



Ministry of
Transportation
and Infrastructure

FORMS

	Page
Printable Forms	6.1
Forms Completed Online (VSBC Portal)	6.1
Sample Vehicle Maintenance Plan for Power Unit	6.2
Sample Vehicle Maintenance Plan for Trailer	6.3

Printable Forms

The following forms are available online in a printable format at www.cvse.ca (click on 'Vehicle Inspections' and then on 'Vehicle Inspection Forms'):

- **Authorized Inspector Change Request Form (CVSE0037)**– for information on using this form, see Section 5, Applications and Renewals
- **Inspection Facility Change Request Form (CVSE0036)**
- **"Structural Integrity Declaration Form (CVSE0032)"** is the form that a licenced Autobody technician must complete on a salvage vehicle as part of the structural inspection process before it can be subjected to a mechanical inspection
- **"Body Structural Integrity (CVSE0031)"** means critical components designed as stress and weight/load bearing member/elements of a vehicle such as radiator support, inner fender skirts, floor pan, rocker panels, engine compartment side rails, upper reinforcements, lower body rails in the rear, inner fender wells, luggage compartment floors and the unibody are within 3 mm (less than 1/8 in.) of the critical manufacturing dimensions, alignments and tolerances. All fits and alignments are determined by the accuracy of the welded structural panels;

Forms Completed Online (through the VSBC Portal)

The online forms listed below are accessed through the VSBC Portal when logged in with your business BCeID:

- **Initial Applications** for a New Designated Inspection Facility or PM Program, and for Authorized Inspectors.
- **Renewal Applications** for Designated Inspection Facility and PM Programs, and for Authorized Inspectors
- **"Private Vehicle Inspection E-form (CVSE0013)"** is the electronic form used by facilities to submit private vehicle inspections to CVSE
- **"Commercial Vehicle Inspection E-form (CVSE0014)"** is the electronic form used by facilities to submit commercial vehicle inspections to CVSE

Note: On the following pages, you'll find some sample forms, for reference only:

- Sample Vehicle Maintenance Plan for Power Unit
- Sample Vehicle Maintenance Plan for Trailer

These are samples only and may not apply to all Vehicle Maintenance Programs.

Vehicle Inspection Guide

SAMPLE ONLY

Truck/Tractor Maintenance Schedule

Date _____

Unit _____

Km/Hours _____

A Service every – Time/Hours/Km (State which type of interval)

B Service every – Time/Hours/Km (State which type of interval)

✓ - OK

X – Repaired

O – Needs Follow-up

If items are repaired, state location on vehicle in “Notes” below!

ie. Axle 2 Driver Side (or D/S)

A	B	
—	—	In Cab – seats/seatbelts, dash, emerg equip, horn, wipers, mirrors
—	—	Under hood – belts, all fluid levels etc
—	—	All Lights and Reflectors
—	—	Tires – tread depth and pressure
—	—	Wheels, rims and nuts
—	—	Brake adjustment and grease slack adjusters – record travel below
—	—	Brake - linings, drums, seals, hoses, leakage test, parking brake
—	—	Body and frame – deck or box if equipped
—	—	Suspension
—	—	Steering
—	—	Grease entire vehicle, including 5 th wheel if equipped
—	—	Drive train, clutch, leaks
—	—	Change oil and filter
—	—	Change fuel and air filters
—	—	Drain all air tanks, check governor, low air warning, tractor protection valve
—	—	Check transmission and differential fluids
—	—	Check and clean battery
—	—	Check 5 th wheel - jaws and lock

	Driver Side			Passenger Side		
	Lining	Drum	Travel	Lining	Drum	Travel
1						
2						
3						
4						

NOTES

Mechanic _____

Section **6 – Forms**

Page 6.2

Date: April 22, 2022

Replacing: October 29, 2015

Vehicle Inspection Guide

SAMPLE ONLY

Trailer Maintenance Schedule

Date _____

Unit _____

Hub meter _____

Service every – [Time/Hub meter](#) (State which type of interval)

✓ - OK

X – Repaired

O – Needs Follow-up

If items are repaired, state location on vehicle in “Notes” below!

ie. Axle # Driver Side (or D/S)

- ___ Lights and Reflectors
- ___ Tires - tread depth and pressure
- ___ Wheels/Rims and nuts
- ___ Brake adjustment and grease slack adjusters – record travel below
- ___ Brake - linings, drums, seals, hoses, leakage test
- ___ Body and frame – deck or box if equipped
- ___ Suspension
- ___ Air connections and electrical connections
- ___ Body or deck
- ___ Oil in hubs
- ___ Tarps, straps, chains or other cargo securement items
- ___ Grease entire trailer including 5th wheel.
- ___ Landing gear

	Driver Side			Passenger Side		
	Lining	Drum	Travel	Lining	Drum	Travel
1						
2						
3						
4						

NOTES

Mechanic _____

Section **6 – Forms**
Date: *April 22, 2022*
Replacing: *October 29, 2015*

Page 6.3