



Ministry of
Transportation
and Infrastructure

AUTHORIZED INSPECTORS

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Section *2 – Authorized Inspectors*
Date: *April 22, 2022*
Replacing: *October 29, 2015*

Authorization

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

Qualifications

Prerequisites for becoming an Authorized Inspector?

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

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

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

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

Training Institutes

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

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

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

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

Endorsements

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

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The following endorsements are also available:

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

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

Duties and Responsibilities

It's the law...

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

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

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

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

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

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

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

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

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

Conducting the Inspection

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

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

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

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

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

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

Vehicle Safety BC Portal – On-line Inspection Form Completion

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

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CVSE0014 for Commercial Vehicles. To get to the VSBC Portal, go to vehiclesafetybc.gov.bc.ca.

Login Credentials Requirement

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

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

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

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

Recording Results

For **PVIP** (CVSE0013)

F = Failed

R = Repaired the same day

P = Passed

For **CVIP** (CVSE0014)

F = Failed

R = Repaired (if the same day)

P = Passed

PC = Passed with caution

NA = Not applicable

Re-inspections

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

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

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

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

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

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

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

Decals

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



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

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

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

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Decal Placement Locations

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

Removal of Decals

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

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