



VIP

Vehicle Inspection Program

NEWS

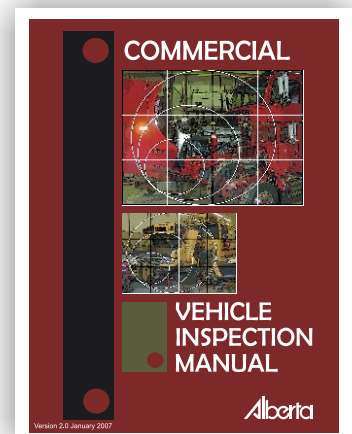


May 2008

Manuals, Manuals, Manuals

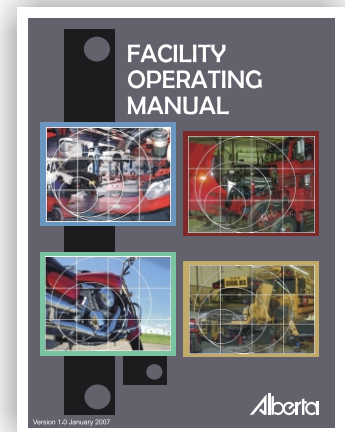
The Vehicle Safety Section of Alberta Transportation is pleased to announce the release of the new Commercial Vehicle Inspection Manual. This new manual contains Part B of the National Safety Code Standard 11 (Periodic Motor Vehicle Inspection Standards for Commercial Vehicles), which the Province of Alberta has adopted.

The new Commercial Vehicle Inspection Manual includes important information for Alberta inspection technicians on the vehicle inspection procedures for commercial vehicles. The Administration section provides guidance to completing the necessary inspections and supporting documentation. Samples of documents such as, Records of Inspection (ROI's), the Code of Practice, and sample Commercial Vehicle Inspection (CVI) certificates, can be found under the Attachments section. Also, the Regulation section contains a copy of the Vehicle Inspection Regulation A/R 211/2006.



Don't Forget:

- Please complete the registration card (located at the front of the manual) and return it with the attached Code of Practice/Certificate of Compliance to the address on the registration card.
- All commercial vehicle inspection technicians will be required to purchase and register the Commercial Vehicle Inspection Manual by July 31, 2008.
- The Commercial Vehicle Inspection Manual has addressed questions which have been submitted to the Vehicle Safety Section since the printing of the last Inspection and Standards Guideline Manual. These questions have been brought forward to the Canadian Council of Motor Vehicle Administrators (CCMTA). All technicians are encouraged to review the new vehicle inspection manual while comparing the changes.
- Many facilities have already purchased their Facility Operating Manual, released in October 2007. If your facility has not purchased this manual, please make arrangements to do so.



Where can I purchase manuals?

All the manuals required for the Vehicle Inspection Program, including the new Commercial Vehicle Inspection Manual, are available from Riley's Reproduction & Printing. The cost of the Commercial Vehicle Inspection Manual is \$32.80 + GST + shipping:

• Riley's Reproduction & Printing

10180 - 108 Street

Edmonton, AB T5J 1L3

Telephone: 780-413-6816 Toll Free: 1-800-563-1542

Fax: 780-424-3419

www.rileys.com

• Riley's Reproduction & Printing

Calgary Main Branch 621 8 Ave SW

Calgary, AB T2P 0W9

Telephone: 403-297-1111 Toll Free: 1-800-563-2512

Fax: 403-297-1269

www.rileys.com

Alberta

Don't forget the Record of Inspection

A Record of Inspection (ROI) must be issued for every vehicle inspected in the Vehicle Inspection Program. The original of the ROI is to be given to the person presenting the vehicle for inspection and a copy is to be retained by the facility with each vehicle inspection. It is recommended to attach the facility copy of the ROI to the facility copy in the inspection certificate pad.

Facilities have the option of producing their own ROI's. When producing your own ROI, be sure to use the sample copy from the Facility Operating Manual (Attachment 10) as a guideline. If you choose to purchase ROI's, they are available for purchase from the following suppliers:

- **Riley's Reproductions & Printing Ltd**
Toll Free: 1-800-563-1542
- **Transtrue Vehicle Safety**
Toll Free: 1-866-756-3400

The record retention period for certificates and ROI's is the current year, plus the next four years. For more information on ROI's, please consult your Facility Operating Manual or Commercial Vehicle Inspection Manual.

My certificate was rejected. Now what?

Over 30,000 inspection certificates are submitted to Alberta Transportation each month. Mistakes will happen; however, each inspection certificate is a legal document and needs to be correct and legible. Certificates with corrections (even if in carbon or initialed) or ink cannot be processed by Alberta Transportation.

If you have made an error when filling out a certificate, you must void the entire certificate and start a new one. If an inspection certificate you have completed has been rejected, you will receive a letter from Alberta Transportation informing you of the error and the steps required for a replacement certificate.

A replacement certificate should be issued in only two instances: **to replace a certificate that has been rejected by Alberta Transportation** and **to replace a lost or missing decal** (only in the case of commercial vehicles).

When issuing replacement certificates, please use the following steps:

1. Transfer the same inspection information, from the original certificate to the replacement certificate, including the original inspection date.
2. The facility issuing the replacement certificate must put their legal name and facility number in the "Name of Inspection Facility" and "Inspection Facility Number" boxes on the replacement certificate.
3. The technician issuing the replacement certificate must put his or her full name and inspection technician number in the "Name of Inspection Technician" and "Inspection Technician Number" boxes on the replacement certificate and his or her signature in the "Technician Signature" box.
4. In the comments section, please write "Replacement Certificate Only" and the original certificate number.
5. Attach the original (white copy) CV inspection certificate to the replacement green copy and mail in the normal manner.

Note: The last procedure is only completed if a replacement is done. If the vehicle is re-inspected, it is a new inspection; therefore, previous inspections should not be referenced and white copies of previous inspections should not be attached.

More information on replacing Commercial Vehicle Inspection Certificates can be found in Attachment 3 of the both Facility Operating Manual and Commercial Vehicle Inspection Manual.



Can I complete a Commercial Inspection? Or do I need an Out of Province?

A CVI Certificate can be used in lieu of an Out of Province Inspection Certificate if the vehicle is being registered as a commercial vehicle. A normal commercial vehicle inspection is to be performed and the completed certificate given to the vehicle owner. If the vehicle is not registered at the time of the inspection, the technician should enter “**NOT REGISTERED**” in the licence plate field. The owner must take the barcoded copy of the Commercial Vehicle Inspection Certificate to the Registry Agent **WITHIN 14 DAYS of the DATE RECORDED** on the certificate. Upon registration, the registry agent will photocopy the Commercial Vehicle Inspection Certificate and return the Original Commercial Vehicle Inspection Certificate to the vehicle owner.

****** Please note a Commercial Vehicle Inspection cannot be performed on a motorhome.

New Vehicle Types

Alberta Transportation has added two more vehicle types: light motorhome and heavy motorhome. A light motorhome is defined as a motor vehicle with two axles and hydraulic brakes. A heavy motorhome is defined as a motor vehicle with two or more axles and airbrakes.

Please consult your Facility Operating Manual (pg. 18) or Commercial Vehicle Inspection Manual (pg. 17 of Administration) for definitions on all other vehicle types.

Keeping tabs on Certificate Inventory

Alberta Transportation keeps track of each facility's certificate inventory and regularly examines the number of outstanding certificates. Facilities that have high numbers of outstanding certificates, may receive a call from one of our administrative staff.

Outstanding certificates include:

- current inspection certificates which are not issued;
- inspection certificates that were voided and not sent in for processing;
- inspection certificates which have been sent in and are not yet processed;
- inspection certificates which have been sent in the mail or courier and have become lost and not been processed*.

The *Vehicle Inspection Regulation* requires all certificates to be submitted to Alberta Transportation within seven days of the date of inspection. Not sending in these outstanding certificates may preclude the facility from the ability to purchase additional certificates. Please contact Alberta Transportation, should your facility have problems purchasing additional certificates.

*In the case of missing inspection certificates, Alberta Transportation must be notified in writing immediately. If the certificates are considered stolen, a police report must accompany your notice.

My Facility is Carrier What?

The Vehicle Safety Section of Alberta Transportation has three types of carriers: **Carrier Limited**, **Carrier Open** and **Non-Carrier**. Each inspection facility will fall into one of these categories. The type of carrier assigned to each facility is determined when applying or renewing the facility licence.

- **Carrier Limited:** Inspecting commercial vehicles, registered only in the legal name of the facility. Inspections completed on vehicles not registered under the legal name of the facility will be revoked.
- **Carrier Open:** Inspecting commercial vehicles registered in the legal name of the facility, as well as vehicles registered to other carriers.
- **Non-Carrier:** Only inspecting vehicles registered to other carriers.



Moving? Changing Ownership?

- **Legal Name/Entity Changes**

If your facility undergoes a legal name/entity change, you will need to contact Alberta Transportation as soon as possible. You may be required to have an audit and the current facility may be closed. If that is the case, you will need to stop inspecting under the old facility number and return any unused certificates. To smoothly transfer from one facility number to another, please call when you know a legal name change will be occurring.

- **Location Changes**

Once you know your facility will be moving, please call Alberta Transportation and provide us the details of your move. You may be required to have an audit and the current facility may be closed. This will help ensure the smooth transfer of the facility licence from original facility location to the new facility location.

When do I need an audit?

Inspection facilities will require an audit upon joining the Vehicle Inspection Program and with each subsequent renewal. As previously mentioned, some facilities may also require audits if they change locations or ownership.

Facility renewal letters are sent out 120 days prior to licence expiration. If a facility does not call to book their audit within two weeks of receiving their renewal notice, they run the risk of not being audited in time for their renewal. Should the audit not be completed prior to their expiry date, or the facility is missing any documents to complete their audit and application form, the facility licence will close on their expiry date. The facility must stop doing inspections until all deficiencies are resolved and Alberta Transportation has completed the renewal application processing.

Get to know us

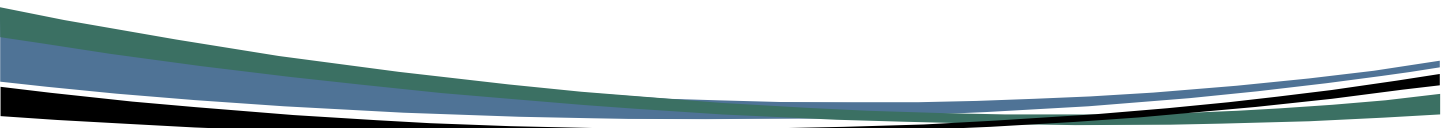
All questions related to the Vehicle Inspection Program, interpretation of legislation, technical inspection program information, guidance on inspection procedures should be directed to the Vehicle Safety Section of Alberta Transportation. The auditing contractor, Transtrue Vehicle Safety, is only able to answer questions related to facility audits and the sale of inspection certificate books.

Do you know the Vehicle Safety Investigator (VSI) in your area? If you have a concern about vehicle safety or inspections conducted by a licenced facility or technician, feel free to give the VSI in your area a call.

Vehicle Safety Investigator (VSI):

- | | |
|---|-------------------------------|
| • Ken Robinson (Western Alberta) | 780-644-5418 (Acting Manager) |
| • Terry Cooper (Eastern Alberta) | 780-427-6607 |
| • Robert Carswell (Red Deer) | 403-340-7725 |
| • Martin Hoffman (Edmonton) | 780-427-6889 |
| • Eric Baldwin (Athabasca) | 780-675-8163 |
| • Rod Symon (Calgary) | 403-297-8795 |

You may also refer to the map on the next page.



Still confused about who to contact from the Vehicle Safety Section?

Here is a list of vehicle safety staff and the types of questions they can assist you with all of whom can be contacted by calling 780-427-8901 or toll free at 310-0000 (within Alberta):

VIP Licencing Analyst

- facility and technician licence applications, renewals and updates
- information changes (i.e. change of address, update or add an email address, new phone number)
- location or ownership changes

MVIP Specialist

- out of province and salvage inspection questions
- tooling/audit requirements for motor vehicle inspection facilities

CVIP Specialist

- commercial inspection questions
- tooling/audit requirements for commercial vehicle inspection facilities

MVIP Records Analyst

- rejected or revoked inspection certificates for the motor vehicle program (PR and SV)
- replacement procedures for motor vehicle inspection certificates (PR and SV)

CVIP Records Analyst

- rejected or revoked inspection certificates for the commercial vehicle program (CV)
- replacement procedures for commercial vehicle inspection certificates (CV)

Business Support Analyst

- web site issues



From the Desk of Bob, Motor Vehicle Inspection Program Specialist

Gotcha!

An inspection technician at a Canadian Tire facility contacted me to share his suspicions regarding a 2004 Tacoma imported from the United States.

The technician was suspicious of fresh paint and new steering components and a quick check of the vehicle's history verified that the Tacoma was in fact, a salvage vehicle not declared properly at the time of importation.

Required vs. Recommended

I have had several complaints recently from vehicle owners upset at the cost of repairs to have their vehicle meet Alberta's inspection standards.

Please be sure to explain to your customers the difference between required and recommended repairs.

Scanners!?!?

As you all know every vehicle having an out of province (OOP) inspection or salvage inspection done must be scanned but I have been hearing that techs are not scanning and relying on in-dash warning lamps. Verifying the integrity of the ABS and SRS by observing in-dash warning lamps is **not acceptable** and failure to scan every vehicle will result in disciplinary action.

Speaking of Scanners

With Snap-On's release of the 8.2 software update April 1, 2007, European coverage is now available for the Snap-On Ethos and therefore the Ethos is now considered a tool meeting program requirements.

Additionally, if you have a Solus Pro with software version 7.3, you must update to version 8.2 as 7.3's Asian coverage is to 2005 only.

Records of Inspection

When completing a Record of Inspection be specific! "Loose" is not an acceptable description, you must be specific and record what was measured. When brakes are required, be sure to record how much brake material is remaining (using percentage of material is not acceptable).

Useful Links

It is the responsibility of every journeyman to maintain knowledge of current and emerging technology. There are many factors affecting the reality of keeping up-to-date...so to make it easier I am providing the following links to technical information and on-line training:

- International Automotive Technician Network (IATN) - <http://members.iatn.net/login/login.aspx?once=1>
- GM Tech Link - <http://216.182.211.32/techlink/images/issues/archive.html>
- Filtration - <http://www.wixconnect.com/login.asp?url=%2Findex%2Easp>
- Steering and Suspension - <http://www.federal-mogul.com/en/brandselector/moogproblemsolver>
- GM Collision Repair Info - <http://www.goodwrench.com/gmgoodwrenchjsp/gmspo/index.jsp>
- I-Car Collision Repair Info - <http://www.i-car.ca/>

The links provided are just a sample of what is available on the web.