



Ministry of
Transportation
and Infrastructure

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). 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 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.

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 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.

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 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.