



Ministry of
Transportation
and Infrastructure

DESIGNATED INSPECTION FACILITIES

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Section ***3 – Designated Inspection Facilities***
Date: *April 22, 2022*
Replacing: *October 29, 2015*

Vehicle Inspection Guide

Authorization

The Director of Commercial Vehicle Safety and Enforcement is empowered by Section 217 of the *Motor Vehicle Act* to authorize facilities to have vehicle inspections conducted within their premises. Generally, the facility is a privately owned business that has been approved to inspect various types of vehicles, not owned by the business, to ensure they meet the standards of inspection and repair set out in the *Motor Vehicle Act* and *Regulations* and other standards.

A Designated Inspection Facility (DIF) must maintain legal entity status, have a valid business licence (where applicable) and have a valid ICBC Garage Policy. A CVSE Vehicle Inspector will routinely inspect the facility to ensure that the facility meets the criteria stated in the Act and Regulations.

The application process for a DIF is listed in Section 5 – Applications, Renewal and Amendments.

Classes of Vehicles to Inspect

Facilities must state on their application what classes of vehicles they wish to inspect. The classes are:

- 1 – Motor Vehicles 5,500 kg licensed GVW or less
- 2 – Motor Vehicles 5,501 kg licensed GVW or more (not including buses)
- 3 – Trailers
- 4 – Buses
- 5 – School buses
- 6 – Motorcycles

Endorsements

The endorsements are:

- 1 - Air Brake** - inspections may only be conducted by an AI who is endorsed for Air Brake inspections. Please contact CVSE Branch to inquire about the training requirements to receive endorsement for other trade qualifications.
- 2 - Pressure Fuel** – an Authorized Inspector with a pressure fuel endorsement must be identified on the DIF application.
- 3 – New to BC** – required for light passenger vehicles having a net weight less than 3500 kg. This applies to vehicles to be licenced in BC that are registered or titled in a jurisdiction other than BC.
- 4 – Salvage** – required for facilities to be authorized to inspect vehicles with Salvage status.

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Restrictions/Conditions

Facilities may have restrictions or conditions pertaining to the vehicles they are authorized to inspect. The restrictions/conditions are printed on the facility licence.

Duties and Responsibilities of a DIF

It's the Law...

Within 10 days, inform CVSE of any change of owners, legal name, location, mailing address or telephone number. *MVAR 25.11*

Prominently display: *MVAR 25.12(1)(a)*

- current inspection facility designation certificate, and
- Certificate(s) of Qualification of AI's

Ensure only an AI conducts the inspections. *MVAR 25.12(1)(b)*

Electronically submit inspection reports within 10 days of the inspection. *MVAR 25.12(1)(c)*

Keep a signed record of each inspection for not less than 18 months. *MVAR 25.12(1)(d)*

Maintain safe custody and control of unused certificates of approval, and report any loss or theft to CVSE immediately. *MVAR 25.12(1)(e)*

Maintain decal inventory control sheets, stock purchase orders and receipts. *MVAR 25.12(1)(e)*

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. *MVAR 25.12(f)(i)*

Ensure all inspections are performed according to the standards. *MVAR 25.12(1)(f)(ii)*

Have an up to date version of the Vehicle Inspection Manual on site and available at all times. *MVAR 25.12(1)(f)(iii)(A)*

Have a current version of Division 25, MVAR on site and available at all times. *MVAR 25.12(1)(f)(iii)(B)*

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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.

MVAR
25.12(1)(g) & (i)

Maintain a record (decal log) of all purchased 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.

MVAR
25.12(1)(h)(i) & (ii)

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)

Service Standards

Keep up with changing technology.

Maintain a record of facility and AI upgrades.

Ensure the facility and its operation conforms to WorkSafe BC requirements and applicable building code requirements.

Keep the facility in a clean and orderly condition.

Purchase decals on-line through Queen's Printer (www.crownpub.bc.ca).

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Building & Equipment Requirements

The following facility standards and equipment are necessary in all Designated Inspection Facilities:

Building Requirements

- Weather tight building having a smooth concrete floor. A building that has a permanent roof and windows and doors that can be closed,
- Adequate lighting and workspace for AI's,
- Clear floor space and overhead clearance for work on vehicles in every classification for which the facility is or is to be authorized,
- The building must fully accommodate the vehicle being inspected,

Equipment Requirements

Minimum tool requirement	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 1/32nds of an inch and mm	All vehicles
Tire pressure gauge	All vehicles

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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

Vehicle Safety BC Portal - On-line Inspection Form Requirements

All private and commercial vehicle inspection reports must be completed on-line, through the Vehicle Safety BC Portal (vehiclesafetybc.gov.bc.ca).

The facility must have a business BCeID, computer and printer. The computer must be able to be used for access to the VSBC Portal. Detailed information is available in the “Guides” section at the Vehicle Inspection Program website (www.cvse.ca/vehicle_inspections.htm).

The Private Vehicle Inspection Form and the Commercial Vehicle Inspection Form are completed on-line, through the VSBC Portal, and the Body Integrity Inspection Report (CVSE0031) and Structural Integrity Declaration Report (CVSE0032) (the forms used for Salvaged, Modified and Reconstructed vehicles) are available at www.cvse.ca/vehicle_inspections.htm to be printed and completed off-line.

Inventory

Facilities must order all decals through Queen's Printer at www.crownpub.bc.ca. Online ordering process instructions can be found here:

https://www.cvse.ca/vehicle_inspections/PDF/CVSE_Large-Facility-Station-Decals_or_Interim-Decals_Step-by-Step_Guide_Feb_2022.pdf

Current inventory prices (subject to change)

Certificate of Approval or PM decals	\$3.00 ea
Interim Decals	\$4.00 per/pad
Large Inspection Station Decal	\$6.00 ea

The Vehicle Inspection Manual subscriptions and applicable Acts and Regulations are available from the Queen's Printer website at www.vsis.ca.

Inventory control

Facilities will be able to maintain decal inventory count through the VSBC Portal.

All Vehicle Inspection Program physical inventory must be kept in a secure location. A secure location is a locked room inside the facility (not accessible to the public) or a locked, immovable cabinet.

Lost, destroyed or mutilated inventory

Facilities are to report any loss, theft, disfigurement or destruction of unused certificate of approval decals to Commercial Vehicle Safety and Enforcement in writing, as soon as possible after the date of loss. Failure to maintain inventory control is sufficient grounds for the Director to revoke the designation of a facility.

Monitoring, Auditing and Sanctions

The CVSE Branch monitors the type, quantity and quality of vehicle inspections performed in BC. Approved facilities are expected to strictly adhere to the provisions of all applicable acts, regulations and standards. The acceptable practices and standards shown in this guide should be viewed as the minimum requirements.

Peace officers and other persons authorized by the CVSE Director are responsible for monitoring the inspections conducted at Designated Inspection Facilities, and other

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aspects of the operation of the DIF. Their audit reports are included in the CVSE files for the facility.

An audit can be a great opportunity to gain advice about inspection practices and the successful operation of a facility. CVSE requires its Area Vehicle Inspectors (AVI) to audit each facility in the province regularly, even if it appears to be operating well. If there are compliance concerns in areas of a facility's operation, the intent of all parties including the AVI is to help identify the problems and correct them before more serious sanctions are required.

Motor Vehicle Act Regulations, Division 25, specifies the regulatory requirements for an operator of an inspection facility. A violation or non-compliance may be grounds for cancellation or suspension of the facility licence or inspector certification entirely, or a restriction of vehicle class/endorsement authorizations.

Compliance concerns, poor trade practices, or lack of due diligence will be brought to the facility operator's attention and they will be required to take prompt corrective action. This might, for example, involve re-inspection of a particular vehicle, procedural changes relating to how inspections are performed in the facility or refresher training for the DIF Operator or Authorized Inspector concerned. Repeated violations of this nature will lead to escalating enforcement actions.

If the licence for a facility is cancelled, suspended or not renewed, the operator of the Designated Inspection Facility must immediately cease all inspections to be carried out at their facility. This cancellation of a designation to inspect for the Vehicle Inspection Program does not affect the ability of the facility to carry out mechanical repairs or other business operations.

Should a designation be cancelled or suspended, the operator must return all un-issued inspection decals and all other documents given or supplied to them on behalf of the Director.