



Ministry of
Transportation
and Infrastructure



Vehicle Inspection Program

Applying for a Preventative Maintenance Facility licence

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Applying for a Preventative Maintenance Facility licence

The Preventative Maintenance Program (PMP) gives commercial carriers an opportunity to preventively maintain and inspect their own vehicle fleet. Mechanical safety inspection items, components and intervals are subject to approval by CVSE. Participation in the PMP is both a privilege and a benefit to carriers. Allowance for a carrier to establish and maintain a PMP is determined by sufficient evidence of proper vehicle maintenance, a passed audit result from an Area Vehicle Inspector, and a low Commercial Vehicle Safety Alliance (CVSA) score.

This document is intended as a reference document to assist perspective Vehicle Inspection Program clients in obtaining a Preventative Maintenance Program facility 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 Inspection Facility must have an operator. All facility 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 training institution 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 Inspection Facility 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:



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- 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)

Authorized inspector courses are offered to trade qualified mechanics, at participating training institutions located throughout British Columbia. Please contact the training institution 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

Persons or businesses wishing to operate a PMP facility must first obtain a Business British Columbia Electronic Identification (BCeID). A BCeID allows you to access Online Services that require your business organization's unique identity to be verified and where you are acting in a business capacity as an authorized representative of the business (i.e. not as an individual). Business BCeID may be used by representatives of companies, partnerships, sole proprietorships or organizations including municipalities and not-for-profit societies. Visit www.bceid.ca to apply online.

Carriers that meet the PMP prerequisites may apply for a PMP facility licence. The prerequisites include, but are not limited to:

- A fleet size of **15 or more power units**;
- All fleet vehicles currently registered in the Province of BC; and
- A fleet that has been monitored and operated under a BC National Safety Code Certificate for a minimum of 12 consecutive months.
- Building and minimum tool requirements (see *Technical Requirements*)

The following documentation will be required at various steps of the application process:

1) At the time of submitting the application:

Vehicle Maintenance Plan and Documentation

- A vehicle maintenance plan (see below);
- A copy of a trip inspection form (as required pursuant to Motor Vehicle Act Regulation Division 37 – Safety Code);
- A current list of the ICBC vehicle registration numbers of power units operating under the carrier's National Safety Code (NSC) number and trailers that will be



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operating under the PMP, including vehicle registration number, year make and model;

- Power units included in a PMP must operate under the carriers National Safety Code. All PMP included trailers must be identified and disclosed.

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).

Letter of authorization (Privately Owned Companies)

- 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.

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 Crown Publications for a fee. Please visit their website for further information at: <https://www.crownpub.bc.ca>. The manual can be viewed at any B.C. 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.

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; complete records must be kept on file for three years;
- a record of components replaced or repaired for each vehicle; and
- the trip inspection form reporting the repair procedure for applicable vehicles.

It is intended that a carrier will develop their own maintenance plan to suit the type and use of their own vehicles. Since many carriers have different types of vehicles in their fleet and in some cases the use of the vehicles may vary, different maintenance schedules could be required. A vehicle maintenance plan



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may change as a carrier updates their fleet and/or changes the type of transportation business. An updated copy of the revised plan must be submitted to CVSE for approval prior to implementation. All approved vehicle maintenance plans must be followed and properly recorded. Regardless of the specific maintenance plan used by a carrier, the performance level of a PMP is determined by on-highway mechanical safety through CVSA enforcement inspection results.

ALL schedules and maintenance checklists must be approved by CVSE.

Trip Inspection

Improper or incomplete pre-trip reports are an offence under MVAR. Regulatory violations may result in driver, facility operator/owner charges. Please refer to Motor Vehicle Act Regulation Division 37 – Safety Code - for further information.

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)

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, 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



Technical Requirements

Building requirements

Every Inspection Facility 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 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 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	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
Applicable CSA D250 standards for year of manufacture	School buses

Step 2: Preventative Maintenance Program Facility Application

To apply to become a new Preventative Maintenance Program facility, you must submit an application online, through the VSBC Portal (<https://vehiclesafetybc.gov.bc.ca/>). This [step-by-step application guide](#) will help you navigate the process. An online payment of \$150 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 when 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

Preventative Maintenance Program Certificate of Approval 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).

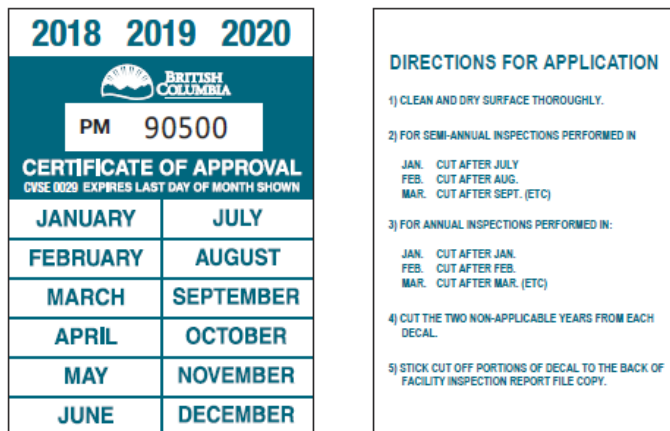
Note for business entities that own/operate more than one facility location:

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



PMP Certificate of Approval Decal

The decal that all PMP vehicles must display is similar to the semi-annual certificate of approval decal issued to non PM vehicles, except that the serial number on each decal will begin with a "P". Under the PM model decals may expire 12 months after the month of inspection.



Further decal information and requirements include:

- 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.
- Preventative Maintenance Decals are \$3.00 + GST each

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.



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Credential	Roles to assign	Actions allowed in the Portal
*Personal BCeID	Authorized Inspector	<ul style="list-style-type: none"> • Manage inspections • Search inspections submitted by AI • Manage AI profile (view/print, renew)
Business BCeID	Facility owner/operator	<ul style="list-style-type: none"> • Manage inspections • Search all inspections submitted by the facility • Add/remove team members • Manage facilities (print, renew, apply for a new facility)
	Facility manager	<ul style="list-style-type: none"> • Manage inspections • Search all inspections submitted by the facility • Add/remove team members • Manage facilities (print, renew)
	Facility support	<ul style="list-style-type: none"> • Manage inspections • Search all inspections • Manage facilities (view/print only)
BC Services Card App	Authorized Inspector	<ul style="list-style-type: none"> • Manage inspections • Search inspections submitted by AI • Manage AI profile (view/print, renew)

*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

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.** Licence expiry date is identified on the licence. Renewal applications must be



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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

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

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

MVAR Division 25:

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

Website – www.cvse.ca

AVI contact list: https://www.cvse.ca/vehicle_inspections/PDF/area_vehicle_inspectors.pdf

