vehicle Inspection Program Online Home**

Commercial Vehicle Inspection eForm (CVSE0014)

Private Vehicle Inspection eForm (CVSE0013)

Search for Inspection Report

[Exit this e-service](#)

**Vehicle Inspection Program eForm**

The Vehicle Inspection Program (VIP) site is British Columbia's province-wide electronic vehicle inspection system.

**VIP provides the following services:**

- Electronic form for Commercial Vehicles
- Electronic form for Private Vehicles

**For assistance call:**

1-250-952-0577 (8:30am-4:30pm, Mon. to Fri.)

or Enquiry BC: 1-800-663-7867 (and ask for CVSE)

Email: [Vehicle.Inspections@gov.bc.ca](mailto:Vehicle.Inspections@gov.bc.ca)

**Welcome**

Audit Carrier  
(Audit Carriers Inc)

**Getting Started**

Helpful Documents:

- [VIP eForm Users Guide](#)
- [VIP eForm Quick Ref. Guide](#)
- [Air Brakes FAQ](#)
- [eForm FAQs](#)
- [CVIP Brake Inspection Worksheet](#)

**Useful Links:**

- [Known Issues/Problems](#)
- [Compatibility and Supported Systems](#)
- [CVSE VIP Webpage](#)
- [Vehicle Inspection Manual](#)

**Blank Forms (PDF)**

- [Commercial Vehicle Inspection \(CVSE0014\)](#)
- [Private Vehicle Inspection \(CVSE0013\)](#)

### Important Links

#### **Commercial Vehicle Inspection eForm (CVSE0014)**

Click this link to begin a CVIP inspection.

#### **Private Vehicle Inspection eForm (CVSE0013)**

Click this link to begin a PVIP inspection.

#### **Search for Inspection Reports**

Click this link to retrieve for Inspection Reports completed by the user's facility or business.

### Getting Started

#### **VIP eForm User Guide**

Click this link to view and print information about using the eForm system (this document).

#### **VIP eForm Quick Ref. Guide**

Click this link to view and print the Quick Reference Guide.

#### **eForm FAQs**

Click this link to view and print FAQs about submitting and searching for inspection reports using eForm.

**Air Brakes FAQ**

Click this link to view and print FAQs about Air Brakes.

**CVIP Brake Inspection Worksheet**

Click this link to view and print the Brake Inspection worksheet that can be used in conjunction with a Draft Inspection report.

**Useful Links****Known Issues/Problems**

Click this link to view a list of known issues and approved workarounds.

**VIP System Maintenance**

Click this link to view a list of VIP eForm System updates.

**CVSE VIP Webpage**

Click this link to visit the Vehicle Inspections webpage that contains information regarding the VIP program, including a link to other Vehicle Inspection Forms (eg. renewal forms and order forms).

**Vehicle Inspection Manual**

Click this link to visit the Vehicle Safety and Inspection Standards Online webpage to access the current Vehicle Inspection Manual to ensure compliance with the current *Motor Vehicle Act*, regulations and standards.

**Blank Forms (PDF)****Commercial Vehicle Inspection (CVSE0014)**

Click this link to view and print a blank CVIP inspection form.

**Private Vehicle Inspection (CVSE0013)**

Click this link to view and print a blank PVIP inspection form.

**Structural Integrity (MV3201)**

Click this link to view and print a blank Structural Integrity form.

### 3. Identify Facility, Inspector and Inspection Class screen

**BRITISH COLUMBIA**

**B.C. Home**

**Ministry of Transportation**

**Vehicle Inspection Program Online Home**

Identify Facility, Inspector and Inspection Class

Identify Vehicle

Provide Vehicle Info

Enter Inspected Item Results

Enter Brake Inspection Results

Inspection Report Preview and Submit

Confirmation

Exit this e-service

Search  **Go** Advanced Search

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**COMMERCIAL VEHICLE INSPECTION PROGRAM**

**Identify Facility, Inspector and Inspection Class**

\* indicates mandatory field

**The Facility and Inspector must both be authorized for the Inspection Class**

Draft Inspection Report

Inspection Date : \*  (YYYY-MM-DD HH:MM)

Facility : \*  -

Inspector : \*  -

Inspection Class : \*

Inspection Type : \*

Reason for Inspection : \*

**Verify Inspection Details**

#### Draft Inspection Report (optional)

To retrieve a Draft Inspection Report enter the Draft Inspection Report Number here and complete the remaining fields.

**TIP:** The Inspection Date entered must be the date of the Draft Inspection Report.

**TIP:** The Facility and Inspector numbers entered must be the same as entered on the Draft Inspection Report.

#### Inspection Date (mandatory)

Enter the date (YYYY-MM-DD HH:MM) or click the calendar icon and select the date.

**TIP:** If the inspection cannot be submitted at the time of inspection, it must be submitted online no more than 10 days from the date of inspection. The 10 day window includes the day of the inspection.

#### Facility (mandatory)

Enter the facility number and licence of the facility conducting the inspection. If the user's business has only one facility its number and licence will appear automatically.

**TIP:** The facility legal owner must match the legal owner of the BCeID used to access the VIP eForm System.

**TIP:** The facility must be active and licenced on the day specified in the Inspection Date field.

**TIP:** If retrieving a Draft Inspection Report, enter the same Facility number as entered for the Draft Inspection Report.

#### Inspector (mandatory)

Enter the inspector number and licence of the inspector conducting the inspection.

**TIP:** The inspector must be active and licenced on the day shown in the Inspection Date field.

**TIP:** If retrieving a Draft Inspection Report, enter the same Inspector number as entered for the Draft Inspection Report.



**Inspection Class (mandatory)**

Choose the appropriate Inspection Class from the drop-down menu.

**TIP:** The Facility and Inspector must be authorized to inspect this class of vehicle.

**Inspection Type (mandatory)**

Choose the appropriate Inspection Type from the drop-down menu.

**TIP: Re-Inspections**

- Only the Inspection Results may be changed.
- Must be completed within 30 days of the original inspection date.
- Must be conducted by the same facility that conducted the original inspection.
- Must choose “Not Applicable” as Reason for Inspection.
- Provide the original Confirmation Number when prompted.

**TIP: Replacements**

- Only the Decal Number may be changed.
- Can only be completed during the time period when the decal is valid (i.e. 6 months or 12 months from the inspection).
- Must choose “Not Applicable” as Reason for Inspection.
- Provide a Reason Note, the original Confirmation Number and the original Inspection Date when prompted.
- Can be completed by any Designated Inspection Facility even if the original inspection was completed elsewhere.

**Reason for Inspection (mandatory)**

Choose the appropriate Reason for Inspection from the drop-down menu.

**TIP: Correction**

- To process a Correction, the original Inspection Type must be “Complete”.
- Must be completed within 30 days of the original inspection.
- Must be conducted by the same facility that conducted the original inspection.
- Inspection Date entered must be the same as the original Inspection Date.
- Provide a Reason Note and original Confirmation Number when prompted.
- The following information can be corrected:
  - Inspector Number
  - Vehicle Info (only unit/fleet number, plate number and odometer)
  - Owner information
  - Brake Component information (e.g. measurements, but not brake type)
  - Decal Number
  - Decal Expiry Date (only for CVIP and only if original inspection reason was not annual or semi-annual)
- Registration Number, VIN, Fuel Type and Brake Type cannot be changed.

**TIP: Not Applicable**

- Must be selected when Inspection Type is “Re-inspection” or “Replacement”.
- Provide a Reason Note, original Confirmation Number and original Inspection Date when prompted.

**TIP: Other**

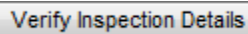
- Provide a Reason Note when prompted.

**TIP: Rebuilt from Salvage**

- Can only be conducted on Class 1 vehicles.
- Provide Salvage Repair Facility Name, Telephone Number and Licenced Autobody Technician Name when prompted.

**TIP: Specialty Vehicle (PVIP only)**

- Provide Vehicle Condition when prompted.

A rectangular button with a light gray background and a thin border. The text "Verify Inspection Details" is centered in a dark gray font.**Button**

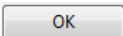
Click this button once the fields above are completed. If no additional information is required, the *Identify Vehicle* screen will be displayed.

**TIP:** If additional information is required, it must be entered in the appropriate fields. Click the

A small rectangular button with a light gray background and a thin border. The text "Continue" is centered in a dark gray font.

button to proceed to the *Identify Vehicle* screen.

**TIP: Licence Renewal Reminders**

- Upon clicking Verify Inspection Details, a Renewal Reminder Notice will appear in a pop-up window if the Facility or Inspector licence is within 45 days of expiring. See Section 11 (Licence Renewal Reminder Notices) for details.
- Press the  button to clear the message(s) from the screen.

## 4. Identify Vehicle screen

**BRITISH COLUMBIA**

**B.C. Home**

**Ministry of Transportation**

**Vehicle Inspection Program Online Home**

Identify Facility, Inspector and Inspection Class

Identify Vehicle

Provide Vehicle Info

Enter Inspected Item Results

Enter Brake Inspection Results

Inspection Report Preview and Submit

Confirmation

Exit this e-service

Search  **Go** **Advanced Search**

**Main Index** **Contact Us** **Help**

**COMMERCIAL VEHICLE INSPECTION PROGRAM**

**Identify Vehicle**

\* indicates mandatory field

<b>Facility :</b>	P0111 - 004 BILLY BOB'S GARAGE	<b>Inspector :</b>	M00007 - 009 BOND, JAMES ERIC
<b>Licence Expiry Date :</b>	2010-Dec-31	<b>Licence Expiry Date :</b>	2010-Dec-31
<b>Inspection Class :</b>	1 - Motor vehicle with lic. GVW of 5,500 kgs or less		
<b>Inspection Type :</b>	COM - Complete	<b>Inspection Date :</b>	2010-JUN-20 13:58:39

**Vehicle Jurisdiction :** \*  (Note: If BC, then also provide Registration Number and VIN)

**Registration Number :**  (Note: If BC, then also provide Registration Number and VIN)

**VIN :** \*  (Note: If BC, then only need last six numbers of VIN)

**Previous** **Continue** **Cancel**

### Vehicle Jurisdiction (mandatory)

Choose the appropriate Vehicle Jurisdiction from the drop-down menu.

**TIP:** "New" must be selected if the vehicle has never been registered in any jurisdiction or if a new VIN plate is being installed.

### Registration Number (mandatory for BC registered vehicles)

Enter the 7-digit B.C. Registration Number (REGI).

**TIP:** If the Vehicle Jurisdiction is anything other than BC, the Registration Number should be left blank.

### VIN (mandatory)

Enter the Full Vehicle Information Number for non-BC vehicles (max. 17 characters).

**TIP:** If Vehicle Jurisdiction is BC, only the last 6 digits of the VIN need to be entered.

**Continue**

#### Button

Click this button to proceed to the *Provide Vehicle Information* screen.

**Previous**

#### Button

Click this button to proceed to the previous screen. This applies to each screen where this button appears.

**Cancel**

#### Button

Click this button to cancel the process of entering an inspection and return to the Vehicle Inspection Program Online Home page. This applies to each screen where this button appears.

## 5. Provide Vehicle Information screen

**BRITISH COLUMBIA**

**B.C. Home**

**Ministry of Transportation**

**Vehicle Inspection Program Online Home**

Identify Facility, Inspector and Inspection Class

Identify Vehicle

Provide Vehicle Info

Enter Inspected Item Results

Enter Brake Inspection Results

Inspection Report Preview and Submit Confirmation

Exit this e-service

**Search**  **Go** [Advanced Search](#)

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**COMMERCIAL VEHICLE INSPECTION PROGRAM**

**Provide Vehicle Information**

\* indicates mandatory field

**Facility :** P0111 - 004 **Inspector :** M00007 - 009  
BILLY BOB'S GARAGE BOND, JAMES ERIC

**Licence Expiry Date :** 2010-Dec-31 **Licence Expiry Date :** 2010-Dec-31

**Inspection Class :** 1 - Motor vehicle with lic. GVW of 5,500 kgs or less

**Inspection Type :** COM - Complete **Inspection Date :** 2010-JUN-20 13:58:39

**Vehicle Jurisdiction :** BC - British Columbia

**Registration Number :** 10000365 **VIN :** TEST1

**Unit/Fleet Number :**

**Plate Number :** 7554EP **Licensed GVW (kg):** 0005484

**Vehicle Year : \*** 2003 (YYYY) **Make : \*** DODGE

**Model :**  DKOTA **Body Style :**  PU

**Odometer : \***  KM **Fuel Type : \***  Gasoline

**Brake Type : \***  -- choose brake type --

**Vehicle Owner/Lessee Details**

**Name 1 : \***  **Name 2 :**

**Address Line 1 : \***

**Address Line 2 :**

**Address Line 3 :**  **City : \***

**Jurisdiction : \***  -- choose jurisdiction -- **Postal Code : \***

### Unit/Fleet Number (optional)

A Unit or Fleet Number, if applicable, may be entered here (max. 10 characters).

### Plate Number (optional)

For BC vehicles, the Plate Number will be returned from ICBC, otherwise the Vehicle Plate Number may be entered (max. 10 characters).

### Licensed GVW

For BC vehicles, the GVW will be returned from ICBC, otherwise enter the Licensed GVW in kilograms (max.7 digits, numbers only).

**TIP:** The Licensed GVW returned by ICBC cannot be modified.

**TIP:** The Licensed GVW is required to be entered for Out of Province vehicles.

### Vehicle Year (mandatory)

For BC vehicles, the Vehicle Year will be returned from ICBC, otherwise enter the Vehicle Year (max. 4 characters).

**TIP:** The Vehicle Year returned by ICBC cannot be modified.

**Make (mandatory)**

For BC vehicles, the Make will be returned from ICBC, otherwise enter the Make (max. 10 characters).

**TIP:** The Make returned by ICBC cannot be modified.

**Model (optional)**

Vehicle Model may be entered here (max. 5 characters).

**Body Style (optional)**

For BC vehicles, the Body Style will be returned from ICBC, otherwise the Body Style may be entered (max. 5 characters).

**TIP:** The Body Style returned by ICBC cannot be modified.

**Odometer (mandatory)**

Enter the Odometer reading (max. 7 characters) and select "KM" or "Mile" from the drop-down menu.

**Fuel Type (mandatory)**

For BC vehicles, the Fuel Type will be returned from ICBC, otherwise choose the Fuel Type from the drop-down menu.

**Brake Type (mandatory)**

Choose the Brake Type from the drop-down menu.

**TIP:** For trailers with no brakes equipped, select "No Brakes".

**Name 1 (mandatory)**

Enter the Vehicle Owner / Lessee Name (max. 30 characters).

**Name 2 (optional)**

If applicable, enter a second Vehicle Owner / Lessee Name (max. 30 characters).

**Address 1 (mandatory)**

Enter the first line of the Vehicle Owner / Lessee Address (max. 30 characters).

**Address 2 (optional)**

If applicable, enter the second line of the Vehicle Owner / Lessee Address (max. 30 characters).

**Address 3 (optional)**

If applicable, enter the third line of the Vehicle Owner / Lessee Address (max. 30 characters).

**City (mandatory)**

Enter the Vehicle Owner / Lessee City (max. 20 characters).

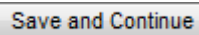
**Owner Jurisdiction (mandatory)**

Choose the appropriate Owner Jurisdiction from the drop-down menu.

**Postal Code (mandatory)**

Enter the Vehicle Owner / Lessee Postal Code (max. 6 characters, no space).

**TIP:** If Owner Jurisdiction is in the USA the postal (zip) code must be in the format “99999” or “99999-9999”.

A rectangular button with a light gray background and a thin border. The text "Save and Continue" is centered in a dark gray font.

**Button**

Click this button to save data entered to this point and proceed to the *Enter Inspected Item Results* screen.

## 6. Enter Inspected Item Results screen (CVIP)

**BRITISH COLUMBIA**  
B.C. Home  
Ministry of Transportation  
Vehicle Inspection Program Online Home


Identify Facility, Inspector and Inspection Class  
Identify Vehicle  
Provide Vehicle Info  
Enter Inspected Item Results  
Enter Brake Inspection Results  
Inspection Report Preview and Submit  
Confirmation  
Exit this e-service

Search  **Go** Advanced Search [Main Index](#) [Contact Us](#) [Help](#)

COMMERCIAL VEHICLE INSPECTION PROGRAM

### Enter Inspected Item Results



\* indicates mandatory field

Your Draft Inspection Report Number is : 4346 **Print a Draft Inspection Report** 

Facility : s0351 - 001 Inspector : m00007 - 009  
PARMA'S MAGIC GARAGE BOND, JAMES ERIC

Licence Expiry Date : 2010-Dec-31 Licence Expiry Date : 2010-Dec-31  
Inspection Class : 2 - Motor vehicle with lic. GVW of more than 5,500kgs  
Inspection Type : COM - Complete Inspection Date : 2010-SEP-20 12:56  
Vehicle Jurisdiction : BC - British Columbia  
Registration Number : 00004321 VIN : TEST1

Work Order Number :

Inspected Item	Result *	Comments
Section 1 - Power Train	-- choose result --	<input type="text"/>
Section 2 - Suspension	-- choose result --	<input type="text"/>
Section 3 - Hydraulic Brakes	-- choose result --	<input type="text"/>
Section 3A - Air Brakes	-- choose result --	<input type="text"/>
Section 4 - Steering	-- choose result --	<input type="text"/>
Section 5 - Instruments, Auxiliary Equipment	-- choose result --	<input type="text"/>
Section 6 - Lamps	-- choose result --	<input type="text"/>
Section 7 - Electrical System	-- choose result --	<input type="text"/>
Section 8 - Body & Frame	-- choose result --	<input type="text"/>
Section 9 - Tires & Wheels	-- choose result --	<input type="text"/>
Section 10 - Couplers & Hitches	-- choose result --	<input type="text"/>
Section 10 - Special Use Vehicle Components	-- choose result --	<input type="text"/>
Diesel Retrofit - 1989-1993 Diesel Vehicles 	-- choose result --	<input type="text"/>
PRESSURE FUEL		
Liquid Propane Gas	-- choose result --	<input type="text"/>
Compressed Natural Gas	-- choose result --	<input type="text"/>
Inspector Number 	<input type="text"/> - <input type="text"/>	


View and Print

### Your Draft Inspection Report Number (optional)

This number can be used to retrieve the inspection information entered to this point. Make a note of this number or print out the Draft Inspection Report (the draft inspection report number is displayed at the top of the report).

**TIP:** The user can exit the application here, perform the inspection, retrieve the Draft Inspection using this number, and then enter the inspection results.

### Print a Draft Inspection Report (optional)

Click the PDF icon , circled in the image above, to preview the Draft Inspection Report in a separate browser window.

This report may be printed for use during the physical inspection.

### Work Order Number (optional)

A Work Order Number may be entered here, if applicable (max. 15 characters).

**Inspected Item Results (mandatory)**

Choose an inspection item result from the drop-down menu for each section.

**TIP:** All sections must have an inspection result.

**TIP:** If an inspection item result is “Fail”, “Repair Same Day”, “Pass with Caution” or “Out of Service” a comment must be entered. Comments are optional when the inspection item result is “Pass”.

**Pressure Fuel Results (mandatory for vehicle with pressure fuel)**

Pressure Fuel results are mandatory if Fuel Type is Butane, Diesel-Butane, Natural Gas, Propane, Diesel-Natural Gas, Propane-Natural Gas, Diesel-Propane, Gasoline-Natural Gas or Gasoline-Propane.

Choose an inspection item result from the drop-down menu for either Liquid Propane Gas or Compressed Natural Gas, but not both.

**TIP:** If a Pressure Fuel Inspection result is entered, an Inspector Number and Licence Number must be entered in the Inspector Number field for CVIP. The Inspector must be active and have a Pressure Fuel endorsement.

**TIP:** If a vehicle has Pressure Fuel, the whole vehicle must be inspected at a facility with a Pressure Fuel endorsement.

**TIP:** If an inspection item result is “Fail”, “Repair Same Day”, “Pass with Caution” or “Out of Service” a comment must be entered. Comments are optional when the inspection item result is “Pass”.


**TIP:** If the vehicle is not a Pressure Fuel vehicle, no inspection item result needs to be selected. The fields will automatically be populated with “Not Applicable”.

A rectangular button with a light gray background and a thin border. The word "Continue" is written in a dark gray, sans-serif font.**Button**

Click this button to proceed to the *Enter Brake Item Results* screen.



## 7. Enter Brake Item Results screen (CVIP only)



**B.C. Home**

Ministry of Transportation

Vehicle Inspection Program Online Home

Identify Facility, Inspector and Inspection Class

Identify Vehicle

Provide Vehicle Info

Enter Inspected Item Results

Enter Brake Inspection Results

Inspection Report Preview and Submit

Confirmation

Exit this e-service

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COMMERCIAL VEHICLE INSPECTION PROGRAM

**Enter Brake Item Results**

\* Indicates mandatory field

Facility :	P0111 - 004	Inspector :	M00007 - 009
	BILLY BOB'S GARAGE		BOND, JAMES ERIC
Licence Expiry Date :	2010-Dec-31	Licence Expiry Date :	2010-Dec-31
Inspection Class :	1 - Motor vehicle with lic. GVW of 5,500 kgs or less		
Inspection Type :	COM - Complete	Inspection Date :	2010-JUN-20 13:58:39
Vehicle Jurisdiction :	BC - British Columbia		
Registration Number :	10000365	VIN :	TEST1

Number of Axles :  enter number (1 to 9) and press <TAB> to change

**Air Brake Chamber Type, Size and Push Rod Stroke Measurements :** ☒ [Inch to mm](#)

Axle #	Type *	Size	Slack Adjustment	Left *	Right *	Comments
(Front)				(mm)	(mm)	
1	<input type="text" value="--"/>	<input type="text" value="--"/>	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text" value="--"/>	<input type="text" value="--"/>	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text" value="--"/>	<input type="text" value="--"/>	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Air Brake Camshaft Rotation Measurement :** ☒

Axle #	Left *	Right *	Comments
(Front)	(degrees)	(degrees)	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Brake Lining/Pad Measurement :** ☒ [Inch to mm](#)

Axle #	Lining/Pad	Left *	Right *	Comments
(Front)		(mm)	(mm)	
1	<input type="text" value="--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text" value="--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text" value="--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Rotor Thickness or Drum Inside Diameter Measurement :** ☒ [Inch to mm](#)

Axle #	Rotor/Drum	Left *	Right *	Comments
(Front)		(mm)	(mm)	
1	<input type="text" value="--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text" value="--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text" value="--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**NOTE:** Please be sure to read the Air Brakes FAQ located here:

[http://www.th.gov.bc.ca/cvse/vehicle\\_inspections/PDF/AirBrakesFAQ.pdf](http://www.th.gov.bc.ca/cvse/vehicle_inspections/PDF/AirBrakesFAQ.pdf)

### Number of Axles (mandatory)

The default number of axles is 3. To change this enter the new number in the box, press the <TAB> key (or click the mouse anywhere outside the input box) and click the  button when the confirmation dialog box appears. The screen will refresh with the correct number of axles.

**TIP:** The number of axles must be between 1 and 9.

**Air Brake Chamber Type, Size and Push Rod Stroke Measurements (mandatory if Brake Type is Air or Air over Hydraulic)**

**TIP:** This section will not appear on the screen if Brake Type is Hydraulic or Electric.

**For each and every axle:**

**Type (mandatory)**

Choose the appropriate Air Brake Chamber Type from the drop-down menu.

**Size (mandatory)**

Choose the appropriate Air Brake Chamber Size from the drop-down menu.

**TIP:** "N/A" is the only valid value when Chamber Type is Disc, Wedge or Other.

**Slack Adjustment (mandatory)**

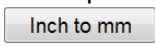
Choose the appropriate Slack Adjustment Type from the drop-down menu.

**Left and Right (mandatory unless Chamber Type is Other)**

Enter the Left and Right Push Rod Stroke measurements, in millimetres. A decimal point is permitted but special and alpha characters are not.

**TIP:** These are optional if Chamber Type is Other.

**TIP:** Up to 3 decimal places can be included for measurement accuracy.

**TIP:** Click the  button to view a conversion chart / calculator.

**Comments (optional)**

Comments may be entered in the Comment field.

**Air Brake Camshaft Rotation Measurements (mandatory if Brake Type is Air or Air over Hydraulic)**

**TIP:** This section will not appear on the screen if Brake Type is Hydraulic or Electric.

**For each and every axle:**

**Left and Right (mandatory unless Chamber Type is Disc, Roto, Wedge or Other)**

Enter the Left and Right Camshaft Rotation measurements in degrees.

**TIP:** Special characters, including decimal points, and alpha characters are not permitted.

**TIP:** These are optional if Air Brake Chamber Type is Disc, Roto, Wedge or Other.

**Comments (optional)**

Comments may be entered in the Comment field.

**Brake Lining/Pad Measurements (mandatory)**

**For each and every axle:**

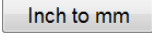
**Lining/Pad (mandatory)**

Choose "Lining (Shoe)" or "Pad" from the drop-down menu.

**Left and Right (mandatory)**

Enter the Left and Right Lining (Shoe) or Pad measurements, in millimetres. A decimal point is permitted but special and alpha characters are not.

**TIP:** Up to 3 decimal places can be included for measurement accuracy.

**TIP:** Click the  button to view a conversion chart / calculator.

**Comments (optional)**

Comments may be entered in the Comment field.

**Rotor Thickness or Drum Inside Diameter Measurements (mandatory if Brake Type is Hydraulic, Electric or Air over Hydraulic)**

**For each and every axle:**

**Rotor/Drum (mandatory)**

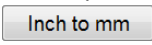
Choose "Rotor" or "Drum" from the drop-down menu.

**Left and Right (mandatory)**

Enter the Left and Right Rotor or Drum measurements, in millimetres. A decimal point is permitted but special and alpha characters are not.

**TIP:** If the Brakes are new and the drums have not been pulled, enter "0" in both the Left and Right measurement boxes and add a comment indicating drums were not pulled.

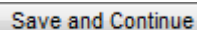
**TIP:** Up to 3 decimal places can be included for measurement accuracy.

**TIP:** Click the  button to view a conversion chart / calculator.

**Comments (mandatory if Left and Right Rotor/Drum measurements = 0)**

Comments may be entered in the Comment field.

**TIP:** A comment is optional unless Left and Right Rotor/Drum measurements = 0.

**Button**

Click this button to proceed to the *Inspection Report Preview* screen.

## 8. Enter Inspection Item Results screen (PVIP)

**BRITISH COLUMBIA**

B.C. Home

Ministry of Transportation

Vehicle Inspection Program Online Home

Identify Facility, Inspector and Inspection Class

Identify Vehicle

Provide Vehicle Info

Enter Inspected Item Results

Inspection Report Preview and Submit

Confirmation

Exit this e-service

Search    [Main Index](#) [Contact Us](#) [Help](#)

PRIVATE VEHICLE INSPECTION PROGRAM

**Enter Inspected Item Results**

\* indicates mandatory field

Your Draft Inspection Report Number is : 1713

Facility : s0288 - 001 SPINOZA TRUCKING Inspector : s0001 - 009 BOND, JAMES ERIC

Licence Expiry Date : 2010-Dec-31 Licence Expiry Date : 2010-Dec-31

Inspection Class : 1 - Motor vehicle with lic. GVW of 5,500 kgs or less

Inspection Type : COM - Complete Inspection Date : 2010-JUN-20 14:38:35

Vehicle Jurisdiction : BC - British Columbia

Registration Number : 10000365 VIN : TEST1

Work Order Number :

**Inspected Item**

Inspected Item	Result *	Comments
<b>PRESSURE FUEL</b>		
Liquid Propane Gas	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>
Compressed Natural Gas	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>
<b>DOCUMENTATION</b>		
Fuel System	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>
<b>LIGHTING/ELECTRICAL</b>		
Battery	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>
Switches	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>
Visible Wiring	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>
Indicator Lights	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>
Lamps	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>
Headlight Aim	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>

### Your Draft Inspection Report Number (optional)

This number can be used to retrieve the inspection information entered to this point. Make a note of this number or print out the Draft Inspection Report (the draft inspection report number is printed at the top of the report).

**TIP:** The user can exit the application here, perform the inspection, retrieve the Draft Inspection using this number, and then enter the inspection results.

### Print a Draft Inspection Report (optional)

Click the PDF icon, circled in the image above, to preview the Draft Inspection report in a separate browser window. This report may be printed for use during the physical inspection.

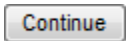
### Work Order Number (optional)

A Work Order Number may be entered here, if applicable (max. 15 characters).

### Inspected Item Results (mandatory)

Click the Inspection Result radio button next to the appropriate inspection item. "Not Applicable" items do not require a radio button to be selected. If no radio button is selected, the Inspection Result will automatically be assigned as "Not Applicable"

**TIP:** If an Inspection Result is “Fail” or “Repair Same Day”, a comment must be entered. Comments are optional when the inspection result is “Pass” or “Not Applicable”.



**Button**

Click this button to proceed to the *Inspection Report Preview* screen.

## 9. Inspection Report Preview screen

**BRITISH COLUMBIA**

B.C. Home

Ministry of Transportation

Vehicle Inspection Program Online Home

Identify Facility, Inspector and Inspection Class

Identify Vehicle

Provide Vehicle Info

Enter Inspected Item Results

Enter Brake Inspection Results

Inspection Report Preview and Submit

Confirmation

Exit this e-service

Search   [Advanced Search](#) [Main Index](#) [Contact Us](#) [Help](#)

COMMERCIAL VEHICLE INSPECTION PROGRAM

### Inspection Report Preview

\* indicates mandatory field

- PLEASE CHECK THE INSPECTED ITEMS AND RESULTS CAREFULLY
- COMPLETE THE BOTTOM OF THE FORM AND SUBMIT WHEN READY

One or more inspected item results were assumed NA - Not Applicable

**Inspection Result : P - PASS**

Facility :	S0288 - 001	Inspector :	M00007 - 009
	SPINOZA TRUCKING		BOND, JAMES ERIC
Licence Expiry Date :	2010-Dec-31	Licence Expiry Date :	2010-Dec-31
Inspection Class :	1 - Motor vehicle with lic. GVW of 5,500 kgs or less		
Inspection Type :	COM - Complete	Inspection Date :	2010-JUN-20 14:45:06
Work Order Number :		Unit/Fleet Number :	
Vehicle Jurisdiction : *	BC - British Columbia		
Registration Number :	10000365	VIN : *	TEST1
Plate Number :	7554EP		
Vehicle Year : *	2003	Make : *	DODGE
Model :	DKOTA	Body Style :	PU
Odometer : *	76000 KM	Fuel Type : *	G - Gasoline
Brake Type : *	HYD - Hydraulic	No of Axles : *	2
Vehicle Owner/Lessee : *	John Doe		
Vehicle Address :	123 Main	City :	Anytown
Province	BC	Postal Code :	V7V8V9

Inspected Item	Result *	Comments
Section 1 - Power Train	P	

2 PD 45 45

Rotor Thickness or Drum Inside Diameter Measurement :

Axle #	Rotor/Drum	Left *	Right *	Comments
1	DR	380	290	
2	DR	250	400	

Inspection Comments :

Decal Number : \*  Decal Expiry Date : \* 2011-Jun-30

Completion Date/Time : \*  (YYYY-MM-DD HH:mm)

### Inspection Comments (optional)

Enter general inspection comments (max. 250 characters).

### Decal Number (mandatory if Inspection Result is "Pass")

Enter the Decal Number (max. 7 characters).

**TIP:** Decal Number is optional if CVIP Inspection Result is "Fail".

**TIP:** The Decal Number field will not appear if the CVIP Inspection Result is "Out of Service" or if the PVIP Inspection Result is "Fail".

**TIP:** The Decal Number format is AAXXXXX, where AA is a two-letter alphanumeric prefix followed by a 5 digit number.

**Decal Expiry Date (mandatory)**

If the Decal Expiry date is not already pre-populated, select the correct expiry date from the drop-down list showing a 6 month or 12 month expiry date.

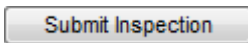
**TIP:** For a Pass PVIP, the Decal Expiry Date will always be pre-populated since only a 12 month expiry date is possible.

**TIP:** For a Pass CVIP, the Decal Expiry Date will be pre-populated if Inspection Reason was annual or semi-annual.

**TIP:** Decal Expiry dates do not apply to CVIP “Out of Service” or PVIP “Fail” inspections.


**Completed Date/Time (mandatory)**

Enter the Date/Time the inspection was completed (YYYY-MMM-DD HH:MM) or click the calendar icon and select the date/time with the mouse.

**Button**

Click this button to submit the inspection to the VIP eForm System and to proceed to the *Inspection Report Confirmation* screen.

## 10. Inspection Report Confirmation screen




[B.C. Home](#)  
[Ministry of Transportation](#)  
[Vehicle Inspection Program Online Home](#)  
[Identify Facility, Inspector and Inspection Class](#)  
[Identify Vehicle](#)  
[Provide Vehicle Info](#)  
[Enter Inspected Item Results](#)  
[Enter Brake Inspection Results](#)  
[Inspection Report Preview and Submit](#)  
[Confirmation](#)  
[Exit this e-service](#)

[Advanced Search](#)
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### COMMERCIAL VEHICLE INSPECTION PROGRAM

#### Inspection Report Confirmation

**YOU MUST PRINT THE INSPECTION REPORT (PDF):** 

A screen print of this page is NOT an acceptable copy of the inspection report.  
 If you have problems printing, contact the VIP Office @ 250-952-0577 for a copy of the inspection report.

<b>Inspection Result :</b>	<b>P - PASS</b>	<b>Confirmation Number :</b>	<b>7001713</b>
<b>Decal Number :</b>	<b>EA12345</b>	<b>Decal Expiry Date :</b>	<b>2011-Jun-30</b>
<b>Facility :</b>	S0288 - 001 SPINOZA TRUCKING	<b>Inspector :</b>	M00007 - 009 BOND, JAMES ERIC
<b>Licence Expiry Date :</b>	2010-Dec-31	<b>Licence Expiry Date :</b>	2010-Dec-31
<b>Inspection Class :</b>	1 - Motor vehicle with lic. GVW of 5,500 kgs or less		
<b>Inspection Type :</b>	COM - Complete	<b>Inspection Date :</b>	2010-JUN-20 14:45:06
<b>Work Order Number :</b>		<b>Unit/Fleet Number :</b>	
<b>Vehicle Jurisdiction : *</b>	BC - British Columbia	<b>VIN : *</b>	TEST1
<b>Registration Number :</b>	10000365	<b>Plate Number :</b>	7554EP
<b>Vehicle Year : *</b>	2003	<b>Make : *</b>	DODGE
<b>Model :</b>	DKOTA	<b>Body Style :</b>	PU
<b>Odometer : *</b>	76000 KM	<b>Fuel Type : *</b>	G - Gasoline
<b>Brake Type : *</b>	HYD - Hydraulic	<b>No of Axles : *</b>	2
<b>Vehicle Owner/Lessee : *</b>	John Doe	<b>City :</b>	Anytown
<b>Vehicle Address :</b>	123 Main	<b>Postal Code :</b>	V7V8V9
<b>Province</b>	BC		

[Return to VIP Online Home](#)

### View the Final Inspection Report (mandatory)

The Final Inspection Report must be reviewed and printed. To review and print the Report, click on the capitalized link "YOU MUST PRINT THE INSPECTION REPORT (PDF)" or on the PDF icon beside the link. The Report will open in a separate browser window.

**TIP:** If errors are identified during review of the Final Inspection Report, the correction process described above (see Identify Facility, Inspector and Inspection Class Section) can be used to correct certain errors.



**Print Function**

**Save to your computer**

**Commercial Vehicle Inspection Report**

**FINAL INSPECTION CONFIRMATION NUMBER** 7001713

**PLACE DECAL HERE** EA12345

**DECAL EXPIRY DATE** 30 JUN 2011

**INSPECTION RESULT:** Pass

**INSPECTION TYPE:** Complete

**REASON FOR INSPECTION:** Annual

**COLLISION REPAIR FACILITY:**

**INSPECTOR'S NUMBER:** M00007-009

**INSPECTOR'S NAME:** BOND, JAMES ERIC

**CARD EXPIRY DATE:** 31 DEC 2010

**FACILITY NUMBER:** S0288-001

**FACILITY NAME:** SPINOZA TRUCKING

**INSPECTION CLASS:** 1 - Motor vehicle with lic. GVW of 5,500 kgs or less

**OWNER/LESSEE:** John Doe

**ADDRESS:** 123 Main

**CITY:** Anytown

**PROV:** BC

**POSTAL CODE:** V7V8V9

**REGISTRATION NUMBER:** 10000365

**VEHICLE JURISDICTION:** BC

**PLATE NUMBER:** 7554EP

**YEAR:** 2003

**MAKE:** DODGE

**MODEL:** DKOTA

**BODY STYLE:** PU

**VIN:** TEST1

**ODOMETER:** 76000 KM

**FUEL TYPE:** Gasoline

**UNIT/FLEET # (Optional):**

**TECHNICIAN NAME:**

**PHONE #:**

**REASON NOTE:**

**INSPECTION DATE:** 20 JUN 2010

**INSPECTION COMPLETE DATE/TIME:** 20 JUN 2010 14:55

**Legend:** "F" Failed "R" Repaired Same Day "P" Passed "PC" Passed With Caution "C" Out Of Service "NA" Not Applicable

	F	R	P	PC	NA
<b>Section 1 - Power Train</b>					
Pressure Fuel					
Liquid Propane Gas					
Compressed Natural Gas					
<b>Pressure Fuel Inspector's Name &amp; Number</b>					
<b>Section 2 - Suspension</b>					
<b>Section 3 - Hydraulic Brakes</b>					
<b>Section 3A - Air Brakes</b>					
<b>Section 4 - Steering</b>					
<b>Section 5 - Instruments, Auxiliary Equipment</b>					
<b>Section 6 - Lamps</b>					

**Air Brake Chamber Type, Size and Push Rod Stroke Measurement (mm)**

Axle #	1	2	3	4	5	6	7	8	9
Type:									
Size:									
Stroke:									
Left:									
Right:									
Comments:									

**Air Brake Camshaft Rotation Measurement (degrees)**

Axle #	1	2	3	4	5	6	7	8	9
Left:									
Right:									
Comments:									

### Print the Final Inspection Report (mandatory)

Click the Printer icon (the left-hand icon circled in the screen above) to print the Final Inspection Report. Print and sign two copies of the report and provide one to the driver.

**TIP:** If the Final Inspection Report does not print, use the Search for Inspection Report function on the main VIP Online Home page (see Section 10 below) to re-open and print the Final Inspection Report.

**TIP:** A copy of the Final Inspection Report may be saved to the facility's computer for future reference by clicking the Save icon (the right-hand icon circled in the screen above).

[Return to VIP Online Home](#)

**Button**

Click this button to end the inspection process and return to the *VIP Online Home* page.

## 11. Search for Inspection Reports

**Search for Inspection Reports**

**Vehicle Inspection Program Online Home**

The Vehicle Inspection Program (VIP) site is British Columbia's province-wide electronic vehicle inspection system.

VIP provides the following services:

- Electronic form for Commercial Vehicles
- Electronic form for Private Vehicles

For assistance call:  
1-250-952-0577 (8:30am-4:30pm, Mon. to Fri.)  
or Enquiry BC: 1-800-663-7867 (and ask for CVSE)  
Email: [Vehicle.Inspections@gov.bc.ca](mailto:Vehicle.Inspections@gov.bc.ca)

**IMPORTANT ANNOUNCEMENT:**  
A new Vehicle Inspection Manual is in effect as of August 30, 2010. Go to the [Vehicle Safety and Inspection Standards Online](#) website for more details.

**Blank Forms (PDF)**

- [Commercial Vehicle](#)
- [Private Vehicle In](#)
- [Structural Integrit](#)

### Accessing Search Function for Inspection Reports (optional)

To find and view a Final Inspection Report previously conducted by the user's Facility or Business, click on the "Search for Inspection Report" link found on the lower left side of the *VIP Online Home* page, as circled in the screen above.

**TIP:** Only Final Inspection Reports can be searched for and retrieved through this function. Draft Inspections Reports can only be accessed when entering a CVIP or PVIP eForm.

**Search for Inspection Report**

Facility :  Inspector :

Inspection Date From :  Inspection Date To :

Inspection Report Status : ☒ Active Only ☐ ALL

Registration Number :  Plate Number :

VIN :

Confirmation Number :  Decal Number :

Inspector Facility	Insp. Type Veh. Jur.	Veh. Class VIN	Insp. Date Plate	Result	Conf. Number Expiry	Active Submit Date	View Report
--------------------	----------------------	----------------	------------------	--------	---------------------	--------------------	-------------

### Facility (mandatory)

Enter Facility number here. The facility licence number is not required. If the user's business has only one facility, the facility number will appear automatically and cannot be edited.

**TIP:** Only facilities associated with the user's business can be entered.

**TIP:** The facility must be active and licenced on the day specified in the Inspection Date field.

**TIP:** Only the facility number field is mandatory. All other fields are optional and can be used to refine the search.

**Inspector (optional)**

Enter the Inspector number that conducted the inspection. The Inspector licence number is not required.

**Inspection Date From (optional)**

Enter the start of the date range to be searched by typing in the date (YYYY-MMM-DD) or click the calendar icon and select the date with the mouse.

**TIP:** If the search criteria do not include the confirmation number or decal number, it is recommended that a date range be included.

**TIP:** If only the "Inspection Date From" is included, the search will return all results from that date to the current date.

**Inspection Date To (optional)**

Enter the end of the date range to be searched by typing in the date (YYYY-MMM-DD) or click the calendar icon and select the date with the mouse.

**TIP:** If the search criteria do not include the confirmation number or decal number, it is recommended that a date range be included.

**Inspection Report Status (mandatory)**

Select the Status of the Inspection Report(s) to be retrieved.

**TIP:** Default status is "ALL".

**TIP:** Inspections that show as "Inactive" are a) Failed inspections where a re-inspection has been completed and b) original inspections that have been corrected or had replacement decals issued.

**Registration Number (optional)**

Enter the Vehicle Registration Number (REGI). This is 7-digits if the Vehicle Jurisdiction is BC.

**TIP:** Registration number should not be used for non-BC vehicles.

**TIP:** If a vehicle was not registered in BC at the time of inspection, different search criteria should be used (e.g. decal number or confirmation number) to retrieve the inspection report.

**Plate Number (optional)**

Enter the Vehicle Plate Number (max. 10 characters).

**VIN (optional)**

Enter the full or partial Vehicle Information Number (max. 17 characters).

**TIP:** To search for a partial VIN, the symbol "%" must be entered before the last 6 digits of the VIN.

**Confirmation Number (optional)**

Enter the Confirmation Number of the Final Inspection Report to be retrieved.

**TIP:** This is the fastest search option and will only retrieve one report.

**Decal Number (optional)**

Enter the Decal Number associated with the Final Inspection Report to be retrieved.

Reset Criteria

**Button**

Click this button to remove all entered criteria in the search fields and start a new search.

**TIP:** If the user's business has only one facility, the facility number will not be removed from the Facility field, and it cannot be edited.

Search

**Button**

Click this button to conduct an Inspection Report search based on the criteria entered.

**TIP:** It may take a few moments to conduct the search.

**TIP:** If no Reports are found, a message stating "No Results Returned" will be displayed. Changing search criteria may help to complete the search.

**Search for Inspection Report**

Facility : S0288 Inspector :  
 Inspection Date From : 2010-JUN-10 Inspection Date To : 2010-JUN-24  
 Inspection Report Status : Active Only ALL  
 Registration Number : Plate Number :  
 VIN : Decal Number :  
 Confirmation Number :  
 Search Reset Criteria

There were 2 records found.

Facility	Inspector Veh. Jur.	Insp. Type Reg.	Veh. Class VIN	Insp. Date Plate	Result Decal	Conf. Number Expiry	Active Submit Date	View Report
S0288	M00007 BC	Complete 10000365	1 TEST1	2010-Jun-21 7554EP	Pass ET12345	7001715 2010-Dec-31	Y 2010-Jun-24	
S0288	M00007 BC	Complete 10000365	1 TEST1	2010-Jun-20 7554EP	Pass EA12345	7001713 2011-Jun-30	Y 2010-Jun-23	

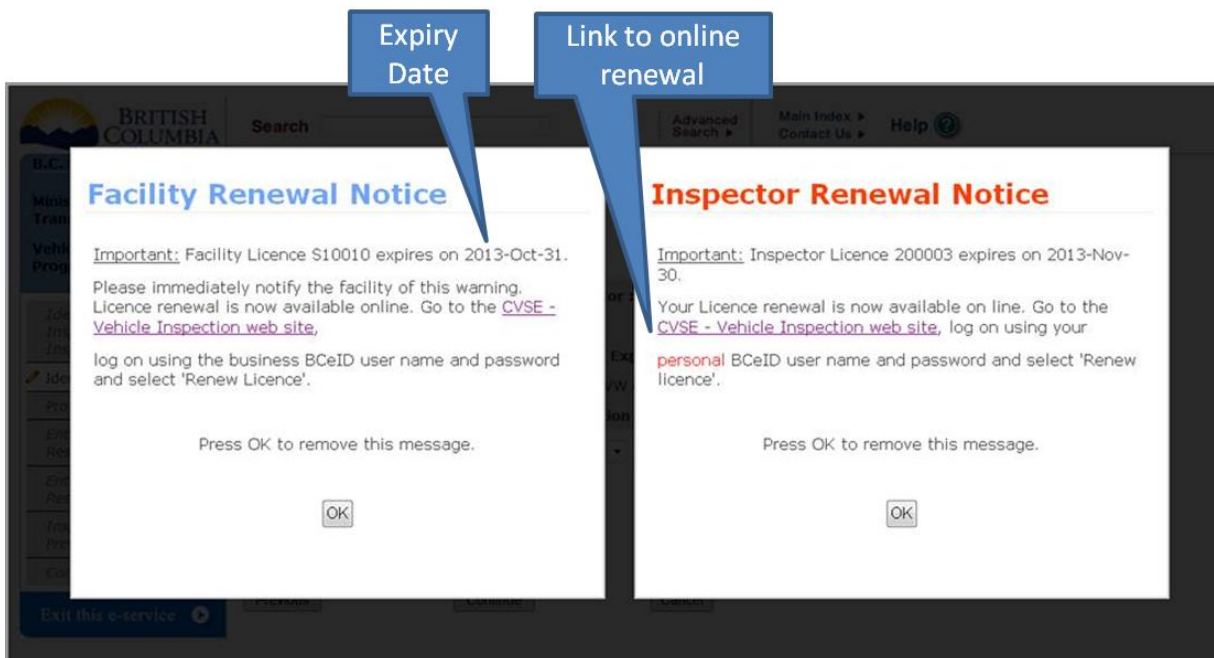
Click icon to view and print Inspection Report

**View and Print Report**

Click on the PDF icon in the right hand View Report column to view and print returned Inspection Reports.

**TIP:** A message will appear indicating how many records (Reports) were found in the search. Varying the search criteria may change the number of records found.

## 12. Licence Renewal Reminder Notices



### Licence Renewal Notices

A Renewal Notice will be displayed when an Inspector or Facility licence is within 45 days of expiry. Renewal Notices appear upon clicking the **Verify Inspection Details** button on the *Identify Facility, Inspector and Inspection Class* screen.

**TIP:** Licence renewals are no longer mailed out. These on-screen Renewal Notices are the only renewal reminders Facilities and Inspectors will receive. The person completing the data entry must inform the Facility or the Inspector, as appropriate, the first time the renewal notice appears.

**TIP:** Renewal Notices are displayed once during each of the following periods before the licence expires: 45 to 31 days, 30 to 16 days, and 15-0 days.

**TIP:** As shown in the screen shot above, a separate Renewal Notice is displayed for Inspectors and Facilities; if both are within 45 days of expiry both notices may appear at the same time.

**TIP:** Renewal applications must be submitted online. Log into the VIP Online system using your Business BCeID (for Facility renewals) or Personal BCeID (for Authorized Inspector Renewals) and click on the 'Renew Application' link on the VIP Online Homepage.