



Ministry of  
Transportation  
and Infrastructure



## ***Vehicle Inspection Program***

***Applying for a Designated Inspection Facility licence***

# Applying for a Designated Inspection Facility licence

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This document is intended as a reference document to assist perspective Vehicle Inspection Program clients in obtaining a designated inspection facility (DIF) licence. Document content information is made available by Commercial Vehicle Safety & Enforcement Branch, Vehicle Inspection Program, and is subject to change. Any conflict between information contained in this document and either provincial regulations or current Vehicle Inspection Program policies, the latter shall prevail.

## Step 1: Before you apply

It can take **up to 90 days** between submitting an application to become a designated inspection facility, and submitting your first inspection report. Being well prepared can reduce the processing time significantly.

## Business & Administrative Requirements

### Facility operator

Every Designated Inspection Facility (DIF) must have an operator. All DIF operators are required to complete and pass the *Inspection Facility Operator Course*. Courses are offered at participating training institutions located throughout British Columbia. Please contact the college directly for course availability. For more information on training institutions, please visit our website at <https://www2.gov.bc.ca/gov/content/transportation/vehicle-safety-enforcement/services/vehicle-inspections-standards/training>.

After a facility operator course is completed, the training institution will notify CVSE. A facility operator certificate will be issued and emailed to the address registered with the training institution.

### Authorized inspector

Every Designated Inspection Facility (DIF) must have at least one Authorized Inspector employed at all times. Only BC or Red Seal equivalent *Journeyman* trade qualified technicians, licenced by the CVSE Vehicle Inspection & Standards Program, are authorized to conduct BC vehicle inspections. Accepted trade qualifications are:

- 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)



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Authorized inspector courses are offered to trade qualified mechanics, at participating training institutions located throughout British Columbia. Please contact the college directly for course availability. For more information on training institutions, please visit our website at <https://www2.gov.bc.ca/gov/content/transportation/vehicle-safety-enforcement/services/vehicle-inspections-standards/training>.

## Documentation

A Designated Inspection Facility (DIF) must maintain legal entity status and be in good standing with BC Registry Services. Prior to submitting an application, please make sure all your information on BC Registry Services is up to date. The following documentation will be required at various steps of the application process:

### 1) At the time of submitting the application:

#### Valid business licence for the facility location (where applicable)

Most municipalities in British Columbia require you to obtain a business licence, which gives you permission to operate your business on your premises (whether in your home or in a commercial space) within that municipality. A valid business license must state that the nature of the business is auto-repair and/or inspection.

#### Valid ICBC garage policy for the facility location

ICBC Garage Policy must be in the legal name of the business, showing policy number, expiry date and validity stamp. The address on the ICBC garage policy must match the physical address of the facility location on your DIF application. A PO Box is not acceptable as the DIF physical location.

#### Facility operator certificate

If you need a copy of your facility operator certificate, please contact the Vehicle Inspection Program by email ([vehicle.inspections@gov.bc.ca](mailto:vehicle.inspections@gov.bc.ca)).

#### Letter of authorization

A letter of authorization from the director is required when the person declaring (submitting) the application is someone not listed on the BC Registry Services as the director of the business.



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## 2) Before the audit:

### Current copy of the Vehicle Inspection Manual (2016) and the Motor Vehicle Act Regulations

The Vehicle Inspection Manual (2016) is a Minister's regulation and is available from the Queen's Printer for a fee. Please visit their website for further information at: <https://www.crownpub.bc.ca>. The manual can be viewed at any BC public library for individuals with inquiries of inspection criteria. All facilities are required to have the most recent inspection manual on hand. This may be an electronic or hard copy and must be available to all inspectors and facility operators at all times.

### Office equipment

- Computer running Windows 10 or later, or Mac OS 10.15 Catalina or later; antivirus software with real-time protection is recommended
- Printer
- Internet access and a modern web browser (Microsoft Edge, Google Chrome or Safari are recommended)
- Adobe Reader (download the latest version free at [www.adobe.com](http://www.adobe.com))

### Business BCeID

To log in to the Vehicle Safety BC Portal (<https://vehiclesafetybc.gov.bc.ca>), you will need an active **business BCeID account** associated with the legal entity applying for the designation and belonging to the owner of said entity. It is recommended that the business owner submits all facility applications through VSBC Portal (business owner(s) are person(s) listed as director(s) with BC Registry Services).

Please contact BCeID for any information pertaining to user ID's, passwords, BCeID online application forms and/or legal entity/individual identification verification:

Business Hours: Monday to Friday – 8:30 am to 5:00 pm  
Toll Free: 1 888 356-2741  
Within the Lower Mainland: 604 660-2355  
Website: [www.BCeID.ca](http://www.BCeID.ca)



## Technical Requirements

### Building requirements

Every Designated Inspection Facility (DIF) must meet the following building requirements:

- A weather tight building having a smooth concrete floor and a permanent roof;
- Adequate lighting and sufficient clear working floor space to conduct inspections; and
- Ability to fully accommodate vehicles being inspected with the facility shop doors closed.

### Minimum tool requirements

Depending on the type of vehicles the facility will be inspecting, the Operator of a Designated Inspection Facility must ensure that the facility is equipped with proper tools. The following tool requirements apply:

Minimum Tool Requirements	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 motor 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 other vehicles except, motorcycles
Tire tread depth gauge (in 32nds of an inch and millimeters)	All vehicles
Tire pressure gauge	All vehicles
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)	All vehicles
Digital voltmeter	Pressure fuel
Digital decibel meter	All vehicles
Chamber mate or device for measuring air brake chamber size	Vehicles equipped with air brakes
Applicable CSA D250 standards for year of manufacture	School buses

## Step 2: Designated Inspection Facility Application

To apply to become a new Designated Inspection Facility (DIF), you must submit an application online, through the VSBC Portal (<https://vehiclesafetybc.gov.bc.ca/>). You can [download this step-by-step application guide](#) to help you navigate the process. An online payment of \$200 will be required at the end of the application process.

## Step 3: Facility Audit

When preliminary application requirements have been met, a CVSE Peace Officer (Area Vehicle Inspector) will visit the facility to conduct an audit. The audit is intended to review the program requirements and expectations with the facility operator, and to ensure the terms and conditions of operating a facility are clearly understood and met at all times. The Area Vehicle Inspector will provide a copy of the audit report to the operator.

Authorized Inspectors Certificate(s) of qualification for person(s) carrying out inspections at the facility must be displayed in a conspicuous place that is clearly visible to customers entering the designated inspection facility. Facility Operator Certificate(s) must be displayed in the same manner.



### Step 4: Outcome

An approval or denial **email** will be sent to the email address listed in the application, after the application has been processed. An approval email contains the details of your application, and the Portal registration access code. You will need this code during the portal registration/enrollment step.

#### Portal registration/enrollment

To administer your facility through the Vehicle Safety BC Portal, you must first register a facility owner/operator role for your Business BCeID in the Portal. This [Guide](#) will help you navigate the process. Use the Portal registration access code received in the facility license approval email (see above).

#### Print your facility licence

A current inspection facility designation licence must be prominently displayed. You can print a copy of your licence from the Vehicle Safety BC Portal. You must be logged in with your Business BCeID with a role of a facility owner/operator registered. From the main menu, select "My Services" - "Management" - "Manage Facilities", and select your facility from the list. In the facility details page, select "View/Print Licence" option.

If you have any questions or concerns regarding the outcome of your application, please contact the Vehicle Inspection Program.

### Step 5: Getting Started With Inspections

#### Decals

**Certificate of Approval, Preventative Maintenance, Interim and Large Station Decals** are available for online purchase through Crown Publications only. Please review and follow the [CP User Guide](#) for purchasing decals. Should you have any issues or questions while ordering decals, please contact the Crown Publications Customer Service Desk at 250 387-6409 or 1 800 663-6105 (toll-free in North America).

#### Note for business entities that own/operate more than one facility location:

- each facility location must create their own account with Crown Publications;
- each facility can only order decals for their location;
- all decals ordered through Crown Publications are automatically assigned to the facility's digital decal inventory in the Vehicle Safety BC Portal;



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- all decals are non-transferable (must not be used at any other facility regardless of ownership).

## Large Station Decal

The Large Station Decal is issued for a fee set out in the Motor Vehicle Fees Regulations. Licensed facilities must order Large Station Decals through King's Printer, including when applying for a new licence or when a replacement decal is needed due to a facility move or damage.



## Certificate of Approval Decals

- All decals are required to be kept in a secured and locked location at the facility;
- All decals must be recorded on the Inventory Control sheet (including unissued decals);
- Decals are non-transferable and non-refundable.



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## Interim Decals

Interim Inspection Certificates are:

- Valid for a maximum 14 days only;
- Applied to vehicles included in the **commercial vehicle inspection program only**;
- May only be in accordance with Motor Vehicle Act Regulations Division 25.13.;
- CVSE monitors all decals used by facilities.



## Getting started with inspections

Use this [step-by-step Guide](#) to get started with submitting inspection reports through the Vehicle Safety BC Portal. Please make sure all your staff is enrolled and registered to use the Portal with the proper roles.

Credential	Roles to assign	Actions allowed in the Portal
Business BCeID	Facility owner/operator	<ul style="list-style-type: none"><li>• Manage inspections</li><li>• Search <b>all</b> inspections submitted by the facility</li><li>• Add/remove team members</li><li>• Manage facilities (print, renew, apply for a new facility)</li></ul>



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	Facility manager	<ul style="list-style-type: none"> <li>• Manage inspections</li> <li>• Search <b>all</b> inspections submitted by the facility</li> <li>• Add/remove team members</li> <li>• Manage facilities (print, renew)</li> </ul>
	Facility support	<ul style="list-style-type: none"> <li>• Manage inspections</li> <li>• Search all inspections</li> <li>• Manage facilities (view/print only)</li> </ul>
BC Services Card App	Authorized Inspector	<ul style="list-style-type: none"> <li>• Manage inspections</li> <li>• Search inspections submitted by AI</li> <li>• Manage AI profile (view/print, renew)</li> </ul>
*Personal BCeID	Authorized Inspector	<ul style="list-style-type: none"> <li>• Manage inspections</li> <li>• Search inspections submitted by AI</li> <li>• Manage AI profile (view/print, renew)</li> </ul>

**\*please note that the Personal BCeID will be replaced by BC Services Card App. We strongly recommend using the BC Services Card App as your login method. For more information, please visit <https://www2.gov.bc.ca/gov/content/governments/government-id/bcservicescardapp/setup/download-app>.**

## Best practices

### Designated Inspection Facility licence renewals

Facility licence expires on an annual basis. **It is the responsibility of the facility to be aware of the date of the licence expiry.** Renewal applications must be submitted online, through the Vehicle Safety BC Portal. It is recommended that the renewal application is submitted **45 days prior to facility license expiry date**, to avoid any processing delays.

### Bookmarks

Vehicle Inspection Program website: [https://www.cvse.ca/vehicle\\_inspections.htm](https://www.cvse.ca/vehicle_inspections.htm)

Vehicle Safety BC Portal: <https://vehiclesafetybc.gov.bc.ca/>

Vehicle Inspection Manual: <https://www.bcpublishings.ca/BCPublications/secure/my-publications>



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MVAR Division 25:

[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/26\\_58\\_07#division\\_d2e19649](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/26_58_07#division_d2e19649)

## Link your BC Services Card App with your Business BCeID

If you are a Facility Owner/Operator and an Authorized Inspector who wants the convenience of accessing services using a single login credential, and avoiding the need to log in with both credentials, use this step-by-step [Guide](#) to link your Business BCeID and BC Services Card App.

## Contact information

Ministry of Transportation and Infrastructure  
Commercial Vehicle Safety and Enforcement  
Vehicle Inspection Program  
PO Box 9250 Stn Prov Govt  
Victoria BC, V8W 9J2

Hours of operation: Monday to Friday 8:30am to 4:30pm, excluding statutory holidays.

Phone / Fax: 778-974-5458 / 250-952-0578

Email – [vehicle.inspections@gov.bc.ca](mailto:vehicle.inspections@gov.bc.ca)

Website – [www.cvse.ca](http://www.cvse.ca)

### Area Vehicle Inspector contact list:

[https://www.cvse.ca/vehicle\\_inspections/PDF/area\\_vehicle\\_inspectors.pdf](https://www.cvse.ca/vehicle_inspections/PDF/area_vehicle_inspectors.pdf)

