December 2009

Technicians and Facility Managers:

Thank you for participating in Alberta’s Vehicle Inspection Program.

As our partners in road safety, licensed technicians and facilities have the responsibility to perform their duties in accordance with our inspection criteria and this work contributes to keeping our roads safe for all users. The purpose of the new *Automotive & Light Truck Inspection Manual* is to provide a description of the vehicle inspection procedures in order to ensure quality inspections are performed and to minimize or eliminate any confusion related to the Program.

This manual is based on the *Vehicle Inspection Regulation* (AR 211/2006), which came into effect January 1, 2007. A copy of the regulation has been included in the manual to provide you with a better understanding of the requirements. Note that the Regulation may be amended from time to time and the original regulation should be consulted for all purposes of interpreting and applying the law.

You will notice that this manual is more detailed and provides additional information for the technician to complete the inspections. A list of revisions that have been made in the new December 2009 manual has been added for your attention.

Please remember that all technicians are required to obtain a copy of this manual and send a completed Manual Registration form (attached) to the Vehicle Safety Section. This new and improved *Automotive & Light Truck Inspection Manual* is available free of charge, from the department web site at [http://www.transportation.alberta.ca/vipmanuals](http://www.transportation.alberta.ca/vipmanuals). Alternatively, you will be able to purchase the new manual from Riley’s Reproduction and Printing, you can contact them by phone at 1-800-563-1542 or visit their website at [http://www.rileys.com/cvip.php](http://www.rileys.com/cvip.php).

Finally, I would like to thank the; technicians, facility managers, training institution experts and our Vehicle Safety Section staff that participated in the creation of this new inspection manual.
Automotive & Light Truck Inspection Manual
Registration Form

By registering the December 2009 Automotive and Light Truck Inspection Manual, I understand and acknowledge the following:

- It is my responsibility to maintain a copy of the Automotive and Light Truck Inspection Manual and any amendments.
- I may be asked to produce a copy of the Automotive and Light Truck Inspection Manual and any amendments at the request of the Registrar or a Vehicle Safety Investigator.

_________________________________________  (Print Technician Name)  ___________________________________________  (Technician signature)

_________________________________________  (Number)

I confirm that I have read, understand and will comply with the current Automotive and Light Truck Inspection Manual and the guidelines noted above this date of __________________.  (mm/dd/yyyy)

Email address*: ________________________________

*All Vehicle Inspection Program newsletters and bulletins will be sent to this email address. If your email address changes, please contact Vehicle Safety.

You are required to register this manual with the Vehicle Safety Section of Alberta Transportation.

Please return this registration form to Vehicle Safety:
Email: Vehicle.Safety@gov.ab.ca
Fax: 780-988-7628
### Automotive & Light Truck Inspection Manual 2009 Revisions

<table>
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<tr>
<td>Spiral Binding</td>
<td>3 Ring Binder</td>
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<td>Bar coded, self addressed detachable card</td>
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<tr>
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</tr>
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No structured sequence for items to be inspected.

**Section 1 Power Train** - Powertrain section has been removed as items within it are now addressed in Sections 1 Pre-Inspection, 2 Onboard Diagnostic Systems, 7 Under Hood, and 11 Under Vehicle.

**Section 2 Suspension** - Suspension is now addressed in Section 8 Steering and Suspension.

**Section 3 Brakes** - Brakes are now addressed in Section 10 Brakes.

**Section 4 Steering** - Steering is now addressed in Section 8 Steering and Suspension.

**Section 4 Glass** - New section with all glass related items placed within it (existing manual has glass included in Section 8 Body). Simplified windshield reject criteria (review of all other Canadian jurisdictions was done). Added note regarding safety glass.

**Section 1 Pre-Inspection** - New section developed to address Facilities inspecting without a request, VIN discrepancies, and vehicles created at Registries not being accurately described. Although "Road Test" does not appear in the current manual it has always been a requirement to verify the speedometer operation. Additional items identified and included in 3.1 are: Brake system performance, drivability problems, seized or failing components, vehicle handling concerns.

**Section 2 Onboard Diagnostic Systems** - New section developed to address a large number of vehicles being passed without being scanned for diagnostic trouble codes. Requirement to scan for ABS and SRS diagnostic trouble codes exists in the current manual on page 3-7, item 11e (ABS) and page 8-7, item 10f (SRS). Additional systems or components to be verified include: Powertrain Control Modules (PCM) must now be scanned as they have become an integral component of stability control systems and other OEM installed safety systems.
<table>
<thead>
<tr>
<th>Section 5 Instruments &amp; Auxiliary Equipment</th>
<th>Section 5 Lamps</th>
<th><strong>Light Vehicle Inspection Manual, July 2003</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Section has been removed as items within it are now addressed in Sections 1 Pre-Inspection, 2 Onboard Diagnostic Systems, and 3 Interior. ***** NOTE: If a Technician were to follow the order of the items to be inspected in the current manual, Section 5 would have a technician that has been inspecting under hood, under vehicle, and asbestos covered brakes inspecting interior items included in Section 5*****</td>
<td>Section 5 Lamps - Remove requirement for lamps to display SAE or DOT markings (lamps must still be SAE or DOT approved), Clarified DRL inspection requirements, added obscured by tint to High Mount Stop Lamp, Clarified headlamp alignment requirement, Added licence plate lamp, Added emergency lighting.</td>
<td>Light Vehicle Inspection Manual, August 2009</td>
</tr>
<tr>
<td><strong>Section 5 Lamps</strong></td>
<td><strong>Section 6 Exterior, General</strong></td>
<td></td>
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<tr>
<td>Remove requirement for lamps to display SAE or DOT markings (lamps must still be SAE or DOT approved), Clarified DRL inspection requirements, added obscured by tint to High Mount Stop Lamp, Clarified headlamp alignment requirement, Added licence plate lamp, Added emergency lighting.</td>
<td>New section includes items previously covered in Section 8 Body. Added aftermarket equipment.</td>
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<tr>
<td><strong>Section 6 Lamps</strong></td>
<td><strong>Section 7 Electrical System</strong></td>
<td></td>
</tr>
<tr>
<td>Moved to Section 5 Lamps</td>
<td>Section has been removed as items within it are now addressed in Section 3 Interior</td>
<td></td>
</tr>
<tr>
<td><strong>Section 7 Electrical System</strong></td>
<td><strong>Section 7 Under Hood</strong></td>
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</tr>
<tr>
<td>Section has been removed as items within it are now addressed in Section 3 Interior</td>
<td>New section gathers under hood related items from the existing manual into one section. Added hazardous oil leaks.</td>
<td></td>
</tr>
<tr>
<td><strong>Section 8 Body</strong></td>
<td><strong>Section 8 Steering and Suspension</strong></td>
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<tr>
<td>Section has been removed as items within it are now addressed in Sections 3 Interior, 4 Glass, 6 Exterior, General, 7 Under Hood, 11 Under Vehicle, 12 Structural Integrity.</td>
<td>New section combining old Section 2 and 4. Due to various configurations and technology vehicles are manufactured with, specifications and inspection procedures are not provided as in the current manual. Inspection procedures and specifications published by the manufacturer or other information providers must be used. Added direction to contact The Department when evidence of collision exists. Note added regarding seepage.</td>
<td></td>
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<tr>
<td><strong>Section 9 Tires and Wheels</strong></td>
<td><strong>Section 9 Tires and Wheels</strong></td>
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<tr>
<td>Content change.</td>
<td>Content change. Tire tread measurement clarified, Tire inspection clarified, Added tire serial number, date of manufacture and OEM wheel spacers to inspection criteria. Added note regarding winter tire's</td>
<td></td>
</tr>
<tr>
<td>no Section 10</td>
<td><strong>Section 10 Brakes</strong></td>
<td></td>
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<tr>
<td></td>
<td>Old Section 3, Now concentrates on brake system items at the &quot;wheels&quot; and other brake related items are addressed throughout the manual in order to maintain a logical inspection sequence. Added emergency brake drums incorporated into disk brake rotors. Added requirement to record measurements.</td>
<td></td>
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<tr>
<td>no Section 11</td>
<td><strong>Section 11 Under Vehicle</strong></td>
<td></td>
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<tr>
<td></td>
<td>New section includes items previously covered in Sections 1 Powertrain, 2 Suspension, 3 Brakes, 4 Steering, 8 Body. Added hazardous oil leak.</td>
<td></td>
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<tr>
<td>no Section 12</td>
<td><strong>Section 12 Structural Integrity (Salvage Vehicle Inspection only)</strong></td>
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<tr>
<td></td>
<td>New section added to provide salvage vehicle Inspection Technicians clear direction. Current manual does not separate OOP and SV requirements. As well, the current manual contains information and illustrations that are of no use. Inspection procedures and specifications will no longer be provided due to varied manufacturer specific inspection procedures and specifications.</td>
<td></td>
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Automotive & Light Truck Vehicle Inspection Manual

Administration

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1. **ADMINISTRATION**

1.1 **Terminology**

1.1.1 A number of key terms are used in this Manual. Following are the definitions of these key terms:

- “Department” means the Government of Alberta Department of Transportation.
- “Licensee” means the holder of a vehicle inspection facility licence. A reference to a Licensee includes any person who acts on behalf of the Licensee or is associated with the Licensee, such as a manager, operator, officer, partner, director and employee of the Licensee.
- “Contractor” means a service provider contracted by The Department to provide Inspection Facility auditing and certificate distribution services.
- “May” is used to denote an action that is permissive in nature and where a Licensee or a Technician, as the case may be, has the discretion to act or not to act.
- “Must” or “shall” is used to denote an action that is mandatory in nature and that a Licensee or a Technician, as the case may be, must comply with. The Registrar may apply sanctions against the Licensee or the Technician for failure to comply with such a mandatory requirement.
- “Should” is used to denote an action that is recommended to be carried out by a Licensee or a Technician, as the case may be, to fulfill the objectives of the regulation and this manual. If a problem occurs with the vehicle inspection activities under this Regulation and the Licensee or Technician did not follow the recommended action that could have prevented such a problem, the Licensee or the Technician may be required to provide an explanation to the Registrar.
Abbreviations and Terms

1.1.2 A number of abbreviations and terms are used in this manual. They have the following meanings:

- AMVIC: Alberta Motor Vehicle Industry Council
- Certificate: Vehicle Inspection Certificate
- CVI: Commercial Vehicle Inspection
- Decal: Vehicle Inspection Decal (for Commercial Vehicle)
- Facility: Vehicle Inspection Facility
- MVI: Motor Vehicle Inspection
- OEM: Original Equipment Manufacturer
- Regulation: Vehicle Inspection Regulation
- ROI: Record of Inspection
- Technician: Vehicle Inspection Technician
- VIN: Vehicle Identification Number
- VIP: Vehicle Inspection Program (consisting of CVI and MVI)
- VSI: Vehicle Safety Investigator.
1.2 Purpose of the VIP and the Manual

1.2.1 This Vehicle Inspection Manual of the Vehicle Inspection Program is issued by the Registrar pursuant to section 22 of the Vehicle Inspection Regulation (Alberta Regulation 211/2006). It is intended to provide a one-source document to vehicle inspection technicians on the administrative requirements and inspection methods and standards of the Vehicle Inspection Program (VIP).

1.2.2 The Vehicle Inspection Regulation (Regulation) includes a number of provisions that address the legal authority of the Vehicle Inspection Manual:

- Technician must acquire and register an applicable Vehicle Inspection Manual; and must inspect vehicles in accordance with the Vehicle Inspection Manual [Alberta Regulation 211/2006 Sections 47(1)(d) and (e)]
- Registrar may commence an investigation of a Technician if the Registrar has reason to believe the Technician did not inspect vehicles, complete Certificates and affix a vehicle inspection decal in accordance with the Vehicle Inspection Manual, and may suspend or cancel the licence of a Technician if the Technician is found to have contravened the Vehicle Inspection Manual. [Alberta Regulation 211/2006 Sections 56(3)(d)(v), 57(2)(d) and 57(3)(a)]
- Technician must comply with the Vehicle Inspection Manual when completing a Certificate and an ROI. [Alberta Regulation 211/2006 Sections 1(1)(p), 27(3), (4) and (5)]
- Registrar may revoke a Certificate that was issued contrary to the Vehicle Inspection Manual. [Alberta Regulation 211/2006 Sections 35(1)(a)]

Facility Manual 1.2.3 The guidelines in the Facility Operating Manual must be followed. The Licensee of a Facility is ultimately responsible for any Certificates and ROIs completed by a Technician. In order to comply with the Facility Operating Manual, a Licensee may direct a Technician to carry out vehicle inspection in a certain manner. Failure to follow the guidelines of the Facility Operating Manual may result in disciplinary action.
1.2.4 The Department is responsible for the administration of the VIP. The VIP is one of the programs administered by The Department with the objective of enhancing the safety of vehicles, carriers and drivers on Alberta highways. The VIP has two components: Motor Vehicle Inspection (MVI) and Commercial Vehicle Inspection (CVI).

1.2.5 MVI deals with the inspection of out-of-province motor vehicles, salvage motor vehicles and unsafe motor vehicles. These vehicles must pass an inspection under the MVI before they are authorized to operate on the highway. In summary, MVI includes a number of key features aimed at enhancing road safety:

- A motor vehicle last registered in a jurisdiction other than Alberta must meet the applicable inspection standards before it can be registered in Alberta.
- A salvage vehicle must meet the applicable inspection standards before it can be registered or re-registered in Alberta.
- An unsafe motor vehicle must meet the inspection standard specified by a Peace Officer.

1.2.6 The CVI requires the periodic inspection of commercial vehicles in accordance with the National Safety Code Standard 11, Part B. The periodic inspection is intended to ensure the effectiveness of each carrier’s vehicle maintenance program, and to reduce collisions due to mechanical defects on commercial vehicles. In Alberta, trucks, truck-tractors, semi-trailers, trailers and converter dollies are required to be inspected at least annually. Buses are required to be inspected at least semi-annually.
1.3 Department Contact Information

1.3.1 Specific Program information and support may be obtained from:

CVI Specialist
Ph. 780-644-8949 Fax 780-988-7628

MVI Specialist
Ph. 780-427-6798 Fax 780-988-7628

Facility & Technician Licensing Analyst
Ph. 780-422-0983 Fax 780-422-2721

CVI Certificate Analyst
Ph. 780-422-9135 Fax 780-422-2721

MVI Certificate Analyst
Ph. 780-427-6782 Fax 780-422-2721

Vehicle Safety Investigations
Ph. 780-427-7873 Fax 780-988-7629

Switchboard 780-427-8901

Alberta Government offices can be reached toll free by dialing 310-0000 or #310 (Telus), *310 (Bell and Rogers) for cell phones.

Email: Vehicle.Safety@gov.ab.ca

Web: www.transportation.alberta.ca/
2. ADMINISTRATIVE RESPONSIBILITIES FOR INSPECTION TECHNICIANS

2.1 Code of Practice

2.1.1 A licensed Technician must conduct vehicle inspections according to the requirements of the Traffic Safety Act and the Vehicle Inspection Regulation. The Code of Practice for Vehicle Inspection Technicians outlines the overall obligations for Technicians under the Act and the regulation, and is supplemented by the Vehicle Inspection Manual.

The Code of Practice for Vehicle Inspection Technicians is included as Attachment 2 in this manual.

2.2 Information Privacy and Confidentiality

2.2.1 The information in the Certificate and ROI is collected under the authority of the Vehicle Inspection Regulation for the purpose of The Department’s VIP. The Technician must not use such information for any purposes except for the inspection of the related vehicle, or disclose such information to persons other than the Licensee, the Licensee’s personnel, the Registrar or the Registrar’s representatives. Contravention of this requirement may lead to sanctions up to and including the cancellation of the licence.

NOTE: In addition to 2.2.1, the Licensee is also subject to the Personal Information Protection Act. As such, the Licensee may provide further directions to the Technicians regarding information privacy and security. If there are questions about the use, security, disclosure and disposal of information contained in a Certificate and a ROI, contact The Department as soon as possible.

2.2.2 If a customer requests a copy of the Certificate or ROI for insurance purposes, or to provide to a prospective purchaser, etc, refer the person to the Licensee. There are directions in the Facility Operating Manual on how a Licensee should deal with such information request.
2.3 General Administrative Responsibilities

Technician – General Administrative Responsibilities

2.3.1 The following is a list of general administrative responsibilities for an Inspection Technician:

- The Technician must conduct inspections as outlined in this manual.
- Produce the wallet-size Inspection Technician licence at the request of the person who requested the vehicle inspection, the VSI and the Contractor.
- Keep and maintain the required hand tools at the Facility.
- Obtain and register the relevant Vehicle Inspection Manual with The Department.
- Notify The Department immediately if the trade certificate is suspended, cancelled or reinstated.

Charge/conviction of Criminal Code and Excise Act

2.3.2 A Technician must notify the Registrar immediately if the Technician has been charged or been convicted of an offence under the Criminal Code (Canada) or the Excise Act (Canada), or of an offence in an Act or regulation of another country that is similar to the Criminal Code (Canada) or the Excise Act (Canada).

Technician Continuing Competency

2.3.3 A Technician must maintain their technical skills, and update their knowledge when vehicle manufacturers introduce new technology such as antilock brake systems (ABS), supplemental restraint systems (SRS), electronic stability control (ESC), etc. This may be done through attending formal training and or obtaining information from sources such as internet, trade magazines, manuals and specifications.

Cease Inspection When Directed by The Department

2.3.4 When notified by The Department of a licence suspension or licence cancellation, or when notified by a VSI Directive to stop conducting vehicle inspections, the Technician and/or Facility must immediately stop inspecting vehicles. Any Certificates issued subsequent to such a notification will be revoked, and the Technician and / or Facility may be subject to further sanctions.
### Return Documents When Directed by The Department

2.3.5 When directed to do so, the Technician must return one or more of the following to The Department, in the event of a licence suspension, licence cancellation, licence expiry, or withdrawal from the program:

- Technician Licence
- Any other documents specified by The Department.

In addition, return any unissued Certificates and Decals to the Licensee, or to another person as directed by The Department.

### Change of Information

2.3.6 If there is a change in contact information or employer information, the Technician must notify The Department of the change immediately by email, or fax (see 1.3.1 for contact information).

### Replacement Licence

2.3.7 If a Technician Licence is lost, destroyed, or becomes unreadable, the Technician must contact the Licensing Analyst to arrange for a replacement licence.
<table>
<thead>
<tr>
<th>2.4 Vehicle Inspection Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Certificates</strong></td>
</tr>
<tr>
<td>2.4.1 The Certificates are purchased by the Licensee from the Contractor.</td>
</tr>
<tr>
<td><strong>Inspection Certificates are Numbered</strong></td>
</tr>
<tr>
<td>2.4.2 Certificates are individually numbered and assigned to the Facility that purchased them.</td>
</tr>
<tr>
<td><strong>Technician must use assigned Certificates</strong></td>
</tr>
<tr>
<td>2.4.3 A Licensee can only provide a Technician with an unissued Certificate that was sold to that Licensee for the use in a vehicle inspection. If a Technician has reasons to believe that the Certificate was not originally sold to the Licensee, report the concern immediately to the applicable Certificate Analyst.</td>
</tr>
<tr>
<td><strong>Voiding of Inspection Certificates</strong></td>
</tr>
<tr>
<td>2.4.4 To “void” a Certificate, write the word “VOID” and draw a diagonal line on the original and all copies of the Certificate. Give all copies to the Licensee to handle according to the Facility Operating Manual.</td>
</tr>
<tr>
<td><strong>Lost/stolen Inspection Certificates</strong></td>
</tr>
<tr>
<td>2.4.5 If a Technician determines an unissued Certificate or Decal is stolen, lost, destroyed, etc., the Technician must immediately report the facts, circumstances, and the certificate number to the Licensee to handle according to the Facility Operating Manual.</td>
</tr>
<tr>
<td><strong>Lost/stolen Inspection Certificate Recovered</strong></td>
</tr>
<tr>
<td>2.4.6 If an unissued Certificate or Decal which has been reported as stolen, lost, destroyed, etc. is subsequently recovered by the Technician, the Technician must report the recovery, circumstances, and certificate number to the Licensee to handle according to the Facility Operating Manual.</td>
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</tbody>
</table>
3. ISSUANCE OF INSPECTION CERTIFICATES, DECALS, AND ROI’S

3.1 Getting Started

3.1.1 The Technician must ensure the following requirements are met:

- Facility must have a subsisting Facility licence specifying the type(s) of vehicle(s) being inspected.
- Technician must have a subsisting Technician licence for the type of vehicle being inspected.
- Technician and Facility must possess and maintain the proper tools to perform the inspection.
- Technician must possess and use the applicable Vehicle Inspection Manual at the worksite to conduct the inspection.
- Certificate to be used must be purchased by the Licensee of the Facility. The Certificate used must not be loaned, given, or sold to the Facility by another Licensee.

3.1.2 The mechanical portion of a salvage motor vehicle inspection must be conducted by an Automotive Service Technician or Heavy Equipment Technician who has a subsisting Vehicle Inspection Technician licence issued by The Department and the structural integrity portion of a salvage motor vehicle inspection must be conducted by an Auto Body Technician who has a subsisting Vehicle Inspection Technician licence issued by The Department.

3.1.3 In the case of an inspection of a salvage motorcycle, the motorcycle technician can inspect both the mechanical and structural integrity.
Vehicle Types

3.1.4 The VIP Vehicle Inspection Certificates identify a number of vehicle types. They have the following definitions:

- **Automobile**: A motor vehicle that is mounted on 2 axles and includes those motor vehicles known as cars.

- **Heavy Motorhome**: A self propelled motor vehicle designed or used for travel with temporary living accommodation for vacations or camping purposes equipped with 2 or more axles and/or equipped with air brakes.

- **Light Motorhome**: A self propelled motor vehicle designed or used for travel with temporary living accommodation for vacations or camping purposes that has no more than 2 axles and is equipped with hydraulic brakes.

- **Light Truck**: A truck or cargo van style motor vehicle that has no more than 2 axles and is equipped with hydraulic brakes.

- **Motorcycle**: A motor vehicle that is mounted on 2 or 3 wheels whose driver sits astride and controls with handlebars.

- **Truck/Truck-tractor**: A truck style motor vehicle with 2 or more axles and/or is equipped with air brakes, designed primarily for the transportation of cargo and/or for drawing a trailer transporting cargo.
3.2 Vehicle Inspection

3.2.1 The Technician must conduct the vehicle inspection within an Inspection Facility licenced by The Department, and according to the applicable Vehicle Inspection Manual.

- **Confirm** - items that do not require a specific measurement. Inspect and confirm if they comply with the inspection standards.
- **Ensure** - items are within the tolerance limit of inspection standards. Measure and record the item if it shows signs of wear or maintenance concern. If no measurement is recorded, it is assumed that the items are in “as new condition”.
- **Measure** - some critical items must be measured and recorded regardless of the condition.

3.2.2 The Technician must verify the accuracy of the VIN and the following requirements:

- VIN plate number is consistent with the VIN displayed on the door decal. If the VIN’s do not match contact the appropriate Program Specialist.
- VIN plate number is consistent with the VIN on the Request for Inspection Form (in the case of a salvage or out-of-province motor vehicle).
- VIN plate has not been tampered with.
- When possible, verify the VIN and odometer stored electronically (PCM/BCM) match what is displayed. Report any abnormalities to The Department.

3.2.3 During a vehicle inspection, if the Technician determines that a component meets the inspection criteria but is likely to be worn to the degree of failure within a short time of the inspection being completed, the Technician should make reference to this in the notes field of the Record of Inspection.

3.2.4 If during a vehicle inspection a Technician discovers structural damage to a vehicle, the Technician must inform the Licensee, who in turn, must contact The Department for direction.
3.3 Completing Certificates, Decals and ROIs

**Completing an ROI**

3.3.1 After completing the inspection, the Technician must complete a ROI in the following manner:
- Fill out the ROI and clearly indicate which item(s) passed or failed the inspection of the vehicle. Do not leave any area blank. If the requirement is not applicable mark N/A in the area.
- Sign and date the ROI only after the inspection is complete.

**Completing a Certificate**

3.3.2 The Technician must complete the applicable Certificate if the vehicle passes all requirements of the applicable Inspection Manual.
- Do not leave any area of the Certificate blank. If the requirement is not applicable, include N/A in the area. By issuing a Certificate, the Licensee and the Technician certify that the vehicle is safe for operation on highways.
- Ensuring the information provided on a Certificate is accurate and legible will minimize any chance of a certificate being rejected or revoked.
- Sign and date the Certificate only after the inspection is complete.

**WARNING:** It is an offence for a Technician to sign a Certificate prior to the completion of an inspection.

**Affixing a Decal**

3.3.3 In the case of a commercial vehicle, the Technician affixes the Inspection Decal to the vehicle following the guidelines in the applicable inspection manual.
Double Check

3.3.4 The Technician should double check the completeness and accuracy of the Inspection Certificate and the ROI. Special attention should be made to ensure:

- Correct Certificate is used:
  - PR prefix for out-of-province motor vehicle inspection
  - SV for salvage motor vehicle inspection
  - CV for commercial vehicle inspection.
- Correct VIN number
- Correct licence plate number
- Odometer reading
- Signature (2 signatures are required for a Salvage Motor Vehicle Inspection Certificate and an ROI for a Salvage Motor Vehicle)
- Correct date.

Provide documents to the Licensee for distribution and file

3.3.5 The Technician must provide the Licensee with the following documents for distribution and filing:

- ROI
- Inspection Certificate, if the vehicle passed the inspection
- Request for Inspection Form, in the case of a salvage motor vehicle or an out-of-province motor vehicle
- Ownership documents and photos, in the case of a rebuilt vehicle
- Any other documents submitted by the customer.

The Licensee, and not the Technician, is responsible for the distribution of the ROI and the Certificate to the person who submitted the vehicle for inspection.
3.4 Rejected and Revoked Certificates

Rejection of a Certificate

3.4.1 The Department may reject a Certificate when any required information is missing, incorrect, or not legible. The rejected Certificate will be returned to the Licensee. The Licensee will be required to rectify the problem and re-submit the Certificate to The Department. If the mistake was made by the Technician, the Licensee may require the Technician to address the issue.

Automatic Revocation of a Certificate

3.4.2 The Department may revoke a Certificate for one of the following reasons:
- Facility was not licensed to inspect the type of vehicle.
- Technician was not licensed to inspect the type of vehicle.
- Facility or Technician licence was canceled or suspended at the time of inspection.
- Certificate issued was reported missing, destroyed, or otherwise invalid.
- Certificate issued was originally sold to another Facility.

Revocation of a Certificate based on investigation results

3.4.3 The Department may revoke a Certificate, if upon investigation, it is determined that the Certificate is subject to one or more of the following circumstances:
- Date of the inspection on the Certificate is different than the actual date of the inspection.
- Technician signed the Certificate prior to completing the inspection.
- Certificate was issued for which the inspection was not conducted in accordance with any of the following:
  1. The Vehicle Inspection Regulation
  2. The Facility Operating Manual,
  3. The applicable Inspection Manual.
- Certificate was otherwise issued under fraudulent or false pretenses.

Licensee and Technician Responsibilities

3.4.4 A rejected or revoked Certificate will be recorded in the files of the Licensee and Technician who issued that certificate. It is The Department’s position that all parties involved in the issuance of a Certificate will be held accountable and may be sanctioned for any infraction.
4. MONITORING AND DISCIPLINE

4.1 Monitoring

**Monitoring**

4.1.1 To ensure the quality and integrity of the VIP, the Department monitors the activities of Technicians through:

- Review of issued Certificates submitted by Licensees.
- Review of Technician compliance by the Contractor during the verification of the Facility during the Facility licensing process.
- Investigation of complaints.
- Conducting spontaneous audits of activities and inspections of Facilities and their Technicians pursuant to The Department’s VIP audit procedures.
- Conducting reviews of the records and profiles of Technicians pursuant to The Department’s VIP record review procedures.

**Verification of Technician Compliance**

4.1.2 For every Technician who is present in the Facility and will inspect vehicles, a person appointed by the Registrar may confirm that:

- A Technician can produce the Inspection Technician licence.
- A Technician has the hand tools required to inspect the type(s) of vehicles under the Technician’s licence.
- A Technician possesses and has registered the current Vehicle Inspection Manual required to inspect the type(s) of vehicle under the Technician’s licence.
4.2 Discipline

4.2.1 The Department may sanction or penalize a Technician for committing the following:

- Conducting an inspection without receiving the Request for Inspection Form issued by an Alberta registry agent, in the case of an inspection of a salvage motor vehicle or an out-of-province motor vehicle.
- Certificate rejected.
- Certificate revoked.
- Failure to comply with the Traffic Safety Act, the Vehicle Inspection Regulation, the Vehicle Inspection Manual, and terms and conditions of the licence.

4.2.2 Depending on the nature, severity, urgency, and frequency of the contravention, the sanction and penalty imposed may include one or more of the following:

- Warning letter.
- Intervention actions by The Department (interview, investigation, review by the VSI or other personnel authorized by the Registrar).
- Verification of the compliance of the Technician by personnel authorized by the Registrar.
- Requirement to take a training course, competency test, or other remedial action
- Additional Licence terms and conditions.
- VSI Directives.
- Administrative penalties.
- Licence suspension.
- Licence cancellation.
### VSI Directive Compliance and Review

4.2.3 A Technician who is given a Directive by a VSI must comply with the Directive but may request the Registrar review the VSI Directive as follows:

- A request to the Registrar to review a VSI Directive must be made in writing (mail, email, Fax, etc) with the reasons why the Directive should be cancelled or changed, along with any supporting documents.
- While a request has been made to the Registrar to review the Directive, the Technician must continue to comply with the Directive until a decision has been made by the Registrar.
- The Registrar will review the VSI Directive and advise the Technician of the decision as soon as possible.
- The Registrar may, but is not required to, conduct an oral hearing.
- The Registrar may, but is not required to, obtain additional information from the Technician by one or more of the following methods:
  - Meeting in person
  - Telephone or video conference
  - Written communications such as mail, email, and fax
  - Another method directed by the Registrar.

### Appeal against Administrative Penalties, Licence Suspension and Licence Cancellation

4.2.4 An Administrative penalty, a licence suspension or a licence cancellation by The Department may be appealed to the Transportation Safety Board. The notice of Administrative penalty, licence suspension or licence cancellation will provide the procedures for the appeal.

### Records

4.2.5 All contraventions, penalties, and sanctions will be recorded in the Technician Profile.
5. TECHNICIAN INFORMATION AND PROFILE

5.1 Technician Information

5.1.1 The Department will make the following information pertaining to a Technician available to the general public upon request:

- Name of the Technician
- Inspection Technician Licence number
- Business and email addresses
- Business phone and fax numbers
- Types of vehicle inspection authorization
- Terms and conditions of the Licence
- Licence expiry date.
6. FORWARDING COMPLAINTS OR CONCERNS

Vehicle With Significant Structural/Mechanical Defects

6.1.1 A Technician may come across in the course of their work vehicles that have significant structural and/or mechanical defects. The Technician should inform the Licensee so that the Licensee could take appropriate action.

Reporting is Optional

6.1.2 The Traffic Safety Act and the Vehicle Inspection Regulation do not contain any mandatory provisions requiring a Licensee to report “problematic” vehicles to The Department or to any other agencies. However, The Department and law enforcement agencies have procedures to act on information received pertaining to problematic vehicles.

Where to Submit Complaints or Concerns

6.1.3 A Licensee determines if complaints or concerns are forwarded to the local police agency or to Vehicle Safety Investigations. The local police agency should be contacted directly if the matter appears to a significant safety hazard presenting immediate danger to the health or safety of other road users.

Complaints or Concerns Must be in Writing

6.1.4 A Licensee forwarding complaints or concerns to The Department must do so in writing (letter, email, or fax) and should contain the following information where available and applicable:

- Name and licence of the Technician.
- Name and location of the Facility where the vehicle was determined to be problematic.
- Date of the submission.
- Licence plate, VIN number, model, make, colour, and year of the vehicle.
- Copy of the ROI and the Certificate.
- Nature of the complaint or concern.
- Description of the event that lead to the discovery concern.
- Date, time, location, of the event and witnesses.
- Photo showing the nature of the problem.
- Any other information which may illustrate the problem.

Confidentiality

6.1.5 Complaints or concerns received by The Department are governed by the Traffic Safety Act and other information and privacy legislation.
### 7. TECHNICIAN LICENSING

#### 7.1 An application for a Technician licence is required for the following:
- New Technician
- Licence renewal
- Licence re-instatement after suspension
- Adding another Program or vehicle type.

#### 7.2 Trade Certification Requirement

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<tr>
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<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td><strong>NOTE:</strong> A Heavy Equipment Technician licence is required if inspecting a truck with 3 or more axles, or if the unit is equipped with a full air brake system.</td>
<td></td>
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7.3 Technician Application Process

7.3.1 A person who wishes to obtain a Technician licence for the first time or whose Technician licence is no longer subsisting, may obtain the Technician application form from The Department or download the form from The Department’s web site.

7.3.2 For an existing Technician that has a subsisting Licence, The Department will send a licence renewal notice to the Technician approximately 3 months prior to the expiry of the current licence.

7.3.3 An applicant must obtain and register a Vehicle Inspection Manual for the type(s) of vehicle(s) to be inspected under the licence.

7.3.4 Submit the following to The Department:

- Completed licence application form.
- Notarized copy of the relevant trade certificate (not required if renewing and have previously submitted notarized copies).
- Criminal record check completed within the past 90 days. **NOTE** – Details of any convictions appearing on the criminal record check must be provided in writing on the letterhead of the agency providing the criminal record check.
- Completed Vehicle Inspection Manual registration card(s).
- Application fee.

7.3.5 Technician licence application fees can only be made using one of the following methods:

- Cheque or money order made payable to the Minister of Finance
- Credit card: VISA or MasterCard only.
7.4 Department Review and Decision

Department Decision

7.4.1 The Department will make the decision on the licence application based on a number of factors including:

- Information included in the application
- Results of the criminal record check.
- Information contained in the Technician Profile
- Other pertinent information.

**NOTE:** The Department will provide the Technician with its decision in writing.

Decision is Final

7.4.2 The decision of The Department on a licence application is final. There is no appeal allowed for the decision.
Automotive & Light Truck Inspection Criteria

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<td>1.1 Request for Inspection</td>
<td>1.1a. Customer has not provided a Request for Inspection.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE</strong> - The inspection <strong>must</strong> be terminated if this situation exists.</td>
</tr>
<tr>
<td></td>
<td>1.1b. The vehicle presented for inspection is not accurately represented on the Request for Inspection. A 1929 Ford kit car assembled in 1996 <strong>is not</strong> a 1929 Ford, <strong>it is</strong> a 1996 Ford kit Car, or a 1929 Ford Replica, etc. If the vehicle is not accurately represented have the customer return to the Registry agent that issued the request to have the error corrected. <strong>NOTE</strong> - Do not issue an Out of Province Inspection Certificate before any problems with a request have been addressed.</td>
</tr>
<tr>
<td>1.2 Vehicle Identification Number (VIN)</td>
<td>1.2a. VIN plate is missing, damaged, not clearly visible or shows evidence of tampering. <strong>NOTE</strong> - The inspection <strong>must</strong> be terminated if this situation exists.</td>
</tr>
<tr>
<td></td>
<td>1.2b. VIN displayed on vehicle does not match VIN on the Request for Inspection. <strong>NOTE</strong> - The inspection <strong>must</strong> be terminated if this situation exists.</td>
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<tr>
<td>1.3 Road Test Should be Performed</td>
<td>1.3a. Evidence of worn constant velocity joints exists (Popping or clicking noises when turning).</td>
</tr>
<tr>
<td></td>
<td>1.3b. Evidence of seized universal joints exists (Repetitive chirp under acceleration).</td>
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<tr>
<td></td>
<td>1.3d. Evidence of inadequate brake system performance exists.</td>
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<td></td>
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<tr>
<td></td>
<td>1.3f. Speedometer is inoperative.</td>
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<tr>
<td></td>
<td>1.3g. Odometer (if equipped) is inoperative.</td>
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</table>
| **2.1 Powertrain Control Module (PCM) Diagnostic Check** | 2.1a. PCM diagnostic trouble code(s) (DTC(s)) relating to the safe operation of the vehicle is (are) present.  
2.1b. PCM lamp (MIL, SES, etc) fails to illuminate as designed. |
| *** Communication must be established with the applicable control module*** | |
| **2.2 Antilock Brake System (ABS) Diagnostic Check** | 2.2a. ABS DTC(s) present.  
2.2b. ABS lamp fails to illuminate as designed.  
2.2c. ABS lamp remains illuminated. |
| *** Communication must be established with the applicable control module*** | |
| **2.3 Brake system warning lamp Check** | 2.3a. Brake system warning lamp fails to illuminate as designed.  
2.3b. Brake system warning lamp remains illuminated. |
| **2.4 Supplemental Restraint System (SRS) Diagnostic Check** | 2.4a. SRS DTC(s) present.  
2.4b. SRS lamp fails to illuminate as designed.  
2.4c. SRS lamp remains illuminated.  
2.4d. Any airbag is missing.  
2.4e. Any airbag cover has been painted or repaired. |
| *** Communication must be established with the applicable control module*** | |
| **2.5 Electronic Stability Control (ESC)** | 2.5a. ESC DTC(s) present.  
2.5b. ESC lamp fails to illuminate as designed. |
| *** Communication must be established with the applicable control module*** | |
| **2.6 Powertrain Warning Lamps (if equipped)** | 2.6a. Any of the following warning lamps fails to function as designed: Engine temperature, Oil pressure, Charging system. |
| **2.7 Any other OEM installed safety system that relates to the safe operation of the vehicle (If required contact The Department for clarification).** | 2.7a. System fails to function as designed.  
*** There is no requirement to maintain Tire Pressure Monitoring Systems (TPMS)*** |
<table>
<thead>
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<th>Reject if</th>
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<td>3.1a. Any interior door handle is loose, missing, or broken.</td>
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<tr>
<td></td>
<td>3.1b. Any door latch fails to function as designed.</td>
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<tr>
<td></td>
<td>3.1c. Side windows cannot be opened or closed readily.</td>
</tr>
<tr>
<td></td>
<td>3.1d. Weather stripping is missing or does not provide an effective seal (Includes trunk / hatch seal).</td>
</tr>
<tr>
<td><strong>3.2 Mirrors</strong></td>
<td>3.2a. Rear-view mirror is missing or obstructed AND vehicle is not equipped with left AND right outside rear-view mirrors.</td>
</tr>
<tr>
<td></td>
<td>3.2b. Any OEM or equivalent mirror is loose or cracked.</td>
</tr>
<tr>
<td><strong>3.3 Sun Visor</strong></td>
<td>3.3a. Visors are loose.</td>
</tr>
<tr>
<td></td>
<td>3.3b. Driver side visor is missing.</td>
</tr>
<tr>
<td><strong>3.4 Horn</strong></td>
<td>3.4a. Inoperative or does not perform as designed.</td>
</tr>
<tr>
<td><em><strong>If equipped with an aftermarket switch, the switch must be labelled and accessible from the drivers position</strong></em></td>
<td></td>
</tr>
<tr>
<td><strong>3.5 Seats</strong></td>
<td>3.5a. Any seat is not securely installed.</td>
</tr>
<tr>
<td></td>
<td>3.5b. Any seat frame is broken or bent.</td>
</tr>
<tr>
<td></td>
<td>3.5c. Any seat spring is exposed.</td>
</tr>
<tr>
<td></td>
<td>3.5d. Any seat adjusting mechanism fails to function as designed.</td>
</tr>
<tr>
<td><strong>3.6 Seatbelts</strong></td>
<td>3.6a. Any OEM installed seatbelt is missing.</td>
</tr>
<tr>
<td></td>
<td>3.6b. Any seatbelt assembly does not function as designed. (buckles, retractors, etc.)</td>
</tr>
<tr>
<td></td>
<td>3.6c. Any seatbelt is frayed, torn, cut.</td>
</tr>
<tr>
<td></td>
<td>3.6d. Any aftermarket seatbelt does not display Transport Canada approval.</td>
</tr>
<tr>
<td></td>
<td>3.6e. Seatbelt lamp does not function as designed.</td>
</tr>
<tr>
<td></td>
<td>3.6f. Seatbelt audible warning does not function as designed.</td>
</tr>
</tbody>
</table>
## Section 3 Interior, continued

<table>
<thead>
<tr>
<th>Item to be inspected</th>
<th>Reject if</th>
</tr>
</thead>
</table>
| 3.7 Signal Lamp Switch and Indicator  
  *** Signal lamps are not required on vehicles manufactured before January 1, 1971.*** | 3.7a. Signal lamp switch does not function as designed.  
  3.7b. Signal lamp indicator fails to illuminate as designed. |
| 3.8 Hazard Lamp Switch and Indicator | 3.8a. Hazard lamp switch does not function as designed.  
  3.8b. Hazard lamp indicator does not function. |
| 3.9 Headlamp Switch and High Beam Indicator | 3.9a. Headlamp switch does not function as designed.  
  3.9b. High beam indicator fails to illuminate as designed. |
| 3.10 Aftermarket Auxiliary Equipment Indicator Lamps  
  ***Includes work lights, driving lights, spot lights, PTO, etc*** | 3.10a. If any aftermarket auxiliary equipment indicator lamp fails to illuminate or is not visible from the drivers position. |
| 3.11 Instrument Panel Illumination Lamps | 3.11a. If any of the following instrument panel illumination lamps are inoperative: Speedometer, Voltmeter, Oil pressure, Engine Temperature, and PRNDL. |
| 3.12 HVAC Controls  
  ***There is no requirement for the AC to be maintained*** | 3.12a. Blower motor is inoperative.  
  3.12b. Mode control does not function as designed. |
| 3.13 Windshield Wipers and Washers | 3.13a. Windshield wipers do not function as designed.  
  3.13b. Windshield washers do not operate as designed. |
| 3.14 Accelerator – Includes pedal assembly and all related components. | 3.14a. Pedal is loose or binding or does not return to the idle position.  
  3.14b. Throttle cable is frayed or corroded.  
  3.14c. Anti-slip material missing or excessively worn. |
| 3.15 Service Brake Pedal | 3.15a. Pedal assembly is loose  
  3.15b. Pedal travel is excessive.  
  3.15b. Anti-slip material missing or excessively worn. |
| 3.16 Clutch Pedal Assembly | 3.16a. Pedal assembly is loose.  
  3.16b. Clutch does not readily disengage transmission.  
  3.16c. Anti-slip material missing or excessively worn. |
Section 3 Interior, continued

<table>
<thead>
<tr>
<th>Item to be inspected</th>
<th>Reject if</th>
</tr>
</thead>
</table>
| 3.17 Park Brake – Includes park brake pedal mechanism or park brake lever mechanism. | 3.17a. Park brake mechanism is loose.  
3.17b. Park brake not adjusted within OEM's specifications.  
3.17c. Park brake does not hold vehicle stationary when applied (attempt to move vehicle forward and backward to verify).  
3.17d. Park brake fails to release.  
3.17e. Park brake indicator lamp fails to illuminate as designed.  
3.17f. Anti-slip material missing or excessively worn. |
| *** Hydraulic micro lock systems are not recognised as an acceptable park brake*** | |
| 3.18 Neutral Safety Switch | 3.18a. Engine cranks in any gear other than park or Neutral.  
<p>| 3.19 Video Entertainment System | 3.19a. If the video entertainment system screen can be seen by the driver when the vehicle is in motion. |
| <em><strong>The entertainment systems' built-in safety features must not be bypassed</strong></em> | |</p>
<table>
<thead>
<tr>
<th>Item to be inspected</th>
<th>Reject if</th>
</tr>
</thead>
</table>
| **4.1 Windshield**   | 4.1a. Windshield is not marked AS-1, AS-10 or AS-14.  
4.1b. The windshield has cracks, or blemishes more than 12 mm (1/2 in) in diameter in the area swept by the wipers, excluding the area under the inside mirror and a strip 75 mm (3 in) in the upper and lower parts of the windshield.  
4.1c. A crack through both layers exists.  
4.1d. A crack extends to another edge or back to it's originating edge through the area swept by the wipers  
4.1e. Material that darkens glass has been affixed to or sprayed on the windshield (a strip at the top of the windshield extending no more than 150 mm (6 in) towards the bottom is permitted).  
4.1f. Windshield is pitted, scratched, or discoloured to the extent the drivers visibility is affected. |
| ***4.1e. Windshield Tint*** | |
| **4.2 Side Glass** | 4.2a. Any side window is not marked AS-1, AS-2, AS-10, or AS-11  
4.2b. Any side window cannot be opened or closed readily.  
4.2c. Any transparent, translucent, or opaque material (tint) is applied to the front side windows.  
4.2d. Any side window is pitted, scratched, or discoloured to the extent the drivers visibility is affected. |
| *******  
Tint affixed to the rear side windows behind the driver is permitted but discouraged as safety glass, by design, is intended to shatter reducing the overall potential hazard to the vehicle occupants. In a collision, a film, by reinforcing the side glass or by holding glass fragments together, significantly increases the likelihood that a vehicle occupant sitting next to it is injured.  
*** | |
| **4.3 Rear Window** | 4.3a. Rear window is not marked AS-1, AS-2, AS-3, AS-10, or AS-11 |
| **4.4 Other Glass** | 4.4a. Any OEM installed glass is missing. |
## Section 5 Lamps

Any light or lamp incorporated in or attached to a vehicle **must** be SAE or DOT approved. The only exception to this requirement is European lighting as defined in the Motor Vehicle Lighting Inspection Guide.

<table>
<thead>
<tr>
<th>Item to be inspected</th>
<th>Reject if</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5.1 Lamps (general)</strong></td>
<td></td>
</tr>
</tbody>
</table>
*** The reject criteria in 5.1a applies to any lamp incorporated in or attached to a vehicle. It includes, but is not limited to, exterior “ground effect” lighting, interior “mood” lighting, illuminated licence plate frames, etc.*** |
| 5.1a. **Any lamp** fails to illuminate or is missing, broken, cracked, not securely mounted, does not meet CMVSS, DOT or SAE standards.  
5.1b. More than 25% of diodes in any 1 light emitting diode (LED) lamp assembly fail to illuminate. |
| **5.2 Daytime Running Lamps (DRL)** |  
*** Required on all vehicles manufactured on and after December 01, 1989 *** |
| 5.2a. DRL system does not operate as designed.  
5.2b. DRL system can readily be disabled. |
| **5.3 High Mount Stop Lamp** |  
*** Required on all cars manufactured on and after January 01, 1987 ***  
***Required on all trucks with a GVWR of 4536kg and less manufactured after January 10, 1997 *** |
| 5.3a. Inoperative.  
5.3b. Obscured by aftermarket tint.  
5.3c. Lamp is blocked by an installed canopy that does not have a high mount stop lamp. |
| **5.4 Headlamps** |  
***Headlamp alignment MUST be checked*** |
| 5.4a. Headlamps do not meet inspection criteria listed in 5.1a.  
5.4b. Headlamps are not in alignment.  
5.4c. Anything is applied or attached to any part of the headlamp assembly that changes the colour of light emitted from the headlamp.  
5.4d. Center of headlamp is more than 1.4m above ground level or less than 560mm above ground level. |
| **5.5 Auxiliary Lamps (Off-road, work lamps, etc)** |  
5.5a. Any lamp is not covered with an opaque cover. |
| **5.6 Front Side Marker Lamps** |  
5.6a. Loose, missing, or inoperative.  
5.6b. Lamp emits any colour other than amber. |
| **5.7 Front Side Reflectors** |  
5.7a. Loose or missing.  
5.7b. Not amber in colour. |
| **5.8 Rear Side Marker Lamps** |  
5.8a. Loose, missing, or inoperative.  
5.8b. Lamp emits any colour other than red. |
Section 5 Lamps, continued

<table>
<thead>
<tr>
<th>Item to be inspected</th>
<th>Reject if</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.9 Rear Side Reflectors</td>
<td>5.9a. Loose or missing.</td>
</tr>
<tr>
<td></td>
<td>5.9b. Not red in colour.</td>
</tr>
<tr>
<td>5.10 Licence Plate Lamp</td>
<td>5.10a. Loose, missing, or inoperative.</td>
</tr>
<tr>
<td></td>
<td>5.10b. Lamp emits any colour other than white.</td>
</tr>
<tr>
<td>5.11 Flashing Lamps (Emergency Lighting)</td>
<td>5.11a. Any type of emergency lighting is attached to a vehicle that is not permitted to have such lighting attached as per Alberta's Vehicle Equipment Regulation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Colour/Combination</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amber</td>
<td>Tow truck, Explosives truck, Highway maintenance vehicle</td>
</tr>
<tr>
<td>Red and White</td>
<td>Ambulance, Fire</td>
</tr>
<tr>
<td>Red/Blue</td>
<td>Police</td>
</tr>
<tr>
<td>Amber/Red</td>
<td>School Bus</td>
</tr>
<tr>
<td>Green</td>
<td>Municipal fire fighter</td>
</tr>
<tr>
<td>Red</td>
<td>Emergency response, public utility</td>
</tr>
<tr>
<td>Purple</td>
<td>Funeral procession</td>
</tr>
<tr>
<td>White Strobe</td>
<td>School Bus</td>
</tr>
</tbody>
</table>
### Section 6 Exterior, General

<table>
<thead>
<tr>
<th>Item to be inspected</th>
<th>Reject if</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1 Fuel Cap</td>
<td>6.1a. Fuel cap is missing.</td>
</tr>
<tr>
<td>6.2 General Body Condition</td>
<td>6.2a. Torn metal, or other loose or dislocated parts protrude from the surface of the vehicle causing a safety hazard.</td>
</tr>
<tr>
<td></td>
<td>6.2b. Evidence of collision damage exists that, in the opinion of the inspecting technician, would affect the structural integrity as explained in attachment 7.</td>
</tr>
<tr>
<td></td>
<td>6.2c. Rust perforation affecting the structural integrity of the vehicle or perforation allowing exhaust gases into the passenger compartment exists (refer to page 22 for clarification).</td>
</tr>
<tr>
<td>6.3 Bumpers</td>
<td>6.3a. A bumper is missing, loose, broken, or has a torn portion that protrudes so as to create a hazard.</td>
</tr>
<tr>
<td>*** Bumpers are only required on a vehicle classified as a passenger car***</td>
<td></td>
</tr>
<tr>
<td>6.4 Aftermarket Equipment</td>
<td>6.4a. An aftermarket fuel tank is not secure.</td>
</tr>
<tr>
<td></td>
<td>6.4b. A truck bed tool box is not secure.</td>
</tr>
<tr>
<td></td>
<td>6.4c. Any other aftermarket equipment is not installed in a safe and secure manner.</td>
</tr>
</tbody>
</table>
### Section 7 Under Hood

<table>
<thead>
<tr>
<th>Item to be inspected</th>
<th>Reject if</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1 Hood Latch Mechanism</td>
<td>7.1a. Primary hood release mechanism does not function as Designed.</td>
</tr>
<tr>
<td></td>
<td>7.1b. Secondary hood release mechanism does not function as Designed.</td>
</tr>
<tr>
<td>7.2 Hood Prop / Struts</td>
<td>7.2a. Hood prop is missing.</td>
</tr>
<tr>
<td></td>
<td>7.2b. Hood struts do not support hood.</td>
</tr>
<tr>
<td>7.3 Remote Starter</td>
<td>7.3a. Operates with hood open.</td>
</tr>
<tr>
<td></td>
<td>7.3b. Operates with vehicle in any gear other than Park or Neutral.</td>
</tr>
<tr>
<td>7.4 Battery</td>
<td>7.4a. Battery or battery cables are not secure.</td>
</tr>
<tr>
<td></td>
<td>7.4b. Integrity of battery case or cables has been Compromised.</td>
</tr>
<tr>
<td>7.5 Accessory Belt Drive System</td>
<td>7.5a. Any belt is worn beyond serviceable limits.</td>
</tr>
<tr>
<td></td>
<td>7.5b. Any tensioner or pulley is worn beyond serviceable limits.</td>
</tr>
<tr>
<td>7.6 Brake Master Cylinder</td>
<td>7.6a. Evidence of leakage exists.</td>
</tr>
<tr>
<td></td>
<td>7.6b. Evidence of contamination exists.</td>
</tr>
<tr>
<td></td>
<td>7.6c. Brake lines are not secure and routed as per OEM specifications.</td>
</tr>
<tr>
<td>7.7 Clutch Master Cylinder</td>
<td>7.7a. Evidence of leakage exists.</td>
</tr>
<tr>
<td></td>
<td>7.7b. Evidence of contamination exists.</td>
</tr>
<tr>
<td>7.8 Fuel System</td>
<td>7.8a. Evidence of leakage exists.</td>
</tr>
<tr>
<td></td>
<td>7.8b. Fuel lines are not secure and routed as per OEM specifications.</td>
</tr>
<tr>
<td></td>
<td>7.8c. Fuel lines and or filter are not the type specified by the OEM.</td>
</tr>
<tr>
<td>7.9 Exhaust Manifold(s)</td>
<td>7.9a. Manifold bolts are loose, missing, or broken.</td>
</tr>
<tr>
<td></td>
<td>7.9b. Manifold is cracked or broken.</td>
</tr>
<tr>
<td></td>
<td>7.9c. Manifold leaks.</td>
</tr>
<tr>
<td>7.10 Oil Leaks</td>
<td>7.10a. Any engine compartment oil leak exists that, in the opinion of the inspecting technician, could be a potential fire hazard.</td>
</tr>
<tr>
<td>7.11 Engine and Transmission Mounts</td>
<td>7.11a. Any mount is worn, missing, or broken.</td>
</tr>
</tbody>
</table>
Section 8 Steering and Suspension

4-Wheel Alignment Information – 4-Wheel alignments must be performed on all salvage vehicles and on all out-of-province vehicles that exhibit any of the following indicators:

- There is evidence of collision damage or recent structural repairs (Contact The Department if revealed during an OOP inspection)
- Premature or abnormal tire wear on one or more tires
- 4 new tires on a used vehicle
- Off center steering wheel
- Any new steering or suspension components installed prior to the inspection
- Abnormal road test results
- Any condition exists that, in the opinion of the inspecting technician, warrants an alignment.

Method of Inspection – Published OEM inspection procedures must be followed when determining the serviceability of any component.

Results Must Be Recorded – Rejected component measurements and OEM specifications for a rejected component must be recorded on the ROI (If a component is close to its serviceable limit the measurement should be recorded on the Record of Inspection).

<table>
<thead>
<tr>
<th>Item to be inspected</th>
<th>Reject if</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1 Wheel Bearings (front &amp; rear)</td>
<td>8.1a. Out of adjustment.</td>
</tr>
<tr>
<td></td>
<td>8.1b. Worn beyond serviceable limits.</td>
</tr>
<tr>
<td>8.2 Ball Joints (front &amp; rear)</td>
<td>8.2a. Worn beyond serviceable limits.</td>
</tr>
<tr>
<td>8.3 Tie Rod Ends (inner &amp; outer)</td>
<td>8.3a. Worn beyond serviceable limits.</td>
</tr>
<tr>
<td>8.4 Pitman Arm</td>
<td>8.4a. Worn beyond serviceable limits.</td>
</tr>
<tr>
<td>8.5 Idler Arm</td>
<td>8.5a. Worn beyond serviceable limits.</td>
</tr>
<tr>
<td>8.6 Steering Stabilizer / Damper</td>
<td>8.6a. Worn beyond serviceable limits.</td>
</tr>
<tr>
<td></td>
<td>8.6b. Leaking</td>
</tr>
<tr>
<td>8.7 Steering Shaft Assembly</td>
<td>8.7a. Any component of the shaft assembly is worn beyond serviceable limits.</td>
</tr>
<tr>
<td>8.8 Steering Gear</td>
<td>8.8a. Gear is not mounted securely.</td>
</tr>
<tr>
<td></td>
<td>8.8b. Gear is worn beyond serviceable limits.</td>
</tr>
<tr>
<td></td>
<td>8.8c. Fluid leaks.</td>
</tr>
<tr>
<td>Item to be inspected</td>
<td>Reject if</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------</td>
</tr>
</tbody>
</table>
| 8.9 Rack & Pinion    | 8.9a. Mounts are loose missing or broken.  
|                      | 8.9b. Dust boots are torn / missing.  
|                      | 8.9c. Fluid leaks (external). |
| 8.10 Power Steering System | 8.10a. Pump leaks  
|                      | 8.10b. Hoses leak.  
|                      | 8.10c. System is disabled.  
|                      | 8.10d. Active Steering does not function as designed or diagnostic trouble codes exist. |
| 8.11 Control Arms, Trailing Arms, Radius Arms, Strut Rods, Sway Bars, Etc | 8.11a. Worn beyond serviceable limits.  
|                      | 8.11b. Any component is welded.  
|                      | 8.11c. Any mounting hardware is loose or missing. |
| 8.12 Struts and Shocks | 8.12a. Vehicle fails “Bounce Test”.  
|                      | 8.12b. Fluid leaks.  
|                      | 8.12c. Shock or strut is loose.  
|                      | 8.12d. Strut upper bearing is loose, rough, or binding. |
| 8.13 Springs (Torsion, coil, leaf) | 8.13a. Any spring component is worn beyond serviceable limits.  
|                      | 8.13b. Any spring is welded or cut.  
|                      | 8.13b. Any mounting hardware is loose or missing. |
## Section 9 Tires and Wheels

<table>
<thead>
<tr>
<th>Item to be inspected</th>
<th>Reject if</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9.1 Tread Depth</strong></td>
<td>9.1a. Tread depth is at or below the wear bars at any point across the width of any tire.</td>
</tr>
<tr>
<td>*** Results <strong>MUST</strong> be recorded***</td>
<td></td>
</tr>
<tr>
<td><strong>9.2 Tire Condition</strong></td>
<td>9.2a. There is evidence of cracks, separation, abnormal wear, or deformation.</td>
</tr>
<tr>
<td><strong>9.3 Tire’s – General</strong></td>
<td>9.3a. Tires on any one axle are not the same size.</td>
</tr>
<tr>
<td></td>
<td>9.3b. Any tire does not display DOT markings.</td>
</tr>
<tr>
<td></td>
<td>9.3c. Any tire bears marks or wording to indicate that it is not intended for on-highway use.</td>
</tr>
<tr>
<td></td>
<td>9.3d. Any tire extends beyond the body and is not covered by a flap and or flare.</td>
</tr>
<tr>
<td></td>
<td>9.3e. Any tire contacts body or suspension Components.</td>
</tr>
<tr>
<td><strong>9.4 Tire Serial Number (if applicable) and date of manufacture.</strong></td>
<td>9.4a. Any tire serial number or date of manufacture has been removed or defaced.</td>
</tr>
<tr>
<td><strong>9.5 Wheels</strong></td>
<td>9.5a. Vehicle has mismatched rims.</td>
</tr>
<tr>
<td></td>
<td>9.5b. Any rim is bent, cracked, welded, or has worn stud holes.</td>
</tr>
<tr>
<td></td>
<td>9.5c. Any non-OEM wheel spacer is installed between wheel and wheel mounting surface.</td>
</tr>
<tr>
<td><strong>9.6 Wheel Nuts and Studs</strong></td>
<td>9.6a. Any wheel nut or wheel stud is missing, stripped or broken.</td>
</tr>
<tr>
<td></td>
<td>9.6b. If lubrication is evident on any wheel nut or wheel stud unless otherwise specified by the OEM.</td>
</tr>
</tbody>
</table>
## Section 10 Brakes

<table>
<thead>
<tr>
<th>Item to be inspected</th>
<th>Reject if</th>
</tr>
</thead>
</table>
| **10.1 Brakes – General** | 10.1a. Any brake caliper is seized, leaking, or worn.  
10.1b. Any wheel cylinder is seized, leaking, or worn.  
10.1c. Any brake hardware is missing, worn, seized, broken, not installed as per OEM. |
| **10.2 Brake Linings (includes park brake linings)** | **10.2a.** Any lining (shoe or pad) worn to 1.6 mm or less.  
10.2b. Any lining is cracked.  
10.2c. Any lining is contaminated. |
| *** Results **MUST** be recorded*** | |
| **10.3 Brake Lines and Hoses** | 10.3a. Brake lines are not secure and routed as per OEM specifications.  
10.3b. Any brake line is kinked, cracked, or shows evidence of leakage.  
10.3c. Any repair does not meet industry standards. |
| **10.4 Brake System Wiring** | 10.4a. Any brake system wiring is not secure and routed as per OEM specifications.  
10.4b. Any brake system wiring repairs have not been performed using OEM approved repair methods. |
| **10.5 Brake Rotor Condition – General** | 10.5a. Any brake rotor has evidence of cracking, heat spots, pitting, or blueing discoloration. |
| **10.6 Brake Rotor Thickness (Includes incorporated park brake drum dimension if applicable)** | **10.6a.** Brake rotor thickness is below OEM published service limit.  
10.6b. Park brake drum diameter exceeds OEM published service limit.  
10.6b. Any score / groove exceeds the OEM’s allowable depth. |
| *** Results **MUST** be recorded*** | |
## Section 10 Brakes, continued

<table>
<thead>
<tr>
<th>Item to be inspected</th>
<th>Reject if</th>
</tr>
</thead>
</table>
| 10.7 Brake Drum Condition – General | 10.7a. Grooves exist that, in the opinion of the inspecting Technician, would affect braking efficiency.  
10.7b. Any brake drum has evidence of hard spots, glazed spots, or cracking. |
| 10.8 Brake Drum Diameter | 10.8a. Brake drum diameter exceeds OEM published service limit.  
10.8b. Any score / groove exceeds the OEM’s allowable depth. |
| 10.9 Park Brake | 10.9a. Park brake cables are frayed or seized.  
10.9b Park brake is not adjusted within published specifications. |

*** Results **MUST** be recorded***

*** Hydraulic micro lock systems **are not** recognised as an acceptable park brake***
## Section 11 Under Vehicle

<table>
<thead>
<tr>
<th>Item to be inspected</th>
<th>Reject if</th>
</tr>
</thead>
</table>
| **11.1 Bumpers**     | 11.1a. Bumper impact absorbers are missing.  
                        11.1b. Bumper re-enforcement is welded cut or missing.  
                        11.1c. Bumper is welded to frame. |
| **11.2 Engine**      | 11.2a. An engine oil leak exists that, in the opinion of the inspecting technician, could cause a fire.  
                        11.2b. Any hose, pipe, cable, wire, harness is not routed safely or secured properly.  
                        11.2c. An engine mount is loose, missing or broken. |
| **11.3 Transmission / Transaxle and Transfer Case** | 11.3a. A transmission, transaxle, or transfer case oil leak exists that, in the opinion of the inspecting technician, could cause a fire.  
                       11.3b. Any hose, pipe, cable, wire, harness is not routed safely or secured properly.  
                       11.3c. A transmission, transaxle, or transfer case mount is loose, missing or broken. |
| **11.4 Differential(s)** | 11.4a. A differential mount is loose, missing or broken.  
                       11.4b. A differential leaks.  
                       11.4c. A differential has shifted out of alignment. |
| **11.5 Drive Axles / Propeller Shafts** | 11.5a. Driveshaft slip joint is seized.  
                       11.5b. Any universal joint is loose or seized.  
                       11.5c. Any CV boot is split, cut, or torn.  
                       11.5d. Any drive axle is bent. |
| **11.6 Floor Pan** | 11.6a. Any structural component incorporated into the floor pan has been damaged affecting the structural integrity and collision management.  
                       11.6b. Any floor pan repairs have been completed using a method not meeting OEM or industry standards.  
                       11.6c. The floor pan is damaged or rusted through. |
## Section 11 Under Vehicle, continued

<table>
<thead>
<tr>
<th>Item to be inspected</th>
<th>Reject if</th>
</tr>
</thead>
</table>
| 11.7 Fuel System     | 11.7a. Fuel system leaks  
11.7b. Any fuel line shows signs of abrasion.  
11.7c. Fuel lines are not routed or secured properly.  
11.7d. Fuel tank straps are cracked, loose, or missing. |

11.8 Exhaust System  
***An exhaust system **shall not** be modified to increase the noise made by the expulsion of gases from the engine***  
11.8a. Exhaust system is not OEM or equivalent. **Note:** there is no requirement to maintain the catalytic converter(s).  
11.8b. Exhaust system leaks.  
11.8c. Any heat shield is missing.  
11.8d. Any exhaust hanger is missing or broken.  
11.8e. Exhaust terminates under the vehicle.  
11.8f. A component of the exhaust system, excluding brackets or clamps, is closer than 50 mm (2 in) from a part made of combustible materials, an electric wire, a fuel or brake line or the fuel tank and is not protected by an appropriate heat shield. Note that pressurized fuel lines of the CNG and LPG types must be at least 150 mm (6in) from the above components unless they are protected by an appropriate heat shield.
Section 12 Preface

Structural Integrity Inspection Standards

REPAIR STANDARD:

The repair/rebuild process shall meet or exceed the original equipment manufacturer (OEM) standards.

DIMENSION SPECIFICATIONS:

In the event that OEM structural dimension specifications or repair methods are not available, specifications or acceptable repair methods published by information providers such as ALLDATA, I-CAR, Mitchell, etc. may be used.

WHEEL ALIGNMENT:

Prior to performing a wheel alignment check or alignment adjustment, the unitized vehicle body, including engine cradle must conform to the OEM dimension standards. Particular attention must be observed in area where steering and suspension components are attached. Vehicles must comply with the OEM or equivalent dimensions and repair standards.

When the vehicle’s body is within OEM measurement specifications, a four-wheel alignment must be performed and the steering angles adjusted within the OEM’s specifications.

OCCUPANT PROTECTION:

The repair and assembly of body components must be performed in a manner that provides occupant protection that is at least equal to that required by the OEM.

Non-repairable components as identified by the OEM must be discarded and replaced.

Repairable components of the body must be repaired in accordance with the methods, procedures and standards that will return the component to its original standard, quality and properties in accordance with OEM.

The assembly joints of the body must be located in places and by a procedure recommended by the OEM.

All structural components of a vehicle must be assembled and repaired using methods and standards in accordance with OEM.
CORROSION PROTECTION:

Welded and structural components requiring corrosion protection must be corrosion protected as required by the OEM or the Auto Body repair industry.

INSPECTION VISIBILITY:

Joints that are part of a repair or replaced component must be visibly accessible for structural integrity inspection. The joint must not be covered with sealant, sound proofing material or rust proofing material that will interfere with the visual inspection of the joint or component.

BODY STRUCTURAL INTEGRITY:

Structural integrity parts are defined as components that are designed as a stress and load bearing.

Almost every body component in a unibody vehicle is used for structural integrity. Critical components in this category are/but not limited to:

i) radiator support  
ii) engine cradle  
iii) front and rear body rails  
iv) A, B, C and D pillars  
v) floor pan  
vi) strut towers and aprons  
vii) rocker panels  
viii) suspension crossmembers  
ix) trunk floor pan, and  
x) stationary glass fastened with Urethane
If the vehicle owner cannot provide photos:

- It is the Licensee’s responsibility to inform the customer of any additional costs associated with determining if proper repair methods were used during the rebuilding process;
- The inspecting Technician must determine if repairs have been completed to industry standards using any means necessary;
- The inspecting Technician must create a photographic record of any repairs;
- It is the Licensee’s responsibility to keep the photographic record for 5 years.

Published Specification or Repair Method Means:

- Specifications or acceptable repair methods published by the original equipment manufacturer (OEM).
- Specifications or acceptable repair methods published by information providers such as ALLDATA, I-CAR, Mitchell, etc.

If there is a discrepancy related to published specifications contact the Program Specialist for direction.

<table>
<thead>
<tr>
<th>Item to be inspected</th>
<th>Reject if</th>
</tr>
</thead>
</table>
| 12.1 Documentation    | 12.1a. Customer has not provided a Request for Salvage vehicle Inspection.  
**NOTE** - The inspection must be terminated if this situation exists.  
12.1b. The vehicle presented for inspection is not accurately represented on the Request for Inspection. A 1929 Ford kit car assembled in 1996 is not a 1929 Ford, it is a 1996 Ford kit Car, or a 1929 Ford Replica, etc. If the vehicle is not accurately represented have the customer return to the Registry agent that issued the request to have the error corrected.  
**NOTE** - Do not issue a Salvage Vehicle Inspection Certificate before any problems with a request have been addressed.  
12.1c. Customer does not produce a completed Rebuilt Vehicle Work Plan. (see Attachment 9 & 9A) |

12.2 Vehicle Identification Number (VIN)

*** When possible, verify the VIN and odometer stored electronically (PCM/BCM) match what is displayed. Report any abnormalities to The Department. ***

12.2a. VIN plate is missing, damaged, not clearly visible or shows evidence of tampering.  
**NOTE** - The inspection must be terminated if this situation exists.  
12.2b. VIN displayed on vehicle does not match VIN on the Request for Inspection.  
**NOTE** - The inspection must be terminated if this situation exists.
### Section 12 Structural Integrity, continued

<table>
<thead>
<tr>
<th>Item to be inspected</th>
<th>Reject if</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>12.3 Body – General</strong></td>
<td>12.3a. Torn metal, or other loose or dislocated parts protrude from the</td>
</tr>
<tr>
<td></td>
<td>surface of the vehicle in a manner that could be hazardous to passengers,</td>
</tr>
<tr>
<td></td>
<td>pedestrians or cyclists.</td>
</tr>
<tr>
<td></td>
<td>12.3b. Any panel is damaged to the extent that the structural integrity is</td>
</tr>
<tr>
<td></td>
<td>compromised.</td>
</tr>
<tr>
<td></td>
<td>12.3c. Any repairs are not completed using applicable published repair</td>
</tr>
<tr>
<td></td>
<td>procedures.</td>
</tr>
<tr>
<td></td>
<td>12.3c. Hood Crash Hooks (if equipped) are damaged or missing.</td>
</tr>
<tr>
<td><strong>12.4 Structural Dimensions</strong></td>
<td>12.4a. Any published under hood dimension is not within published</td>
</tr>
<tr>
<td></td>
<td>specifications.</td>
</tr>
<tr>
<td></td>
<td>12.4b. Any published engine cradle or cross member dimension is not within</td>
</tr>
<tr>
<td></td>
<td>published specifications.</td>
</tr>
<tr>
<td></td>
<td>12.4c. Any published frame dimension is not within published specifications</td>
</tr>
<tr>
<td><strong>12.5 Frame</strong></td>
<td>12.5a. The structural integrity of the frame has been compromised due to</td>
</tr>
<tr>
<td></td>
<td>heating, welding, bending, drilling, or otherwise modified using methods</td>
</tr>
<tr>
<td></td>
<td>not recommended by the OEM.</td>
</tr>
<tr>
<td></td>
<td>12.5b. A frame repair was not performed using OEM recommended repair</td>
</tr>
<tr>
<td></td>
<td>methods.</td>
</tr>
<tr>
<td><strong>12.6 Roof</strong></td>
<td>12.6a. The structural integrity of the roof has been compromised.</td>
</tr>
<tr>
<td></td>
<td>12.6a. A roof repair was not performed using OEM recommended repair</td>
</tr>
<tr>
<td></td>
<td>methods.</td>
</tr>
<tr>
<td><strong>12.7 Pillars</strong></td>
<td>12.7a. The structural integrity of any pillar has been compromised.</td>
</tr>
<tr>
<td></td>
<td>12.7a. A repair to any pillar was not performed using OEM recommended</td>
</tr>
<tr>
<td></td>
<td>repair methods.</td>
</tr>
</tbody>
</table>
### Section 12 Structural Integrity, continued

<table>
<thead>
<tr>
<th>Item to be inspected</th>
<th>Reject if</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.8 Floor</td>
<td>12.8a. The structural integrity of the floor has been compromised.</td>
</tr>
<tr>
<td></td>
<td>12.8b. Any floor repair was not performed using OEM recommended repair methods.</td>
</tr>
</tbody>
</table>

***NOTE – In the case of a RWD or AWD vehicle be sure to verify the integrity of the floor pan above the transmission and other driveline components***
Automotive and Light Truck Vehicle Inspection Manual
Attachments

Table of Contents

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9A. Record of Inspection .................................................................................. 17
1.1 The licensee is responsible for making sure that a facility is operated strictly in accordance with the Act and Regulation. This Code of Practice provides details on how compliance with the requirements of the Act and Regulation may be achieved.

1.2 The licensee is responsible to ensure that inspections are performed in accordance with the Act, Regulation and appropriate Facility and Technician Manuals, and that no unsafe, fraudulent or illegal practices are carried on while the facility is being operated under the licence issued by Alberta Transportation (AT).

1.3 The licensee must make sure that all of the facility's inspection equipment is kept in a good and serviceable order; the inspection area must be kept clean and Requests for Inspections should be accepted promptly and dealt with as quickly as possible. Also, it is the responsibility of the Inspection Facility Licensee to ensure that licensed inspection technicians have access to such technical data and workshop manuals as are needed to enable the verification of a vehicle manufacturer’s specifications as required.

1.4 The minimum equipment maintained during the currency of the inspection facility licence. If the prescribed inspection equipment is not available at the facility or becomes unserviceable, inspections for which that equipment is needed are not to be carried out (and inspection certificates are not to be issued) until the equipment is either repaired or replaced.

1.5 The facility may only inspect the category of vehicle for which it is approved, and the licensee must not allege or otherwise represent that the facility is capable of inspecting vehicles that fall outside of its authorization.

1.6 The facility must have a valid and subsisting licence. The licence must be posted conspicuously within the facility, along with the shop rates. The rates charged to customers must not be more than the posted rates. If the facility licence is expired, suspended or revoked, it must be taken down and may no longer be displayed until reinstated.

1.7 The Inspection Facility Licensee must supervise licensed inspection technicians employed at the facility and ensure that these persons properly discharge their duties under the Act.

1.8 The Inspection Facility Licensee must ensure that the provisions of the Act and Regulation relating to inspections, decals and certificates of inspection are observed. Additionally, the Inspection Facility Licensee is required to report all instances of bribery, conflict of interest or unethical behavior on the part of any licensed technician as soon as possible to Alberta Transportation.

1.9 Whenever a vehicle passes an inspection at a licensed facility, and the correct type of inspection report has been prepared, the licensee must ensure that the inspection document is signed and that the vehicle that was inspected has been described correctly.

1.10 The Inspection Facility Licensee must make sure that records of the vehicles inspected at the facility and the examiners employed there are maintained, and that all books of certificates are kept at the facility during normal working hours and are stored in a secure place at all times.

1.11 The Inspection Facility Licensee must furnish to Alberta Transportation completed forms relating to the vehicles inspected at the licensed facility as required.

1.12 A person must not inspect vehicles or certify to the condition of vehicles unless that person is also a licensed inspection technician.

1.13 The Inspection Facility Licensee must ensure that only licensed inspection technicians sign inspection forms.

1.14 Alberta Transportation must be notified immediately if any unused inspection certificates issued to the person are lost, destroyed or stolen. This advice must be confirmed in writing within 7 days.
Code of Practice Certificate of Compliance
Please read the entire Code of Practice for Vehicle Inspection Program Facilities. Once you have read and understand the Code of Practice you must sign and return the Certificate of Compliance.

*** Retain the Code of Practice for your records***

CERTIFICATE OF COMPLIANCE

I confirm that I have read and understand and will keep for future reference Alberta Transportation’s Code of Practice for Vehicle Inspection Program Facilities. I understand that any violation of any of the policies described in the Code may be grounds for removal of the Inspection Facility License issued or other appropriate disciplinary action.

Except as otherwise noted in any signed explanatory statement attached to this Certificate, during the currency of my licence I have been, I am presently, and I will continue to be in full compliance with the policies stated in the Code.

__________________________________  _________________________
Signature       Name

__________________________________
Inspection Facility Licence Number

__________________________________
Business Name

__________________________________
Date
Code of Practice
for
Vehicle Inspection Program Technicians

2.1 The licensed technician must conduct a thorough inspection of each vehicle that is submitted for inspection. The inspection must be conducted to determine whether the vehicle meets the Vehicle Standards and Safety Regulation in relation to defective vehicles.

2.2 The licensed technician must inspect only the classes of vehicles for which approval has been given. No other class of vehicles may be inspected.

2.3 Upon completion of each inspection, and not before, the licensed technician must ensure the certificate is completed, sign and must also ensure that the vehicle has been described correctly.

2.4 A licensed technician is permitted to have assistance when necessary; for instance, another person may apply the brake pedal while the examiner checks the operation of brake actuators. Where a vehicle is returned for reinspection after rectification of faults found by one technician, it is permissible for the reinspection to be carried out by another technician at the same site if the original technician is absent.

2.5 The licensed technician must maintain a good knowledge of the inspection requirements, procedures and any relevant standards, including all AT Information Sheets and vehicle inspection procedures that are issued from time to time, relevant to the inspection of vehicles.

2.6 The licensed technician should consult and be familiar with a vehicle manufacturer's technical data to assist in determining whether components such as brakes, suspension and steering are serviceable or defective.

2.7 The licensed technician must ensure that all vehicle identification information recorded on the Inspection Certificate or Record of Inspection is taken directly from the vehicle inspected, and is accurate and legible.

2.8 A licensed technician may inspect vehicles only at a licensed inspection facility.

2.9 A licensed technician must maintain a professional level of knowledge with respect to technical requirements related to the types of vehicles for which he or she is licensed, and must demonstrate continuing competency through the completion of any examinations or standards set by AT as required.

2.10 A licensed technician will recognize that this is a position of public trust and the safety of the motoring public may depend upon his or her decisions.

2.11 A licensed technician will act according to the highest standards of ethics, professionalism and public service in carrying out all duties under the auspices of Alberta Transportation.
Code of Practice Certificate of Compliance
Please read the entire Code of Practice for Vehicle Inspection Program Technicians. Once you have read and understand the Code of Practice you must sign and return the Certificate of Compliance.

*** Retain the Code of Practice for your records ***

CERTIFICATE OF COMPLIANCE

I confirm that I have read and understand and will keep for future reference, Alberta Transportation’s Code of Practice for Vehicle Inspection Program Technicians. I understand that any violation of any of the policies described in the Code may be grounds for removal of the Inspection Technician License issued or other appropriate disciplinary action.

Except as otherwise noted in any signed explanatory statement attached to this Certificate, during the currency of my licence I have been, I am presently, and I will continue to be in full compliance with the policies stated in the Code.

____________________     _________________________
Technician Signature      Technician Name

____________________
Inspection Technician Licence Number
(Not required if not currently licenced)

____________________
Date
When you receive your Technician licence verify the following items for accuracy:

1. Technician Name – Inspection certificates issued must display the Technician name as it appears on the Technician licence.

2. Technician Number - Inspection certificates issued must display the Technician number as it appears on the Technician licence.

3. Expiry Date – **Make a note of this date** – If you have not received a Technician licence renewal package within 90 days of the expiry date shown on the Technician licence contact Vehicle Safety at 780-427-8901. Any certificates issued after the Technician licence expiry date may be **revoked**.

4. **VALID INSPECTION PROGRAM(s)** – verify the Program(s) you have applied to inspect under are listed.

5. **LICENSED TO INSPECT** (Types of vehicles authorized to inspect) - Verify the types of vehicles you have applied to inspect are listed.

6. Conditions – Verify any conditions listed are accurate.

***Any errors or discrepancies **must** be reported immediately***

***Changes to **any** information displayed **must** be reported immediately***

***Lost or missing licenses **must** be reported immediately***

***The Technician licence **must** be produced when requested by a person authorized by the Registrar***
When you receive your Facility licence verify the following items for accuracy:

1. Legal name – Inspection certificates issued must display the facility name as it appears on the facility licence.

2. Facility location

3. Program type(s) – verify the Program(s) you have applied to inspect under are listed.

4. Types of vehicles authorized to inspect - Verify the types of vehicles you have applied to inspect are listed.

5. Conditions – Verify any conditions listed for your facility are accurate. (**NOTE** – A “CARRIER LIMITED” condition means your facility can ONLY inspect commercial vehicles registered to the LEGAL NAME as it appears on the facility licence.

6. Facility Number - Inspection certificates issued must display the facility number as it appears on the facility licence.

7. Expiry Date – **Make a note of this date** – create a reminder at least 120 days prior to the expiry date. If you have not received a facility licence renewal package within 120 days of the expiry date shown on the facility licence contact Vehicle Safety at 780-427-8901. Any certificates issued after the facility expiry date may be revoked.

***Any errors or discrepancies **must** be reported immediately***

****Changes to **any** information displayed **must** be reported immediately****
Indicators

The purpose of the Vehicle Inspection Program is to ensure vehicles operated on Alberta roadways are both structurally and mechanically fit. Vehicles currently registered in Alberta and vehicles coming from other jurisdictions may have a status(1) assigned to them that is not accurate. A vehicle’s history may have been masked through “title washing”(2), or through a vehicle being repaired after an unreported collision, in order to increase its resale value. Therefore attention to detail is a must.

An Autobody Technician is not expected to have the skills necessary to diagnose or repair ABS nor is an Automotive Service Technician expected to have the skills necessary to identify hidden collision damage or inadequate structural repairs. But both Technicians are expected to be aware of the “indicators”(3).

1. **Status** – A vehicle in Alberta may have a status of Active, Salvage, Rebuilt, Non-Repairable, or unsafe assigned to it. The status can be assigned by the Government of Alberta, an insurance company or a law enforcement agency.

2. **Title Washing** – Conceals a vehicle’s salvage or non-repairable status by moving the vehicle and title through several states. Some States do not recognise vehicle titles indicating salvage, non-repairable, or flood damage assigned by other States. Canadian jurisdictions do track the status of every vehicle registered in Canada through an Interprovincial Record Exchange. Reports that include a vehicle’s status or title can be purchased from any Alberta Registry agent or on the web from Carfax or Carproof.

3. **Indicators** – Simply put, anything observed that is out of the norm.

    (a) An SRS lamp mimics the brake system lamp during the bulb check.
    (b) Warning lamps failing to illuminate during a bulb check sequence.
    (c) Evidence of a repair to an SRS module (Airbag) cover.
    (d) New condenser and radiator installed on a vehicle having an OOP inspection. (this is a situation where a closer look at the radiator support and …)
    (e) Fresh undercoating should be investigated further to determine if it was used to conceal a body splice or floor pan repair (remove interior trim as required).
    (f) Obvious panel misalignment on a vehicle presented for an OOP inspection. The panel misalignment may be an indication of improper collision damage repair to a vehicle improperly declared at the time of importation.
    (g) A PCM or BCM displays mileage X and the odometer displays mileage X – Y.

If at anytime during an inspection you become aware of anything out of the ordinary, do not hesitate to contact the Motor Vehicle Inspection Program Specialist.
PART 1

Vehicle Type
- Light Truck
- Truck-Truck Tractor
- Motorcycle
- Motorhome
- Automobile
- Commercial Bus
- School Bus
- Motorcoach

Vehicle Owner

Brake Type
- Hydraulic
- Air

Date Certificate Issued
- yyyy
- mm
- dd

Company Name OR Name of Owner
First
Initial
Telephone Number
- ( )

Address
Street
Town/City
Province
Postal Code

Vehicle
Make
Model
Year
Unit Number

Vehicle Identification Number

Odometer
Km
Miles
Licence Plate Number
Province

IT IS AN OFFENCE TO FALSIFY OR PRE-SIGN AN INSPECTION CERTIFICATE

PART 2 - CERTIFICATION
I certify that the vehicle described in Part 1 has passed the inspections and tests established under the Traffic Safety Act for an Out of Province vehicle.

Name of Inspection Facility
Inspection Facility Number

Name of Inspection Technician (PRINT clearly)
Inspection Technician Number

Trade Designation
- Automotive Service Technician
- Heavy Equipment Technician
- Motorcycle Mechanic

Signature of Inspection Technician
Date of Inspection
(year/month/day)

NOTICE TO VEHICLE OWNER

1. This Inspection Certificate expires after 14 days from the Certificate issued date. After this time, a complete re-inspection of the vehicle is required.

2. The original of this Certificate must be presented to a Registry Agent within 14 days for registration purposes.

3. A Record of Inspection is attached which indicates the items inspected for roadworthiness required for the issue of this Inspection Certificate.
Guide to Completing an Out of Province Vehicle Inspection Certificate

1. Vehicle Type – Indicate the type of vehicle. (**NOTE – A light truck is any truck with 2 axles and hydraulic brakes.)

2. Brake Type – Be sure to indicate the type of brake system.

3. Date Certificate Issued - Enter the date the certificate is issued using the format specified (YYYY/MM/DD)

4. Owner Information – Enter information as it appears on the registration or if the vehicle is not registered, enter the name of the person presenting the vehicle for inspection. (**NOTE – If the vehicle is dealer inventory enter the name of the dealership.)

5. Vehicle Description – Be as accurate as possible. (e.g. SUV or ½ ton are not considered vehicle models.)

6. VIN – Verify the VIN on the request form matches the VIN displayed on the vehicle (do not rely on registration documents). Please print clearly, this information must be legible. If you make an error completing this field void the certificate and complete a new one, corrections to this field will not be accepted.

7. Odometer – Mileage Must be recorded. (a blank field will result in certificate being rejected)

8. Licence Plate Number – If the vehicle is not registered enter NA.

9. Name of Inspection Facility – Enter the name of the Facility as it appears on the Facility licence.

10. Inspection Facility Number - Enter the Facility number as it appears on the Facility licence.

11. Name of Inspection Technician – Printed clearly.

12. Inspection Technician Number – Enter the number as it appears on the Technician Licence issued by The Department.

13. Signature of Inspection Technician – Sign the certificate only after the vehicle has passed all inspection criteria. Pre-signing a certificate will lead to disciplinary action up to and including cancellation of the Inspection Technician Licence.

14. Date of Inspection – Enter the date of inspection using the format specified (YYYY/MM/DD)

15. Notice to Vehicle Owner – Be sure the vehicle owner is aware the certificate will expire 14 days from the date of issue.
Attachment 7A
Guide to Completing a Salvage Vehicle Inspection Certificate

(NOTE: Salvage inspection certificates are only issued to Salvage Inspection Facilities)

1. Vehicle Type – Indicate the type of vehicle. (**NOTE – A light truck is any truck with 2 axles and hydraulic brakes.)

2. Brake Type – Be sure to indicate the type of brake system.

3. Date Certificate Issued - Enter the date the certificate is issued using the format specified (YYYY/MM/DD)

4. Owner Information – Enter information as it appears on the registration or if the vehicle is not registered, enter the name of the person presenting the vehicle for inspection. (**NOTE – If the vehicle is dealer inventory enter the name of the dealership.)

5. Vehicle Description – Be as accurate as possible. (e.g. SUV or ½ ton are not considered vehicle models.)

6. VIN – Verify the VIN on the request form matches the VIN displayed on the vehicle (do not rely on registration documents). Please print clearly, this information must be legible. If you make an error completing this field void the certificate and complete a new one, corrections to this field will not be accepted.

7. Odometer – Mileage Must be recorded. (a blank field will result in certificate being rejected)

8. Licence Plate Number – If the vehicle is not registered enter NA.

9. Name of mechanical Inspection Facility – To be entered by the mechanical Inspection Facility as it appears on the Facility licence.

10. Mechanical Inspection Facility Number – To be entered by the mechanical Inspection Facility as it appears on the Facility licence.

11. Name of mechanical Inspection Technician – Printed clearly.

12. Mechanical Inspection Technician Number – Enter the number as it appears on the Technician Licence issued by The Department.

13. Signature of mechanical Inspection Technician – Sign the certificate only after the vehicle has passed all inspection criteria relating to the mechanical fitness. Pre-signing a certificate will lead to disciplinary action up to and including cancellation of the Inspection Technician Licence.

14. Date of Inspection – Enter the date of inspection using the format specified (YYYY/MM/DD)

15. Name of Structural Integrity Inspection Facility – To be entered by the Structural Integrity Inspection Facility as it appears on the Facility licence.

16. Structural Integrity Inspection Facility Number – To be entered by the Structural Integrity Inspection Facility as it appears on the Facility licence.

17. Structural Integrity Inspection Technician Number – Enter the number as it appears on the Technician Licence issued by The Department.

18. Structural Integrity Inspection Technician Number – Enter the number as it appears on the Technician Licence issued by The Department.

19. Signature of Structural Integrity Inspection Technician – Sign the certificate only after the vehicle has passed all inspection criteria relating to the mechanical fitness. Pre-signing a certificate will lead to disciplinary action up to and including cancellation of the Inspection Technician Licence.

20. Date of Inspection – Enter the date of inspection using the format specified (YYYY/MM/DD)+

21. Notice to Vehicle Owner – Be sure the vehicle owner is aware the certificate will expire 14 days from the date of issue.
Guide to Completing a Rebuilt Vehicle Work Plan

1. **Vehicle Information** – Must accurately match the vehicle presented for inspection.

2. **Owner Information** – Information provided must match the information displayed on the operator licence.

3. **Rebuilder Information** – If the vehicle was repaired by anyone other than the vehicle owner this section must be completed. If applicable, vehicle owner must provide trade certification and, or Alberta Vehicle Inspection Technician number.

4. **Vehicle Damage** – Describe the type and extent of any collision damage. If pictures are not provided an Inspection Technician may have to remove components in order to verify proper repairs methods were used. There may be an additional cost over and above the posted inspection cost.

5. **Work Plan** – Describe how you have, or plan to repair the vehicle. Note that any repairs must be completed using industry acceptable repair methods.

6. **Major Components** – Any cab, frame, SRS components, electronic ABS components, or any other electronic safety components from a vehicle with a “non-repairable” status cannot be used.

***

Before you start your rebuild, verify the vehicle you are repairing does not have a non-repairable status. A Vehicle Information Report can be purchased from any Alberta Registry agent.

***

Be sure not to cover any welds / assembly joints – No sealant, soundproofing, or rust proofing compound may be applied to the vehicle prior to the inspection.

***

The following documents must be presented to a Salvage Vehicle Inspection Facility licensed by the Government of Alberta before an inspection can be performed:

- Four (4) colour photographs taken before the vehicle was rebuilt, clearly illustrating the vehicles front end, rear end, and both sides. If you do not have photographs there may be additional costs if the Inspection Facility has to remove components to verify a repair.
- A request for “salvage vehicle inspection” purchased from an Alberta Registry agent.

***
# Rebuilt Vehicle Work Plan (page 1 of 2)

## 1. Vehicle Information

<table>
<thead>
<tr>
<th>VIN</th>
<th>Make</th>
<th>Model</th>
<th>Year</th>
<th>Odometer</th>
</tr>
</thead>
</table>

## 2. Owner Information

<table>
<thead>
<tr>
<th>Last, First, Middle Name</th>
<th>Operator Licence Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Signature of Owner</td>
</tr>
</tbody>
</table>

## 3. Rebuilder Information (complete all that apply)

<table>
<thead>
<tr>
<th>Trade Certificate Number and Designation</th>
<th>Inspection Technician Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last, First, Middle Name</td>
<td>Operator Licence Number</td>
</tr>
<tr>
<td>Address</td>
<td>Signature of Rebuilder</td>
</tr>
</tbody>
</table>

## 4. Vehicle Damage

(describe type and location of damage):

Photographs showing the front, rear, and both sides of vehicle prior to repairs attached? **YES** [ ] **NO** [ ]

## 5. Work Plan

(describe your repair procedure and process)
6. Major Components Used To Repair Vehicle

<table>
<thead>
<tr>
<th>COMPONENT</th>
<th>SUPPLIER NAME</th>
<th>INVOICE #</th>
<th>VIN of DONOR VEHICLE</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

TSSRVWP2007 (2009/01)
Attachment 9

Guide to Completing the Record of Inspection (ROI)

1. ROI’s must be issued for every vehicle inspected regardless of whether the vehicle passes or not, and the original copy must be given to the customer.

2. The order of the components to be inspected on the Record of Inspection follows the order they appear in the Inspection Manual.

3. The results column has 3 choices:
   - **P = Pass** – Do not use this box to indicate a Pass for a repaired item.
   - **F = Fail** – For every failed item you **MUST** include details in the “NOTES” area provided. Out of spec components must also be recorded, instead of “loose ball joint” etc. you **must** provide OEM specification and actual measurement.
   - **NA = Not Applicable** – Vehicle is not equipped with the component listed.

4. When a vehicle is presented for re-inspection, record the items re-inspected (and results) in the applicable “NOTES” section of the ROI.

5. Structural dimensions must be recorded when completing a ROI for a Salvage Vehicle Inspection. Print outs may be attached to the ROI if you prefer not to use the space provided.

6. Certification – The Inspection Technician must indicate whether or not the vehicle has passed the inspection, and sign the statement to that effect.

7. Customer Acknowledgment – Be sure the customer has read, understands, and has signed the statement acknowledging their understanding of the re-inspection requirements.
### Vehicle Information

<table>
<thead>
<tr>
<th>VIN</th>
<th>Make</th>
<th>Model</th>
<th>Year</th>
<th>Odometer</th>
</tr>
</thead>
</table>

### Customer Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Address</th>
<th>Postal Code</th>
</tr>
</thead>
</table>

### Section 1 Pre-Inspection

<table>
<thead>
<tr>
<th>Component</th>
<th>P</th>
<th>F</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1a. Request for Inspection (RFI)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1b. Vehicle accurately described on the RFI.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2a. VIN plate condition.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2b. VIN consistent with RFI.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3a. CV joint road test result.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3b. Universal joint road test result.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### NOTES:

### Section 2 Onboard Diagnostic Systems

<table>
<thead>
<tr>
<th>Component</th>
<th>P</th>
<th>F</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1a. PCM codes present.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1b. PCM (MIL, SES, etc) lamp fails to illuminate.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2a. ABS codes present.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2b. ABS lamp fails to illuminate.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2c. ABS lamp remains illuminated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3a. Brake system warning lamp fails to illuminate.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3b. Brake system warning lamp remains illuminated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4a. SRS codes present.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4b. SRS lamp fails to illuminate.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4c. SRS lamp remains illuminated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4d. Airbag(s) present.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4e. Airbag cover integrity.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5. Electronic Stability Control (ESC).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6. Powertrain Warning Lamps.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.7. Other safety systems.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### NOTES:

### Section 3 Interior

<table>
<thead>
<tr>
<th>Component</th>
<th>P</th>
<th>F</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1. Doors.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2. Rear view mirror.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3. Sun visors.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4. Horn.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.5. Seats.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.7. Signal lamp switch and indicator.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.9. Headlamp switch and High beam indicator.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.10. Auxiliary lamp indicator(s)</td>
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</table>

#### NOTES:

### Section 4 Glass

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<tr>
<th>Component</th>
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<th>NA</th>
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</thead>
<tbody>
<tr>
<td>4.1a. Windshield marked AS-1, AS-10 or AS-14</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4.1b. Windshield condition.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1c. Windshield tinting / decals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1d. Windshield visibility (general)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2a. Side Glass marked AS-1, AS-2, AS-10 or AS-11</td>
<td></td>
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</tbody>
</table>

#### NOTES:
# MOTOR VEHICLE RECORD OF INSPECTION

## Section 5 Lamps

<table>
<thead>
<tr>
<th>Component</th>
<th>P</th>
<th>F</th>
<th>NA</th>
<th>Component</th>
<th>P</th>
<th>F</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1. Lamps (general)</td>
<td></td>
<td></td>
<td></td>
<td>5.7. Front side reflectors.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2. Daytime running lamps.</td>
<td></td>
<td></td>
<td></td>
<td>5.8. Rear side marker lamps.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.3. High mount brake lamp.</td>
<td></td>
<td></td>
<td></td>
<td>5.9. Rear side reflectors.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4. Headlamps.</td>
<td></td>
<td></td>
<td></td>
<td>5.10. Licence plate lamp.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.5. Auxiliary lamps.</td>
<td></td>
<td></td>
<td></td>
<td>5.11. Emergency lighting.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5.6. Front side marker lamps</td>
<td></td>
<td></td>
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**NOTES:**

## Section 6 Exterior, General

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<tr>
<th>Component</th>
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<th>Component</th>
<th>P</th>
<th>F</th>
<th>NA</th>
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</thead>
<tbody>
<tr>
<td>6.2. General body condition.</td>
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<td></td>
<td></td>
<td>6.4. Aftermarket equipment installation.</td>
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</table>

**NOTES:**

## Section 7 Under Hood

<table>
<thead>
<tr>
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<th>Component</th>
<th>P</th>
<th>F</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1. Hood latch mechanism.</td>
<td></td>
<td></td>
<td></td>
<td>7.7. Clutch master cylinder.</td>
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<td></td>
</tr>
<tr>
<td>7.3. Remote starter operation.</td>
<td></td>
<td></td>
<td></td>
<td>7.9. Exhaust manifold(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.4. Battery.</td>
<td></td>
<td></td>
<td></td>
<td>7.10. Oil leaks.</td>
<td></td>
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</tr>
<tr>
<td>7.5. Accessory Belt Drive System</td>
<td></td>
<td></td>
<td></td>
<td>7.11. Engine and transmission mounts.</td>
<td></td>
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**NOTES:**

## Section 8 Steering and Suspension

<table>
<thead>
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<th>Component</th>
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<th>NA</th>
<th>Component</th>
<th>P</th>
<th>F</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.2. Ball joints (front and rear)</td>
<td></td>
<td></td>
<td></td>
<td>8.9. Rack &amp; Pinion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.3. Tie rod ends (inner and outer)</td>
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<td></td>
<td></td>
<td>8.10. Power steering system.</td>
<td></td>
<td></td>
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<tr>
<td>8.4. Pitman arm.</td>
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<td></td>
<td></td>
<td>8.11. Control arms.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.5. Idler arm.</td>
<td></td>
<td></td>
<td></td>
<td>8.12. Struts and shocks.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>8.7. Steering shaft assembly.</td>
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<td></td>
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**NOTES:**

## Section 9 Tires and Wheels

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<th>Component</th>
<th>P</th>
<th>F</th>
<th>NA</th>
</tr>
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<tbody>
<tr>
<td>9.1. Tread depth. LF mm, RF mm, RR mm, LR mm</td>
<td></td>
<td></td>
<td></td>
<td>9.4. Tire serial numbers &amp; dates of manufacture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.2. Tire condition (general)</td>
<td></td>
<td></td>
<td></td>
<td>9.5. Wheels.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.3. Tire size.</td>
<td></td>
<td></td>
<td></td>
<td>9.6. Wheel nuts and studs.</td>
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**NOTES:**

## Section 10 Brakes

<table>
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<th>Component</th>
<th>P</th>
<th>F</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.2. Brake lining – LF: mm</td>
<td></td>
<td></td>
<td></td>
<td>10.8. rotor or drum – LR: mm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.2. Brake lining – RF: mm</td>
<td></td>
<td></td>
<td></td>
<td>10.6. Park brake drum diameter – LR: mm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.8. Brake rotor or drum – RR: mm</td>
<td></td>
<td></td>
<td></td>
<td>10.5. Brake rotor condition (general)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.2. Park brake lining – RR: mm</td>
<td></td>
<td></td>
<td></td>
<td>10.7. Brake drum condition (general)</td>
<td></td>
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</tbody>
</table>

**NOTES:**
### Section 11 Under Vehicle

<table>
<thead>
<tr>
<th>Component</th>
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<th>Component</th>
<th>P</th>
<th>F</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.1. Bumpers.</td>
<td></td>
<td></td>
<td></td>
<td>11.5. Drive Axles / Propeller Shafts.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.2. Engine</td>
<td></td>
<td></td>
<td></td>
<td>11.6. Floor pan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.3. Transmission / Transaxle / Transfer Case.</td>
<td></td>
<td></td>
<td></td>
<td>11.7. Fuel system.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.4. Differential(s)</td>
<td></td>
<td></td>
<td></td>
<td>11.8. Exhaust system.</td>
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</table>

**NOTES:**

### Section 12 Structural Integrity

<table>
<thead>
<tr>
<th>Component</th>
<th>P</th>
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<th>NA</th>
<th>Component</th>
<th>P</th>
<th>F</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1. Documentation</td>
<td></td>
<td></td>
<td></td>
<td>12.5. Frame</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.2. Vehicle Identification Number</td>
<td></td>
<td></td>
<td></td>
<td>12.6. Roof</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.3. Body - General</td>
<td></td>
<td></td>
<td></td>
<td>12.7. Pillars</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.4. Structural Dimensions -<em><strong>Must Be Recorded</strong></em></td>
<td></td>
<td></td>
<td></td>
<td>12.8. Floor</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**

### Certification

The vehicle for which this Record of Inspection is issued has **PASSED** (Certificate #________________) **FAILED** the inspection and I certify it has been inspected in accordance with the Vehicle Inspection Regulation, *Alberta Regulation 211/2006* and the applicable Inspection Manual.

<table>
<thead>
<tr>
<th>Date of Inspection (mechanical)</th>
<th>Technician Number (mechanical)</th>
<th>Facility Number (mechanical)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Inspection (structural)</td>
<td>Technician Number (structural)</td>
<td>Facility Number (structural)</td>
<td>Signature</td>
</tr>
</tbody>
</table>

### Customer Acknowledgment

I understand if a vehicle inspection identifies defects and repairs are required, once repaired, the vehicle and this Record of Inspection (ROI) may be presented to any Vehicle Inspection Facility within 10 days of the initial inspection and only the failed items noted on this ROI are required to be re-inspected. If the vehicle is not returned for re-inspection within 10 days of the initial date of inspection, a new inspection must be conducted.

<table>
<thead>
<tr>
<th>Date (Month/Day/Year)</th>
<th>Customer Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Motor Vehicle Lighting Inspection Guide

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1. Definitions

**Lamps & reflectors** are all parts installed on a vehicle to produce or reflect light. This includes all lamps, lenses, reflectors, and multifunction combination light clusters.

**Lighting & signalling devices** are those lamps & reflectors mainly intended to show the vehicle's position, size, direction of travel, and driver's intentions. For example:

- Brake lamps advertise the driver's intention to slow or stop.
- Parking lamps, side markers, daytime running lamps, and tail lamps advertise the vehicle's presence, position, size, and direction of travel.

**Forward illumination devices** are those lamps on the front of the vehicle mainly intended to light the driver's way after dark and in bad weather. For example:

- Headlamps illuminate the roadway for the driver to see safely at night.
- Fog lamps provide specially-focused light for the driver to see the lane markings and road edges during very poor visibility.

**Bulb** means a removable & replaceable light source used in a lamp. Single or clustered LED's do not count as bulbs.

**Function markings** are letters, numbers, and symbols on or near the lens of a lamp or reflector, or stamped on a bulb. These markings are information about the legality, function(s) and operational of the device.

2. General requirements for lamps & reflectors

2.1 These lighting and signalling devices are approved:

- Devices marked "SAE" or "DOT".
- Devices bearing a European-code E-mark such as (E2) or Devices not marked, but originally installed on vehicles intended for sale & use in Canada or the US.

2.2 These forward illumination devices (headlamps and auxiliary lamps) are approved:

- All devices marked "SAE" or "DOT", except that headlamps marked only "SAE M" may be used only on motorcycles, not on cars, trucks, SUVs or vans.
- All high beam headlamps, fog and driving lamps bearing a European-code E-mark such as (E2) or [e2]. The actual number after the E or e is not important.
- Low beam and combination high/low beam headlamps designed or adjusted for use in traffic flowing along the right side of the road (see section for detailed information) and bearing a European-code E-mark such as (E2) or [e2]. The actual number after the E or e is not important.
- Original-equipment fog and driving lamps on vehicles privately imported from Japan or other markets, as long as they are hooked up and working according to the requirements below.

Japanese-specification low beam or combination high/low beam headlamps are not approved.
3. How to interpret light & reflector function markings

3.1 European-code (E-code) lens markings

European-code function marks describe the signalling and lighting functions produced by each device. These function marks may be grouped all together on one part of a lamp, or they may be located individually on the lens of each compartment of a multifunction combination lamp.

Except near low beam headlamp function markings, an arrow above or below a function mark indicates which side of the vehicle the function is for. If there is no arrow, the marked function is OK for use on either side of the vehicle.

Near low beam headlamp function markings, an arrow indicates whether the headlamp produces a beam for use on the left or the right side of the road, or can be adjusted to produce either type of beam. Beams for use on the right side of the road are required in Canada. See the Headlamp inspection section of this document for a detailed explanation of arrows near low beam function markings.

### E-code Function Markings

<table>
<thead>
<tr>
<th>E-code lighting &amp; signalling function markings</th>
<th>E-code forward illumination function markings</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Parking lamp</td>
<td>B - Front Fog lamp</td>
</tr>
<tr>
<td>AR - Reversing (backup) Lamp</td>
<td>C - Low beam headlamp with tungsten bulb</td>
</tr>
<tr>
<td>F or B - Rear Fog Lamp</td>
<td>R - High beam headlamp or driving lamp with tungsten bulb</td>
</tr>
<tr>
<td>IA - Reflector</td>
<td>CR or C/R - Low/high beam headlamp with tungsten bulb</td>
</tr>
<tr>
<td>R - Tail Lamp</td>
<td>HC - Low beam headlamp with halogen bulb</td>
</tr>
<tr>
<td>S1 - Brake lamp</td>
<td>HR - High beam headlamp or driving lamp with halogen bulb</td>
</tr>
<tr>
<td>S3 - Centre High Mount Stop Lamp (3rd brake light)</td>
<td>HCR or HC/R - Low/high beam headlamp with halogen bulb</td>
</tr>
<tr>
<td>1, 1a, or 1b - Front Turn Signal</td>
<td>DC - Low beam headlamp with HID Xenon bulb</td>
</tr>
<tr>
<td>2a - Rear Turn Signal</td>
<td>DR - High beam headlamp or driving lamp with HID Xenon bulb</td>
</tr>
<tr>
<td>5 - Side Turn Signal Repeater</td>
<td>DCR or DC/R - Low/high beam headlamp with HID Xenon bulb</td>
</tr>
<tr>
<td>SM1 or SM2 - Side marker lamp</td>
<td>PL - Plastic lens (may occur with any of other forward illumination markings)</td>
</tr>
<tr>
<td>RL - Daytime Running Lamp (DRL)</td>
<td>⊳ Low beam light pattern is for use in traffic flowing on right side of road</td>
</tr>
<tr>
<td>⊳ Function or device for right side of vehicle</td>
<td>⊳ Low beam light pattern is for use in traffic flowing on left side of road</td>
</tr>
<tr>
<td>⊳ Function or device for left side of vehicle</td>
<td>⊳≡ Low beam light pattern can be adjusted for use in traffic flowing on either side of road</td>
</tr>
</tbody>
</table>
3.2 SAE / DOT lens markings

Lighting devices originally built for use in North America sometimes bear marks indicating the functions built into each device. These functional marks may be located individually on the lens of each compartment of a multifunction combination lamp, or the marks may all be grouped together on one part of the lamp. In either case, they are placed after the letters “SAE”.

<table>
<thead>
<tr>
<th>SAE/DOT lighting &amp; signalling function markings</th>
<th>SAE/DOT Forward illumination function markings</th>
</tr>
</thead>
<tbody>
<tr>
<td>A or A2 - Reflector</td>
<td>F - Front fog lamp</td>
</tr>
<tr>
<td>E2 - Side turn signal repeater</td>
<td>F2 - Rear fog lamp</td>
</tr>
<tr>
<td>I, I2, I3, I4, I5, I6 or I7 - Front Turn signal</td>
<td>H - Sealed beam headlamp</td>
</tr>
<tr>
<td>P - Parking lamp</td>
<td>HG - Xenon HID headlamp</td>
</tr>
<tr>
<td>P2 - Side marker lamp</td>
<td>HR - Halogen replaceable-bulb headlamp</td>
</tr>
<tr>
<td>R - Reversing (backup) lamp</td>
<td>M - Motorcycle headlamp</td>
</tr>
<tr>
<td>S - Brake lamp</td>
<td>N - Moped headlamp</td>
</tr>
<tr>
<td>T - Tail lamp</td>
<td>Y - Driving lamp</td>
</tr>
<tr>
<td>U3 - Centre high-mounted brake lamp (CHMSL)</td>
<td>Z - Auxiliary low beam lamp</td>
</tr>
<tr>
<td>Y2 - Daytime Running Lamp</td>
<td></td>
</tr>
</tbody>
</table>

4. General requirements for lamps and reflective devices

4.1 Condition and mounting

Lamps and reflectors must not be cracked, faded, or broken. Repairs with coloured tape or other temporary materials are not acceptable. Lenses that are visibly clouded, fogged, or yellowed with age are not acceptable and must be polished or replaced before re-inspection. Lamp reflectors must be bright and shiny; reject lamps with corroded, darkened or peeling reflectors. Devices must not contain water, though slight condensation mist is permitted in headlamps if it dries up completely within 5 minutes of turning on the lamps. All lamps and reflectors must be securely and properly mounted to the vehicle with all weather seals intact, incorrect orientation—right side up. Forward illumination devices (headlamps, auxiliary headlamps, fog and driving lamps) must be mounted such that the correct aim settings can be attained and maintained despite vibrations and jolts encountered in normal vehicle service. Lamps may not have any paint, coating, or cover applied that darkens the original lens colour or reduces the amount of light emitted. **Headlamp "beam deflectors" covering part of the headlamp lens are not allowed.** Auxiliary fog and driving lamps may have covers installed when they are not in use. Lighting devices originally manufactured with dark or specially-coloured lenses are permitted as long as the device emits light of the correct colour and intensity.
4.2 Light Sources & production of coloured light

All lamps and reflective devices must be equipped with bulbs of the proper type, colour and power. It is not permitted to install one or more LED’s into a socket or lamp intended to use filament bulbs. If a lamp is seen to emit only a small point of light near the centre of the lens, without most of the lens lighting up, check for unlawful installation of LED’s in place of filament bulbs. Any brake or turn signal lamp equipped with the following European-code bulbs must have brighter bulbs installed for use in Canada:

- P21W or 7506 to be replaced by P3497
- P21/5W or 7528 to be replaced by P3496

All other European-code bulbs are acceptable.

**Amber or yellow light** may be produced by coloured bulbs with colourless lenses, by colourless bulbs with coloured lenses, or by factory-installed amber or yellow LED’s.

**Red light** may be produced by colourless bulbs with red lenses or by factory-installed red LED’s. Red light may not be produced by red bulbs with colourless lenses unless the bulbs are permanently installed in a sealed lamp unit or, in the case of replaceable bulbs, are marked with an E-code mark such as (E1)—the actual number after the E is not important—and one of the following type codes:

<table>
<thead>
<tr>
<th>PR19W</th>
<th>PSR19W</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR21W</td>
<td>PSR24W</td>
</tr>
<tr>
<td>PR21/4W</td>
<td>RR5W</td>
</tr>
<tr>
<td>PR21/5W</td>
<td>RR10W</td>
</tr>
<tr>
<td>PR24W</td>
<td>TR4W</td>
</tr>
<tr>
<td>PR27W</td>
<td>WR5W</td>
</tr>
<tr>
<td>PR27/7W</td>
<td>WR21/5W</td>
</tr>
</tbody>
</table>

5. Inspecting for proper lamps and reflectors

There are specific requirements for the presence, mounting, function, and colour of each kind of lamp or reflector. Most lamps and reflective devices are installed in pairs. There may be one or more of each type of lamp on each side of the vehicle. When they are paired, all the lamps or reflectors in any pair must be the same type, mounted symmetrically, working correctly, and must emit and/or reflect the same colour and intensity of light. Fog lamps, driving and auxiliary low beam lamps, the reversing (back-up) lamp, the centre high-mount (3rd) brake lamp, and the rear fog lamp are sometimes paired, and sometimes installed singly. Either arrangement is acceptable for these devices. All forward illumination devices must emit white or yellow light.

5.1 Headlamps: Two low beam required; two or four high beam required.

5.2 Fog or driving lamps, auxiliary low beam lamps: One or two of each type permitted. The top lighted edge of any fog lamp may not be higher than the top lighted edge of any low-beam headlamp.

5.3 Front parking lamps: Two required. White, yellow, or amber.

5.4 Daytime running lamps: Two required on 1990 and newer vehicles. White, yellow, or amber.

5.5 Front turn signals: Two required amber.

5.6 Front reflectors: Permitted but not required, white.
5.7 Front side marker lights and reflectors: One left and one right required on 1970 and newer vehicles, amber, located at or near the front edge of the side of the vehicle. On some vehicles, the parking lamp wraps around to the side of the vehicle and also performs the front side marker lamp and/or reflector functions.

5.8 Cornering lamps: Permitted but not required. If present, one left and one right at the front and/or rear of the vehicle, emitting white, yellow, or amber light to the side of the vehicle.

5.9 Side turn signal repeaters: Permitted but not required. If present, one left and one right, flashing amber.

5.10 Rear side marker lights and reflectors: One left and one right required on 1970 and newer vehicles, red, located at or near the rear edge of the side of the vehicle. On some vehicles, the tail lamp wraps around to the side of the vehicle and also performs the rear side marker function.

5.11 Rear reflectors: Two required, or one extending the full width of the rear of the vehicle, red.

5.12 Tail lamps: Two required, or one extending the full width of the rear of the vehicle, red.

5.13 Brake lamps, left & right: One left & one right required, red.

5.14 Brake lamp, centre: One required on 1990 and newer cars, 1994 and newer trucks, SUVs & vans, red.

5.15 Rear turn signals: Two, flashing amber or red.

5.16 Reversing (back-up) lamp: One required, two permitted, white.

5.17 Rear licence plate lamp: One or two required, illuminating the whole surface of the rear licence plate without shining white light directly to the rear of the vehicle.

5.18 Rear fog lamp: One mounted between centre and left edge of vehicle or one left and one right, permitted but not required, red.
6. Inspecting for proper lamp operation

6.1 Parking lamps, front & rear side marker lamps, tail lamps & rear licence plate lamp:

- Must all illuminate steadily when the vehicle's parking lamps are switched on.
- All of these lamps must remain steadily lit when the vehicle's headlamps are switched on. **Exception:** Parking lamps can switch off when headlamps are illuminated on pre-1970 vehicles.

6.2 Side marker lamps and reflectors must produce and reflect light 30 degrees forward and rearward.

**How to inspect them:**

1. Turn the vehicle's parking lamps on.
2. Obtain a flashlight or droplight and stand directly beside and 2m (7 ft) away from the side marker.
3. Walk 1.2m (4 ft.) forward of the side marker. Observe the light it is producing. Hold the flashlight or droplight at your eye level, and shine it at the side marker. Observe the reflected light.
4. Walk 1.2m (4 ft.) rearward of the side marker. Observe the light it is producing. Hold the flashlight or droplight at your eye level, and shine it at the side marker. Observe the reflected light:

- The light produced by the side marker lamp and the light reflected by the side marker reflector must be clearly visible at both the forward and rearward inspection positions. Imported vehicles not originally intended for use in Canada may have parking and/or tail lamps that wrap around to the side of the vehicle, but do not produce or reflect light widely enough to pass this test. In that case, additional separate side marker lamps and/or reflectors must be installed on the vehicle to meet the performance requirement.

Imported vehicles not originally intended for use in Canada may have parking and/or tail lamps that wrap around to the side of the vehicle, but do not produce or reflect light widely enough to pass this test. In that case, additional separate side marker lamps and/or reflectors must be installed on the vehicle to meet the performance requirement.

6.3 Daytime running lamps (DRL)

- Must come on when the vehicle's engine is running, parking brake is released, headlamps are switched off, transmission is in a driving gear, and the vehicle has travelled no more than 5 feet forward.
- DRL must switch off or dim down to parking lamp intensity when the vehicle's headlamps are switched on.
- DRL system must be configured in a way that the vehicle operator cannot readily disable DRL operation.

6.4 Headlamps:

- Must illuminate steadily when the vehicle's headlamp switch is turned on.
- All high beam headlamps must turn on and off at the same time when the vehicle's beam selector switch is operated.
- A high beam indicator must illuminate on the vehicle's instrument panel whenever the high beam headlamps are lit.
- In a 4-lamp system (2 lamps on each side of the vehicle), the low beams may optionally remain lit with high beams.
- In a 2-lamp system (1 lamp on each side of the vehicle, with high and low beam produced by a single bulb), low beam must extinguish when high beam is lit.
6.5 **Fog lamps** and **auxiliary low beam lamps** can be operable with parking lamps, or with parking lamps and headlamps, and must turn off when the vehicle's headlamps are switched off.

6.6 **Driving lamps** can be operable only with high beam headlamps, and must turn off at the same time as the high beam headlamps when low beam is selected or the vehicle's headlamps are switched off.

6.7 **Front turn signals, rear turn signals, and side turn signal repeaters** must all flash together at between one and two flashes per second. Left and right turn signals must flash at the same rate.

6.8 **Flashing side marker lights:** When the vehicle's parking lamps are switched off, the front side markers can optionally flash together with the vehicle's turn signals. When the vehicle's parking lamps are switched on, the front side markers can optionally flash opposite the rest of the vehicle's turn signals.

6.9 **Brake lamps** must all illuminate at the same time, immediately when the vehicle's brake pedal is depressed, and must emit light significantly brighter than the tail lamps. Left and right brake lamps may only flash if they also serve as the vehicle's rear turn signals, in which case they can only flash when operating as a turn signal (centre brake lamps must never flash).

6.10 **Hazard flashers** must all flash together at between one and two flashes per second. All front, side, and rear lights activated when the hazard flasher switch is turned on must flash at the same rate.

6.11 **Reversing/back-up lamp(s)** must illuminate steadily when the transmission is shifted into reverse gear and the engine is running.

6.12 **Rear fog lamp(s)** must be operable with just parking lamps, or with parking lamps plus headlamps. They must have their own switch or their own activation mode of a combination lighting control switch. Front and rear fog lamps must not be activated by a single throw of a single switch; these two functions must be individually controlled.

6.13 **Cornering lamps** should illuminate when the transmission is in reverse, and/or when the turn signal is operating on the same side. The cornering lamp(s) can remain illuminated for up to 10 seconds after the turn signal is cancelled. Front cornering lamps when not in use can turn off or dim down to parking lamp intensity. Rear cornering lamps must turn off when not in use.
7. Headlamp inspection

This section will help you determine whether a set of headlamps meets these requirements. It will not help you determine whether the approval markings are fraudulent.

In order to comply with Canadian regulations, headlamps must pass five tests:

1. They must have the right approval markings,
2. They must produce an acceptable beam pattern,
3. They must be equipped with proper bulbs,
4. They must produce light of the proper colour, and
5. They must be aimed correctly.

7.1 Approval markings

There are two kinds of approval markings that can be found on headlamps:

- U.S. Department of Transportation marking - DOT.
- European-code markings are an E and a number inside a circle (figure1).

Find the approval markings on the lens of the headlamp. They will fall into one of the following categories:

- There are no DOT or E-code markings. This is most commonly found on Japanese market headlamps. If the lamps pass the Beam Pattern Test described below, contact The Department for an individual determination.
- There are only DOT markings. The markings are compliant, proceed to the beam pattern test.
- There are only E-code markings, or there are both DOT and E-code markings. The low beam function marking near the E-code marks will be one or more of the following: C, CR, C/R, HC, HCR, HC/R, DC, DCR, DC/R, HCHR, or DCHR

There might be other numbers and letters with the markings, and there may be other function markings nearby, but they are not relevant to this process - only the ones listed above.

Look under and over the Beam Function Markings for arrows. You will find one of the following situations:

- Only double-headed arrows or no arrows, or a mix of the two. The markings are compliant, proceed to the beam pattern test.
- A mixture of right-pointing arrows and double-headed arrows, or a mixture of right-pointing arrows and no arrows. The markings are compliant, proceed to the beam pattern test.
- Only right-pointing arrows. The headlamps are not compliant.
7.2 Beam pattern test

Shine the low-beam headlamps on a vertical surface 3-5m (10-15ft) away. Each low beam lamp must direct most of its light toward the right (figure 2).

If a lamp failing this test has a double-headed arrow near its beam function mark, it is equipped with a device that permits the beam to be flipped so that it directs most of its light toward the right. This may be a lever or knob accessible by removing the headlamp's bulb access cover, or it may be a bulb holder that can be rotated once the bulb has been removed. The correct position for the device is usually indicated by one of the following markings:

- RHT
- RV
- TD

If the headlamp lens markings are not conclusive switch the headlamps from low to high beam repeatedly and observe the light pattern on the vertical surface 3-5m (10-15ft) away. If the beam appears to "jump" significantly upward and to the right when the high beams are switched on, the headlamps are not compliant. If this test is inconclusive, contact The Department with the make, model, and year of the vehicle and a clear photograph of the headlamp lens (lamp not lit) for an individual determination.

7.3 Light colour test

Only those DOT headlamps marked "SAE HG" are permitted to have a somewhat blue or purple appearance when lit, and the light they emit must be substantially white. When shone on a white surface, the light from these lamps must not appear significantly blue, purple, or pink in the main part of the beam. There may be a thin band of colour at the top of the beam.

DOT headlamps marked "SAE HR", fog lamps marked "SAE F" must show no significant blue, purple, or pink tint visible in the appearance of the headlamp or in the light shone on a white surface.

Driving lamps marked "SAE Y" and auxiliary low beam lamps marked "SAE Z" must show no significant blue, purple, or pink tint either in the appearance of the lamp or in the light shone on a white surface, unless they are specifically designed to accept HID bulbs type D1S, D1R, D2S, D2R, D3S, D3R, D4S or D4R. Lamps using these D-type bulbs are permitted to have a somewhat blue or purple appearance when lit, but the light they emit must be substantially white. When shone on a white surface, the light from these lamps must not appear significantly blue, purple, or pink.

European-code headlamps & auxiliary lamps with function code B, C, CR, C/R, HC, HCR, HC/R, HCHR, or HR must show no significant blue, purple, or pink tint visible in the appearance of the headlamp or in the light shone on a white surface.

Lamps with function code DC, DCR, DC/R, DCHR, or DR are permitted to have a somewhat blue or purple appearance when lit, and the light they emit must be substantially white. When shone on a white surface, the light from these lamps must not appear significantly blue, purple, or pink. There may be a thin band of colour at the top of the beam.
7.4 Requirement for proper bulbs

Only DOT headlamps marked "SAE HG" and European-code headlamps with function codes DC, DCR, DC/R, DCHR, or DR may legally be equipped with Xenon HID bulbs. The bulbs must be of type #9500, D1S, D1R, D2S, D2R, D3S, D3R, D4S or D4R. The bulb type and a DOT or (E) code must be permanently marked on the bulb by the manufacturer.

DOT headlamps marked "SAE HR" or with no SAE marking, European-code headlamps with function markings C, CR, C/R, HC, HCR, HC/R, HCHR or HR, Fog lamps, and most driving lamps must be equipped only with filament bulbs of the correct type each lamp was designed to accommodate. The bulb type and a DOT or E-code must be permanently marked on the bulb base by the manufacturer. It is not permitted to retrofit Xenon HID bulbs into headlamps originally designed to use filament bulbs, nor to use filament bulbs of improper power rating or with heavily coloured glass.

7.5 Inspecting for proper bulbs:

If a lamp designed to take filament bulbs is seen to emit significantly blue, purple, pink, or multicoloured light, or if a lamp has a significantly blue, purple, or pink appearance when switched off and closely examined from straight ahead of the lens, it probably has been illegally retrofitted with Xenon HID bulbs or with filament bulbs having excessively coloured glass. If improper bulbs are suspected, first inspect the headlamp wiring. Filament bulbs are connected directly to the vehicle’s wiring. Xenon HID bulbs are connected to a “ballast” (electronic control box), which is in turn connected to the vehicle’s wiring. Remove and inspect the bulb by holding it up to a well-lit white surface. If there is no filament, but rather a gap between two small electrodes, it is a Xenon HID bulb (figure 3 & 4). If the bulb’s glass appears substantially coloured blue, purple, pink, green, or another colour when held up to a well-lit white surface, then the bulb glass is improperly coloured. Exception: yellow bulbs are permitted in forward illumination devices producing yellow light.
TRAFFIC SAFETY ACT

VEHICLE INSPECTION REGULATION

Alberta Regulation 211/2006

With amendments up to and including Alberta Regulation 49/2010

Office Consolidation

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.
(Consolidated up to 49/2010)

ALBERTA REGULATION 211/2006
Traffic Safety Act
VEHICLE INSPECTION REGULATION

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Schedule

Interpretation

1(1) In this Regulation,

(a) “Act” means the Traffic Safety Act;

(b) “bus” means a bus as defined in section 130(1)(a) of the Act;

(c) “carrier” means a carrier as defined in section 130(1)(b) of the Act;

(d) “certificate” means a vehicle inspection certificate issued under section 27 and includes a commercial vehicle inspection certificate, an out of province motor vehicle inspection certificate or a salvage motor vehicle inspection certificate, as applicable;

(e) “commercial vehicle” means

(i) a commercial vehicle as defined in the Act, or a combination of commercial vehicles, that is registered for a gross weight of 11,794 kilograms or more and that is not a bus,

(ii) a converter dolly, or

(iii) a bus;

(f) “converter dolly” means a trailer converter dolly as defined in the Motor Vehicle Safety Regulations, CRC c.1038;

(g) “date of inspection” means the date an inspection certificate is issued;

(h) “decal” means a vehicle inspection decal referred to in section 27;
(i) “facility” means a vehicle inspection facility that is licensed under this Regulation;

(j) “facility licence” means a vehicle inspection facility licence issued by the Registrar under this Regulation;

(k) “Facility Operating Manual” means a Vehicle Inspection Facility Operating Manual adopted under section 22, respecting the operation of a vehicle inspection facility for the type of vehicle being inspected;

(l) “handi-bus” means a bus that meets the Canadian Standards Association Standard D409 applicable at the time it was manufactured and that is used primarily for the purpose of providing transportation for persons with physical disabilities;

(m) “investigator” means a vehicle safety investigator authorized by the Registrar to carry out investigations, audits and reviews of licensees, technicians and facilities;

(n) “licensee” means the holder of a facility licence and includes an agent, manager or employee of the holder of the licence;

(o) “out of province motor vehicle” means a motor vehicle that is not registered under the Act and was last registered in a jurisdiction other than Alberta;

(p) “record of inspection” means a record issued by a vehicle inspection technician in accordance with the requirements set out in the Facility Operating Manual and the applicable Vehicle Inspection Manual;

(q) “subsisting”, when used in relation to a certificate or licence under this Regulation, means that, at the relevant time, the certificate or licence is current and has not expired nor been revoked, suspended or cancelled;

(r) “technician” means a vehicle inspection technician who holds a vehicle inspection technician licence issued under this Regulation;

(s) “technician licence” means a vehicle inspection technician licence issued by the Registrar under this Regulation;

(t) “trade certificate” means a trade certificate as defined in the Apprenticeship and Industry Training Act;

(u) “transit bus” means a bus that is operated
(i) under the management of an urban area when the bus is operated within the boundaries of that urban area or between that urban area and an abutting urban area, and

(ii) at regular intervals, in accordance with a set time schedule or over a specified route, but does not include a handi-bus;

(v) “unsafe vehicle” means a vehicle that has been assigned status as an unsafe vehicle by the Registrar under section 8;


(2) For the purposes of the Act and this Regulation, “non-repairable vehicle” means a salvage motor vehicle that is a non-repairable vehicle as set out in Part 1.

(3) For the purposes of the Act and this Regulation, “salvage motor vehicle” means a motor vehicle that is a salvage motor vehicle as set out in Part 1.

(4) This Regulation does not apply to an off-highway vehicle.

(5) Sections 19 and 21 of this Regulation do not apply to the following:

(a) a commercial vehicle that is being used primarily to transport an agricultural product where the driver of the vehicle

(i) is a bona fide farmer who owns or produced that agricultural product, or

(ii) is an employee of that farmer;

(b) a 2- or 3-axle vehicle that is used for the transport of primary products on a forest, lake or river, where the driver or driver’s employer is the producer of those primary products;

(c) a transit bus.
Part 1
Declaration and Sale of Vehicles

Division 1
Declaration

Declaration by insurance company

2(1) A motor vehicle is a salvage motor vehicle if

(a) it is damaged and an insurance company under a contract of insurance does any of the following:

(i) replaces the motor vehicle;

(ii) pays an amount determined under a contract of insurance for the damaged motor vehicle and acquires ownership of it;

(iii) pays an amount determined under a contract of insurance for the market value of the motor vehicle before it was damaged, less its value before any repairs are made to it, and does not acquire ownership of it,

(b) after being stolen,

(i) it is recovered and is found to have been damaged while it was stolen, and

(ii) an insurance company under a contract of insurance replaces the motor vehicle or pays an amount determined under the contract of insurance for the motor vehicle and acquires ownership of it,

or

(c) an insurance company would have been required to do one of the things set out in clause (a) or (b)(ii) but did not do so because the insured person breached the contract of insurance or did not accept the payment determined under the contract of insurance for the market value of the motor vehicle.

(2) Subsection (1) does not apply to a motor vehicle if the sole damage to the motor vehicle is hail damage to the outer body sheet metal.
**Declaration by self-insured**

3(1) If a financial responsibility card has been issued to a person under section 825 of the *Insurance Act* and

(a) the person is liable for damage to a motor vehicle that is not owned or operated by the person, the motor vehicle is a salvage motor vehicle if the person

   (i) replaces the motor vehicle,

   (ii) pays an amount for the motor vehicle and acquires ownership of it, or

   (iii) pays an amount for the damage that takes into account the market value of the motor vehicle before it was damaged, less its value before any repairs are made to it, and does not acquire ownership of it,

or

(b) damage occurs to a motor vehicle that is owned or operated by the person, the motor vehicle is a salvage motor vehicle if the person

   (i) is of the opinion that the cost of repairing the motor vehicle is more than the value of the motor vehicle before it was damaged, and

   (ii) sells or disposes of the motor vehicle instead of repairing it.

(2) Subsection (1)(b) does not apply to a motor vehicle

(a) if the sole damage to the motor vehicle is hail damage to the outer body sheet metal, or

(b) the motor vehicle was stolen but was not recovered.

**Declaration by the Registrar**

4 A motor vehicle is a salvage motor vehicle if it is assigned salvage motor vehicle status by the Registrar under section 8.

**Salvage motor vehicle from outside Alberta**

5 If a jurisdiction outside Alberta designates a motor vehicle as a salvage motor vehicle or assigns it a substantially similar status and the motor vehicle is brought into Alberta, the motor vehicle is deemed to be a salvage motor vehicle for the purposes of this Regulation.
Non-repairable vehicle

6 A salvage motor vehicle is a non-repairable vehicle if it has no resale value except as a source of parts or scrap metal, including, without limitation, a salvage motor vehicle that

(a) has been recovered after being stolen but with substantially all the body panels or interior components missing,

(b) has been submerged in water that reached the bottom of the vehicle’s dash panel,

(c) has been burned or damaged by heat in 2 or more compartments or burned or damaged by heat to the extent that high-strength steel components are affected,

(d) has, in the case of a full frame motor vehicle, extensive damage requiring replacement of both cab and frame, or

(e) has, in the case of a unibody motor vehicle,

(i) collision or other damages to the passenger compartment floor, cowl or A-pillar,

(ii) collision or other damages to the rocker panel and B-pillar extending into the floor, or

(iii) an opening made anywhere in the unibody as part of a rescue or recovery operation.

Notice to the Registrar

7(1) The following shall notify the Registrar or a person appointed by the Registrar that a motor vehicle is a salvage motor vehicle not more than 6 days after it becomes a salvage motor vehicle:

(a) an insurance company referred to in section 2;

(b) a person who does one of the things referred to in section 3(1).

(2) Notification under subsection (1) must include the following:

(a) if the person is an insurance company,

(i) the company’s name and address and the name, address and telephone number of the company’s contact person, and
(ii) the number of the insurance policy, the number of the claim and the date the claim was paid or, if the claim was not paid, the reason for not paying it;

(b) if the person is not an insurance company, the person’s name, address and telephone number;

(c) the name, address and telephone number of the owner of the motor vehicle;

(d) the following information about the motor vehicle:
   (i) its make, model and year of manufacture;
   (ii) the manufacturer’s serial number;
   (iii) the type of motor vehicle;
   (iv) the licence plate number of the motor vehicle and the jurisdiction in which it was issued;
   (v) the odometer reading;

(e) the cause of damage to the motor vehicle;

(f) a brief description of the damage to the motor vehicle;

(g) whether as a result of the damage the motor vehicle is a non-repairable vehicle;

(h) any other information that may be required by the Registrar.

(3) The Registrar may direct the insurance company referred to in subsection (1)(a) or the person referred to in subsection (1)(b) to reimburse the Registrar or the person appointed by the Registrar for the costs of administering this section and section 8.

Assignment of vehicle status

8 If the Registrar is of the opinion that the operation of a vehicle may pose a safety hazard to persons or other vehicles on the highway by reason of structural or other defects, the Registrar may assign the vehicle status in one of the following categories:

(a) salvage motor vehicle;

(b) non-repairable motor vehicle;

(c) unsafe vehicle, whether or not the vehicle is subject to a direction under section 66 of the Act;
(d) another category determined by the Registrar to be appropriate.

Return of certificate of registration

9 If a motor vehicle becomes a salvage motor vehicle, the person in possession of the motor vehicle’s certificate of registration shall return the certificate to the Registrar not more than 14 days after the motor vehicle becomes a salvage motor vehicle.

End of salvage motor vehicle or unsafe vehicle status

10(1) A motor vehicle is no longer a salvage motor vehicle when a subsisting salvage motor vehicle inspection certificate for the motor vehicle is filed with the Registrar.

(2) A vehicle is no longer an unsafe vehicle when

(a) a subsisting salvage motor vehicle inspection certificate for the vehicle is filed with the Registrar, or

(b) when the Registrar for any other reason has determined that the vehicle is no longer an unsafe vehicle and has changed its status to another category under section 8 or 33(7).

Reinstatement of salvage motor vehicle or unsafe vehicle status

11(1) Subject to subsection (2), if a salvage motor vehicle inspection certificate is filed with the Registrar for a motor vehicle and the certificate is later revoked under this Regulation, the motor vehicle becomes a salvage motor vehicle again, unless it has been assigned to another category by the Registrar under section 8 or 33(7).

(2) If a salvage motor vehicle inspection certificate is filed with the Registrar for a vehicle that was previously assigned unsafe vehicle status by the Registrar and the certificate is later revoked under this Regulation, the vehicle becomes an unsafe vehicle again, unless it has been assigned to another category by the Registrar under section 8 or 33(7).

Notification regarding non-repairable vehicle

12(1) A person who purchases a salvage motor vehicle for scrap or parts or who destroys or dismantles a salvage motor vehicle for scrap or parts shall notify the Registrar that the motor vehicle is a non-repairable vehicle not more than 6 days after it becomes a non-repairable vehicle.
(2) A salvage motor vehicle under subsection (1) becomes a non-repairable vehicle on the date of purchase, if the vehicle was purchased for scrap or parts, or at the time when the person commences to destroy or dismantle the vehicle.

Division 2
Sale of Salvage, Out of Province, Used Motor Vehicles

Sale of salvage motor vehicle
13 A person shall not sell a motor vehicle that is a salvage motor vehicle unless, before the sale,

(a) the person provides the buyer with a subsisting salvage motor vehicle inspection certificate for the motor vehicle, or

(b) the person provides the buyer with a written statement advising that the vehicle is a salvage motor vehicle for which there is no subsisting salvage motor vehicle inspection certificate.

Sale of out of province motor vehicle
14 A person shall not sell a motor vehicle that is an out of province motor vehicle unless, before the sale,

(a) the person provides the buyer with a subsisting out of province motor vehicle inspection certificate for the motor vehicle, or

(b) the person provides the buyer with a written statement advising that the motor vehicle is an out of province motor vehicle for which there is no subsisting out of province motor vehicle inspection certificate.

Sale of used motor vehicle
15(1) Subject to subsection (2), a dealer in used motor vehicles shall, before entering into a contract to sell a motor vehicle, give to the buyer a used motor vehicle mechanical fitness assessment that contains the following:

(a) a statement identifying the type of motor vehicle as a truck, motorcycle, bus, van, light truck, automobile or other type of motor vehicle;

(b) a statement showing the make, model, year, vehicle identification number, odometer reading in kilometres or
miles, licence plate number and province of registration of the vehicle;

(c) the name and address of the dealer selling the vehicle and the name of the technician who issued the mechanical fitness assessment;

(d) a statement that the mechanical fitness assessment expires 120 days after the date on which it was issued;

(e) a statement certifying that at the time of sale the motor vehicle

(i) complies with the Vehicle Equipment Regulation (AR 122/2009), or

(ii) does not comply with the Vehicle Equipment Regulation (AR 122/2009) and containing a description of the items of equipment that are missing or do not comply with the Vehicle Equipment Regulation (AR 122/2009);

(f) the signature of the technician who conducted the mechanical fitness assessment;

(g) the date the mechanical fitness assessment was issued.

(1.1) Despite section 1(1)(r), for the purposes of subsection (1), “technician” means a person who,

(a) in the case of a mechanical fitness assessment of passenger vehicles and light trucks, holds a subsisting trade certificate in the designated trade of automotive service technician under the Apprenticeship and Industry Training Act, or

(b) in the case of a mechanical fitness assessment of heavy vehicles and equipment, holds a subsisting trade certificate in the heavy equipment technician branch or the truck and transport mechanic branch of the designated trade of heavy equipment technician under the Apprenticeship and Industry Training Act.

(2) Subsection (1) does not apply to a used motor vehicle sold by a dealer

(a) to another dealer, or

(b) to a person or partnership engaged in the business of repairing, dismantling or wrecking motor vehicles.
Expiry of mechanical fitness assessment
16 A dealer’s mechanical fitness assessment provided under section 15(1) for a used motor vehicle expires 120 days after the date on which it was issued.

AR 211/2006 s16;49/2010

Application
17 Sections 14 and 15 do not apply to a salvage motor vehicle.

Part 2
Vehicle Inspection

Division 1
Requirements for Vehicle Inspection Certificates

Registration of salvage or out of province motor vehicle or unsafe vehicle
18(1) A person who applies to the Registrar for a certificate of registration for a salvage motor vehicle shall provide a subsisting salvage motor vehicle inspection certificate in respect of that motor vehicle.

(2) A person who applies to the Registrar for a certificate of registration for an out of province motor vehicle shall provide a subsisting out of province motor vehicle inspection certificate in respect of that motor vehicle.

(3) A person who applies to the Registrar for a certificate of registration for an unsafe vehicle shall provide a subsisting salvage motor vehicle inspection certificate in respect of that vehicle.

(4) A person shall not register a salvage or out of province motor vehicle or an unsafe vehicle if there is no subsisting certificate issued for the vehicle.

Operation of commercial vehicle
19(1) A person shall not operate a commercial vehicle on a highway unless

(a) the vehicle has been inspected under this Regulation and a certificate and decal have been issued for that vehicle,

(b) the original copy of the certificate is located within the commercial vehicle for which it was issued,
(c) the decal is securely affixed to the commercial vehicle for which it was issued in accordance with the procedures set out in the applicable Vehicle Inspection Manual, and

(d) the certificate and decal have not expired, in accordance with section 30(1)(b) in the case of a commercial vehicle that is not a bus or section 30(1)(c) in the case of a bus, or been revoked, suspended or cancelled.

(2) Notwithstanding subsection (1)(b), in the case of a vehicle that is a converter dolly, the original copy of the certificate shall be located

(a) at the principal place of business of the owner of the converter dolly for which it is issued, or

(b) within the vehicle that is towing the converter dolly.

Other vehicles

20(1) A person shall not operate a vehicle under an Operating Authority Certificate issued pursuant to the Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) on a highway unless

(a) the vehicle has been inspected under this Regulation and a commercial vehicle inspection certificate and decal have been issued for that vehicle,

(b) the original copy of the certificate is located within the vehicle for which it was issued,

(c) the decal is securely affixed to the vehicle for which it was issued in accordance with the procedures set out in the applicable Vehicle Inspection Manual, and

(d) the certificate and decal have not expired in accordance with section 30(1)(c) or been revoked, suspended or cancelled.

(2) This Regulation, subject to any necessary modifications, applies

(a) to the vehicle and to the owner, operator and driver of the vehicle referred to in subsection (1), and

(b) to the completion and affixing of a commercial vehicle inspection certificate, decal and record of inspection by a technician and the issuing of the certificate and decal by a licensee for a vehicle referred to in subsection (1) as a result of the inspection required under that subsection.
Production of certificate on request

21(1) On the request of the Registrar, an investigator or a peace officer, the driver of a commercial vehicle shall forthwith produce for inspection by the Registrar, the investigator or the peace officer, as the case may be, the original certificate issued for that vehicle.

(2) Notwithstanding subsection (1) and section 19 or 20, a person may operate a commercial vehicle on a highway without a subsisting certificate or decal for the sole purpose of taking the commercial vehicle directly to a facility in order to have it inspected and a certificate issued for it.

(3) Where the commercial vehicle referred to under subsection (1) is a converter dolly and the original of the certificate is not located in the vehicle that is towing the converter dolly, the driver of the commercial vehicle shall produce the original certificate for inspection by the Registrar, the investigator or the peace officer as soon as practicable.

Division 2
Vehicle Inspection Requirements

Adoption of manuals

22(1) The Vehicle Inspection Program Manuals of Vehicle Inspection Methods and Standards established and amended from time to time by the Registrar are adopted and apply to the conducting of inspections and the completing and issuing of certificates under this Regulation.

(2) The Facility Operating Manuals established and amended from time to time by the Registrar are adopted and apply to the operation of a facility and the issuing of certificates by a facility under this Regulation.

Compliance with vehicle inspection manuals

23(1) A technician shall conduct the appropriate inspections set out in the applicable Vehicle Inspection Manual for the type of vehicle before completing a certificate for and, if applicable, affixing a decal to the vehicle.

(2) A vehicle shall pass the appropriate inspections set out in the applicable Vehicle Inspection Manual for the type of vehicle before a technician may complete a certificate for and, if applicable, affix a decal to the vehicle.
Prohibition

24 A person shall not conceal damage to or inadequate repair of the parts of a vehicle that are required to be inspected under this Regulation.

Supplying certificates

25(1) The Registrar may provide one or more types of sequentially numbered certificates and decals to the licensee of a facility.

(2) The Registrar may direct a licensee to purchase printed materials specified by the Registrar from a person authorized by the Registrar to provide those materials.

(3) A person shall not issue a certificate or a decal at a facility that has not been provided to the facility by the Registrar under subsection (1) or purchased from a person authorized by the Registrar in accordance with subsection (2).

(4) Any payment made under subsection (2) is not refundable.

Unissued certificate

26(1) A person shall not have an unissued certificate or decal in the person’s possession unless the person is the licensee of the facility to which the certificate or decal has been provided by the Registrar or supplied by a person authorized by the Registrar.

(2) Notwithstanding subsection (1), a licensee may provide a technician with an unissued certificate or decal for the purpose of completing the certificate or affixing the decal.

Issuing a certificate

27(1) A licensee shall not issue a certificate or decal for a vehicle unless the vehicle has passed an inspection conducted in accordance with the applicable Vehicle Inspection Manual and this Regulation.

(2) A licensee shall ensure that a technician completes a certificate or affixes a decal only in accordance with the procedures set out in the Facility Operating Manual, the applicable Vehicle Inspection Manual and this Regulation.

(3) A technician shall conduct an inspection of a vehicle in accordance with the applicable Vehicle Inspection Manual and must be satisfied that the items required to be inspected are safe to operate on a highway before the technician completes a certificate for or affixes a decal to the vehicle.
(4) If, on completion of a vehicle inspection, the technician is not satisfied that the vehicle complies with the requirements of the applicable Vehicle Inspection Program Manual, the technician shall refuse to complete a certificate for or affix a decal to the vehicle.

(5) A technician shall not complete a certificate for a vehicle if

(a) the person submitting the vehicle for inspection does not provide the technician with the information required by the technician,

(b) the technician is not authorized under the technician’s licence to inspect that type of vehicle,

(c) the technician does not have the proper tools needed to conduct the inspection on that type of vehicle, or

(d) the facility at which the inspection was conducted is not licensed to inspect that type of vehicle.

(6) Without limiting the generality of subsection (5)(a), a licensee shall not allow a technician to complete, and a technician shall not complete, a salvage motor vehicle or an out of province motor vehicle inspection certificate for a motor vehicle if the person submitting the motor vehicle for inspection does not provide the technician with a Request for Inspection Form issued by an Alberta registry agent.

(7) A technician shall not

(a) sign a blank certificate, or

(b) complete or sign a certificate for a vehicle before concluding the inspection of the vehicle.

(8) Where a vehicle is inspected or re-inspected under this Regulation, a technician may conduct tests in respect of the vehicle or any component of the vehicle.

**Completing a certificate**

28(1) A technician who completes a certificate pursuant to section 27 shall

(a) legibly complete the information required on the certificate according to the procedures set out in the applicable Vehicle Inspection Manual,

(b) state the date on which the certificate comes into effect,

(c) sign the original certificate,
(d) give the original certificate to the licensee to issue to the person who submitted the vehicle for inspection, and

(e) in the case where the certificate is being issued for a commercial vehicle, affix a decal bearing the date on which the certificate expires to the vehicle in the manner set out in the applicable Vehicle Inspection Manual.

(2) The licensee shall retain a copy of the certificate issued pursuant to section 27 on file in the facility and send a copy of the certificate to the Registrar not more than 7 days after the date of inspection, in the manner provided by the Registrar.

Issuing record of inspection

29(1) On completing the inspection of a vehicle, whether or not the vehicle has passed the inspection, the technician shall

(a) complete a record of inspection for the vehicle in accordance with the applicable Vehicle Inspection Manual,

(b) sign the original record of inspection, and

(c) give the original of the record of inspection to the licensee to give to the person who submitted the vehicle for inspection.

(2) The licensee shall

(a) give to the person who submitted the vehicle for inspection the original of the record of inspection, and

(b) retain a copy of each issued record of inspection in the facility.

Expiry of certificate

30(1) A certificate and the decal associated with it, if applicable, come into effect on the date that the certificate is issued and expire at the conclusion of

(a) 14 days in the case of a salvage motor vehicle or an out of province motor vehicle,

(b) in the case of a commercial vehicle other than a bus, the 12th month from the month in which the certificate and decal were issued, or

(c) in the case of a bus, the 6th month from the month in which the certificate and decal were issued.
(2) A decal is not subsisting during the period that the certificate in respect of which it was issued is not subsisting.

Re-inspection

31(1) A technician may complete a certificate for and affix a decal, if applicable, to a vehicle that failed an inspection under section 27(4), 33 or 34 if

(a) the vehicle and the record of inspection are submitted for re-inspection to the technician not more than 10 days after the failed inspection or the revocation of the certificate, as the case may be,

(b) the items that failed inspection as noted on the record of inspection have been repaired, replaced or otherwise rectified, and

(c) the technician has re-inspected the items that failed inspection and is satisfied that they meet the requirements of the relevant Vehicle Inspection Manual and that the vehicle is safe to operate on a highway.

(2) A technician is not required to re-inspect any item that did not fail inspection according to the record of inspection for the purpose of completing a certificate for and affixing a decal, if applicable, to a vehicle under subsection (1).

(3) Sections 27 to 29 apply to a re-inspection of a vehicle under this section.

Direction to be inspected

32(1) The Registrar may direct the owner or driver of a vehicle to have the vehicle inspected by a technician or an investigator if

(a) a certificate has been issued for the vehicle, and

(b) the Registrar is of the opinion that the vehicle is not safe to operate on a highway or the certificate should not have been issued for any reason.

(2) The Registrar may direct a technician or an investigator to inspect a vehicle if

(a) a certificate has been issued for the vehicle, and

(b) the Registrar is of the opinion that the vehicle is not safe to operate on a highway or the certificate should not have been issued for any reason.
(3) An owner or driver of a vehicle shall have the vehicle inspected by a technician or an investigator, as directed by the Registrar, not more than 5 days after the Registrar gives a direction under subsection (2).

Revocation of salvage or out of province motor vehicle inspection certificate

33(1) Where a vehicle for which a salvage motor vehicle or an out of province motor vehicle inspection certificate has been issued is inspected by an investigator pursuant to a direction given under section 32(1) or (2) and the vehicle does not pass the inspection, or if an investigator concludes that the certificate should not have been issued, the investigator may revoke the certificate, if the certificate is subsisting, or if the certificate is no longer subsisting, may deem the certificate never to have been issued, and shall advise the owner or driver of the vehicle of the decision.

(2) Where a vehicle for which a salvage motor vehicle or an out of province motor vehicle inspection certificate has been issued is inspected by a technician pursuant to a direction given under section 32(1) or (2) and the vehicle does not pass the inspection, the technician shall

(a) report the result of the inspection to an investigator immediately, and

(b) complete a record of inspection in accordance with section 29.

(3) On receipt of a report from a technician under subsection (2), an investigator may, if the certificate is subsisting, revoke the certificate issued in respect of the vehicle, or if the certificate is no longer subsisting, deem the certificate never to have been issued, and shall notify the technician of the decision.

(4) On receipt of a notice from the investigator under subsection (3) that the certificate issued in respect of a vehicle is revoked, or deemed never to have been issued, the technician shall advise the owner or driver of the vehicle of the decision of the investigator.

(5) Where a direction has been given under section 32(2) in respect of a vehicle for which a salvage motor vehicle or an out of province motor vehicle inspection certificate has been issued and the Registrar is satisfied that the vehicle has not been submitted to a technician or an investigator within the 5-day period, the Registrar may, if the certificate is subsisting, revoke the certificate issued in respect of the vehicle, and if the certificate is no longer subsisting, deem the certificate never to have been issued, and shall advise the owner or driver of the vehicle of the decision.
(6) If a certificate is revoked or deemed never to have been issued under this section, the owner or driver must return the certificate to the Registrar immediately.

(7) If a certificate is revoked or deemed never to have been issued under this section, or is revoked or declared invalid under section 35, the Registrar may change the status of the motor vehicle that appears on its registration

(a) to the status assigned to it prior to the issuing of the certificate, or

(b) to a status in another category listed in section 8 that in the opinion of the Registrar is appropriate in the circumstances.

Revoation of commercial vehicle inspection certificate

34(1) Where a vehicle for which a commercial vehicle inspection certificate has been issued is inspected by an investigator pursuant to a direction given under section 32(1) or (2) and the vehicle does not pass the inspection, or if an investigator concludes that the certificate should not have been issued, the investigator may revoke the commercial vehicle inspection certificate issued in respect of the vehicle and, if the certificate is revoked, shall advise the owner or driver that the certificate for the vehicle has been revoked.

(2) Where a vehicle for which a commercial vehicle inspection certificate has been issued is inspected by a technician pursuant to a direction given under section 32(1) or (2) and the vehicle does not pass the inspection, the technician shall

(a) report the result of the inspection to an investigator immediately, and

(b) complete a record of inspection in accordance with section 29.

(3) On receipt of a report from a technician under subsection (2), an investigator may revoke the commercial vehicle inspection certificate issued in respect of the vehicle and, if the certificate is revoked, shall notify the technician of the revocation.

(4) On receipt of a notice from the investigator under subsection (3) that the certificate issued in respect of a vehicle is revoked, the technician shall advise the owner or driver of the vehicle of the revocation of the certificate.

(5) Where a direction has been given under section 32(2) in respect of a vehicle for which a commercial vehicle inspection certificate has been issued and the Registrar is satisfied that the
vehicle has not been submitted to a technician or an investigator for
inspection within 5 days from the day on which the direction was
given, the Registrar may revoke the certificate issued in respect of
that vehicle and, if the certificate is revoked, shall advise the owner
or driver of the vehicle of the revocation.

(6) Where a certificate is revoked, an investigator, or a technician
at the request of an investigator, shall

(a) take possession of the certificate and send it to the
    Registrar within 25 days of the date of revocation, and
(b) remove from the vehicle and destroy the decal affixed to
    the vehicle in respect of the certificate.

(7) Notwithstanding subsection (6), where a certificate is revoked
and an investigator or a technician, as the case may be, is unable to
take possession of it or to remove and destroy the decal, the owner
or operator of the vehicle in respect of which the revocation is
made shall, at the request of the Registrar, the investigator or the
technician,

(a) deliver the certificate to the person making the request,
    and
(b) remove from the vehicle and destroy the decal affixed to
    the vehicle in respect of the certificate.

(8) The revocation of a certificate is not affected by any failure of
an investigator or a technician, as the case may be, to take
possession of the certificate or to remove and destroy the decal.

**Revocation of a certificate**

35 The Registrar may revoke or declare invalid a certificate if

(a) it was issued contrary to this Regulation, the applicable
    Vehicle Inspection Manual or the Facility Operating
    Manual,

(b) it was issued under fraudulent or false pretences, or

(c) it is reported missing or stolen.

**Recognition of other certificates**

36(1) If the Registrar is satisfied that a jurisdiction outside Alberta
operates a vehicle inspection program for salvage motor vehicles or
out of province motor vehicles that is substantially similar to the
vehicle inspection program established under this Regulation and
the applicable Vehicle Inspection Manual for the type of motor
vehicle being inspected, a subsisting document issued in the other
jurisdiction that is substantially similar to a salvage motor vehicle
inspection certificate or an out of province motor vehicle inspection
certificate is deemed to be a certificate issued under this Regulation
for the same type of vehicle, subject to any terms and conditions
that the Registrar considers appropriate.

(2) Subsection (1) does not apply to a document issued by another
jurisdiction if that jurisdiction is not the jurisdiction in which the
vehicle is registered.

(3) The Registrar may deem a subsisting certificate issued under
this Regulation, subject to any terms and conditions that the
Registrar considers appropriate, to be an out of province motor
vehicle inspection certificate issued under this Regulation for the
same type of vehicle.

(4) For the purposes of this Regulation, a document that is deemed
to be a certificate under subsection (1) or (3) expires on the earlier
of

(a) 90 days from the date on which the document was
originally issued, and

(b) the date on which the document is scheduled to expire.

Recognition of other certificates for
commercial vehicles

37(1) If the Registrar is satisfied that a jurisdiction outside Alberta
operates an inspection program for commercial vehicles that is
substantially similar to the vehicle inspection program established
under this Regulation and the applicable Vehicle Inspection
Manual for the type of vehicle being inspected, a subsisting
certificate and decal issued in the other jurisdiction that is
substantially similar to a commercial vehicle inspection certificate
and decal is deemed to be a commercial vehicle inspection
certificate and decal issued under this Regulation for the same type
of vehicle, subject to any terms and conditions that the Registrar
considers appropriate.

(2) Where a commercial vehicle is operated in Alberta pursuant to
subsection (1), this Regulation, subject to any necessary
modifications, applies in respect of the certificate and decal, or
either of them, in the same manner as if they were a certificate or
decal, as the case may be, that was issued under this Regulation.
Part 3
Licences

Division 1
Background Check

Background check

38(1) In this Part, “background check” means an inquiry or investigation, including a criminal record check, to enable the Registrar to determine the eligibility of an applicant to be approved for, or a licensee or technician to hold, a facility licence or technician licence under this Regulation and includes but is not limited to an inquiry or investigation relating to the honesty and integrity and competence of any of the following:

(a) the applicant for a facility licence or the licensee, or a director, officer, partner, manager or employee of the applicant or licensee, or any person who may exercise direction, control or management of the facility;

(b) the applicant for or the holder of a technician licence.

(2) The Registrar may require or conduct any background check that the Registrar considers necessary or appropriate and may collect relevant information about the person subject to the background check from any person or organization.

(3) A person fails to pass a criminal record check component of a background check if the person has at any time been charged or convicted of

(a) an offence under the Criminal Code (Canada) or the Excise Act (Canada), or

(b) an offence under a foreign Act or regulation that, in the Registrar’s opinion, is substantially similar to an offence referred to in clause (a),

and in the Registrar’s opinion the offence is sufficiently serious that it may detract from the integrity with which vehicle inspections are to be conducted in Alberta or may be detrimental to the orderly or lawful conduct of activities authorized by a licence issued under this Regulation.

(4) A person fails to pass a background check if

(a) the person fails to pass a criminal record check under subsection (3),
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(b) the person has at any time been charged with or convicted of an offence under the Act or any other enactment and in the Registrar’s opinion the offence is sufficiently serious that it may detract from the integrity with which vehicle inspections are to be conducted in Alberta or may be detrimental to the orderly or lawful conduct of activities authorized by a licence issued under this Regulation, or

(c) the Registrar, based on the results of the background check, is of the opinion that the person does not have the honesty, integrity or competence to perform vehicle inspections in accordance with this Regulation.

Division 2
Vehicle Inspection Facilities

Facility licences

39(1) A person shall not operate a facility as a vehicle inspection facility unless

(a) the Registrar has issued a licence in respect of the facility for one or more types of vehicle,

(b) the facility licence is subsisting, and

(c) the facility meets the requirements set out in the Schedule.

(2) A facility licence authorizes the licensee to operate a facility in accordance with this Regulation and the terms and conditions of the licence.

Application

40(1) On receiving an application for a facility licence from an applicant in the form and manner provided for by the Registrar, the Registrar may issue a facility licence to the applicant if the Registrar is satisfied that

(a) the proposed facility is suitable and inspections of the type of vehicle specified in the application can be properly conducted in the proposed facility,

(b) the proposed facility meets the requirements set out in the Schedule,

(c) the persons referred to in subsection (2) have passed the background check referred to in section 38,
(d) the proposed facility has been granted the relevant automotive business licence under the *Automotive Business Regulation* (AR 192/99),

(e) the applicant has acquired the applicable Facility Operating Manual and registered the Manual with the Registrar, and

(f) the applicant will operate the facility in accordance with the Facility Operating Manual and this Regulation.

(2) The Registrar may require a person who applies for a facility licence, or a director, officer, partner, manager or employee of the person making the application, to submit a copy of a criminal record check to the Registrar.

(3) The Registrar may issue a facility licence under subsection (1) that authorizes the licensee to conduct inspections of the type or types of vehicle specified in the facility licence.

(4) The Registrar may issue a facility licence under subsection (1) subject to the terms and conditions the Registrar considers appropriate.

(5) Subsection (1)(d) does not apply to a carrier that is applying for a facility licence for the sole purpose of inspecting vehicles operated by the carrier.

(6) The Registrar may refuse to issue a facility licence to an applicant or to allow a licensee to continue to hold a facility licence if the applicant or the licensee, or a director, officer, partner, manager or employee of the applicant or licensee, or any person who may exercise direction, control or management of the facility, fails to pass a background check.

(7) The Registrar may suspend or cancel a facility licence if the facility fails to meet the requirements set out in the Schedule.

**Renewal, addition or deletion**

41(1) A licensee whose facility licence is subsisting may apply in the form provided by the Registrar

(a) to renew the facility licence, or

(b) to add to, or delete from, the facility licence a type of vehicle.

(2) If the Registrar is satisfied that the licensee and the facility meet the requirements under section 40, the Registrar may
(a) renew a facility licence, or

(b) add a type of vehicle to the facility licence.

(3) The Registrar may delete a type of vehicle from a facility licence if requested to do so under subsection (1) by a licensee whose licence is subsisting.

(4) Section 40 applies to the renewal of a facility licence or to the addition of a type of vehicle to a facility licence by the Registrar under this section.

Expiry

42(1) A facility licence expires on a date that is determined by the Registrar, whether the licence is issued for the first time or is renewed.

(2) The expiry date of a facility licence does not change only because a type of vehicle is added to or deleted from the licence by the Registrar under section 41.

Facility requirements

43(1) The Registrar may direct an applicant under section 40 or 41 to allow a person approved by the Registrar to enter and determine whether the facility that is the subject of the application meets the requirements of this Regulation.

(2) The Registrar may direct the applicant to pay the cost of work carried out under subsection (1).

Posted licence

44(1) The licensee shall post the facility licence in a conspicuous place to which the public has access.

(2) The licensee shall make the terms and conditions under which the facility licence is issued available to the public on request.

(3) The licensee shall remove a posted facility licence if it is not subsisting.

Posted shop rate

45(1) The licensee of a salvage motor vehicle inspection facility or an out of province motor vehicle inspection facility shall post a schedule of rates charged by a licensee for an inspection or re-inspection of a salvage motor vehicle or an out of province motor vehicle.
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(2) The schedule of rates shall be posted in the facility in a conspicuous place to which the public has access.

(3) The licensee shall not charge more than the posted rate for an inspection or re-inspection of a salvage motor vehicle or an out of province motor vehicle.

Division 3
Vehicle Inspection Technicians

Technician licences

46(1) A person shall not

(a) inspect a vehicle for the purpose of completing a certificate for or affixing a decal to the vehicle, or

(b) sign or complete a certificate for or affix a decal to a vehicle,

unless the person

(c) holds a subsisting technician licence issued by the Registrar as a vehicle inspection technician for that type of vehicle, and

(d) has inspected the vehicle in accordance with section 27.

(2) A technician licence authorizes the licence holder to inspect a vehicle in accordance with this Regulation and the terms and conditions of the licence.

Application

47(1) On receiving an application for a technician licence from a person in the form provided for by the Registrar, the Registrar may issue a technician licence to the person if the Registrar is satisfied that the person

(a) has complied with any requirements of the Registrar under subsection (2) regarding training and competency,

(b) holds a subsisting trade certificate that in the opinion of the Registrar qualifies the person to conduct inspections of the type of vehicle specified in the application for the technician licence,

(c) has passed the background check referred to in section 38,
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(d) has acquired the Vehicle Inspection Manual for the type of vehicle specified in the application for the licence, and registered the Manual with the Registrar, and

(e) will inspect vehicles in accordance with the Vehicle Inspection Manual referred to in clause (d) and this Regulation.

(2) Before issuing a technician licence under subsection (1), the Registrar may require the applicant for the technician licence to provide proof acceptable to the Registrar of the applicant’s ability to inspect the type of vehicle specified in the application in one or more of the following ways:

(a) successful completion of a vehicle inspection training program that has been approved by the Registrar in respect of the type of vehicle specified in the application;

(b) achievement of at least a minimum score set by the Registrar in an examination that has been approved by the Registrar to determine competency to inspect the type of vehicle specified in the application;

(c) demonstration of continuing competency according to criteria that may be established by the Registrar under section 74 in respect of the type of vehicle specified in the application.

(3) The Registrar may require an applicant for a technician licence under subsection (1) to submit a copy of a criminal record check to the Registrar.

(4) The Registrar may issue a technician licence under subsection (1) authorizing a person to conduct inspections and complete certificates and affix decals in respect of the type of vehicle specified in the licence.

(5) The Registrar may issue a technician licence under subsection (1) subject to the terms and conditions the Registrar considers appropriate.

Background check

48 The Registrar may refuse to issue a technician licence to an applicant under section 47, or to allow a technician to continue to hold a licence under that section, if the applicant or technician fails to pass a background check.
Renewal, addition and deletion

49(1) A technician who holds a subsisting technician licence under this Regulation may apply in the form provided by the Registrar

(a) to renew the technician licence, or

(b) to add to, or delete from, the technician licence a type of vehicle.

(2) If the Registrar is satisfied that the applicant meets the requirements under section 47 and can demonstrate continuing competency under section 74, the Registrar may

(a) renew the applicant’s technician licence, or

(b) add a type of vehicle to the applicant’s technician licence.

(3) The Registrar may delete a type of vehicle from a technician licence as requested by an applicant under subsection (1).

(4) Section 47 applies to the renewal of a technician licence or to the addition of a type of vehicle to a technician licence by the Registrar under this section.

Expiry

50 A technician licence expires,

(a) if the licence is the technician’s first licence and the technician’s next birthday is 6 months or less after the effective date specified in the licence, 5 years from the technician’s next birthday,

(b) if the licence is the technician’s first licence and the technician’s next birthday is more than 6 months after the effective date specified in the licence, 4 years from the technician’s next birthday, and

(c) if the technician licence is renewed, 5 years after the expiry date of the original licence.

Training and examination

51(1) The Registrar may require an applicant under section 47 or 49 to

(a) successfully complete a vehicle inspection training program approved by the Registrar in respect of a type of vehicle, or
(b) pass an examination approved by the Registrar to determine competency in respect of a type of vehicle.

(2) The Registrar may require an applicant to pay the cost of a training program or examination under subsection (1).

Production of licence

A technician shall carry his or her technician licence and produce it immediately for inspection when requested to do so by

(a) the Registrar,

(b) an investigator,

(c) a person approved by the Registrar to conduct an audit of a facility under section 43,

(d) a person who submits a vehicle to be inspected under this Regulation, or

(e) a licensee who engages or proposes to engage the services of the technician.

Division 4

Facility and Technician Application Fees

Fees

The Minister may by order set the application fee for a facility licence or a technician licence under this Regulation.

(2) Any application fee paid under this Regulation is not refundable.

Exemption from fee

The following are exempt from paying an application fee under this Regulation if the licence that would otherwise be subject to the fee is used solely for the purpose of inspecting vehicles operated by the organization:

(a) the Crown in right of Canada;

(b) the Crown in right of Alberta;

(c) a municipal authority as defined in the Municipal Government Act;

(d) a board as defined in the School Act;
(e) a band as defined in the *Indian Act* (Canada);

(f) the General Council or a settlement as defined in the *Metis Settlements Act*.

### Part 4
#### Administration and Enforcement

### Division 1
#### Licence Suspension and Cancellation

**Automatic suspension and reinstatement**

55(1) A technician licence is automatically

(a) suspended, or

(b) restricted with respect to the inspection of a type of vehicle,

on the date that the trade certificate the technician is required to hold to inspect that type of vehicle is suspended or cancelled under the *Apprenticeship and Industry Training Act*.

(2) A technician licence suspended under subsection (1) is reinstated, and a technician licence that has been restricted under subsection (1) has its restriction removed, on the date that the trade certificate the technician is required to hold under the *Apprenticeship and Industry Training Act* is reinstated, unless the licence expires before that date.

(3) A technician shall notify the Registrar in writing immediately if the technician’s trade certificate is suspended, cancelled or reinstated.

**Criminal offences**

56(1) The Registrar may suspend a facility licence or a technician licence for one or more specified periods or pending the final disposition of an appeal by the courts if

(a) the licensee of the facility or a director, officer, partner, manager or employee of the licensee, or the technician, is charged with

   (i) an offence under the *Criminal Code* (Canada) or the *Excise Act* (Canada), or
(ii) an offence under a foreign Act or regulation that, in the Registrar’s opinion, is substantially similar to an offence referred to in subclause (i),

and

(b) the Registrar is of the opinion that the licence should be suspended.

(2) The Registrar may suspend or cancel a facility licence or a technician licence, or prohibit a person from holding a facility licence or technician licence, if

(a) the licensee of the facility or a director, officer, partner, manager or employee of the licensee, or the technician, is convicted of

(i) an offence under the Criminal Code (Canada) or the Excise Act (Canada), or

(ii) an offence under a foreign Act or regulation that, in the Registrar’s opinion, is substantially similar to an offence referred to in subclause (i),

and

(b) the conviction is final by reason of the expiry of the time for appeal without an appeal’s having been made or the final disposition of the appeal by the courts.

(3) The Registrar may suspend or cancel a facility licence or a technician licence, or prohibit a person from holding a facility licence or technician licence, if

(a) the licensee or the technician made a false statement in the application for the licence or an application for an addition to or renewal of the licence,

(b) the licensee or the technician provides false information to the Registrar,

(c) the licensee or the technician refuses to provide information to the Registrar as required under this Regulation, or

(d) the licensee or the technician contravenes

(i) this Regulation, the Act or any other enactment,

(ii) a direction of the Registrar made under this Regulation,
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(iii) a term or condition of the licence,

(iv) the Facility Operating Manual in the case of a licensee or an employee of the licensee, or

(v) the Vehicle Inspection Manual in the case of a technician.

4 The Registrar may at any time require or conduct a background check on a person referred to in subsection (1), (2) or (3) in any manner determined to be appropriate by the Registrar, including the collection of relevant information about the person subject to the background check from any person or organization.

Investigation of facility or technician

57(1) The Registrar may authorize one or more persons to carry out the functions of an investigator under this Regulation.

(2) The Registrar may direct an investigator to investigate a facility and the work carried out in the facility and to report the results of the investigation to the Registrar if, in the opinion of the Registrar,

(a) the facility is no longer suitable or equipped to perform inspections for the types of motor vehicles specified in the licence,

(b) the licensee is not operating the facility in accordance with the licence or the Facility Operating Manual,

(c) the facility’s licensee profile, or carrier profile if the facility is a carrier, shows evidence of unacceptable safety risk,

(d) a technician at the facility is failing to carry out inspections in accordance with the applicable Vehicle Inspection Manual or this Regulation,

(e) the licensee of the facility is failing to comply with this Regulation, or

(f) an investigation should be performed for any reason relating to motor vehicle safety that appears to the Registrar to be sufficient.

(3) The Registrar may direct that an investigator investigate the work done by a technician and report the results of the investigation to the Registrar if, in the opinion of the Registrar,
(a) the technician has not carried out or is not carrying out inspections of motor vehicles in accordance with the terms of the technician’s licence, the applicable Vehicle Inspection Manual and this Regulation,

(b) the technician does not hold a subsisting trade certificate that is required for the inspections the technician is carrying out,

(c) there is evidence of potential safety risk shown in the technician’s profile,

(d) the technician is not complying with this Regulation, or

(e) an investigation should be performed for any reason relating to motor vehicle safety that appears to the Registrar to be sufficient.

(4) An investigator may, without prior notice, during a facility’s business hours, enter and investigate the facility or a technician in accordance with the direction of the Registrar under subsection (2) or (3).

Audit

58(1) The Registrar or an investigator at the direction of the Registrar may without prior notice, during a facility’s business hours, enter and audit the facility or a technician to determine whether the facility or the technician is complying with this Regulation.

(2) An investigator who enters and audits a facility or audits a technician under subsection (1) shall report the results of the audit to the Registrar.

Submission of information

59(1) The Registrar may by written notice direct the licensee of a facility to submit any relevant information to a person authorized by the Registrar for the purpose of reviewing and reporting the licensee’s and the facility’s compliance with the terms and conditions of the licence or this Regulation.

(2) The Registrar may by written notice direct a technician to submit any relevant information to a person authorized by the Registrar for the purpose of reviewing and reporting the technician’s continuing competency to hold a licence or compliance with the terms and conditions of the licence or this Regulation.
Cooperation with directions

60 A licensee or a technician shall comply with a direction given by the Registrar, an investigator or a person authorized by the Registrar who is conducting an investigation, an audit or a review under this Regulation.

Suspension, cancellation or prohibition

61(1) The Registrar may suspend or cancel a licence or prohibit a person from holding a licence under this Regulation

(a) on receiving a report under section 57, 58 or 59, and

(b) after considering the representations, if any, that may be made by the holder of the licence or the person under section 62.

(2) The Registrar may include any terms and conditions that the Registrar considers appropriate in the licence suspension, cancellation or prohibition.

Show cause

62(1) On receiving

(a) information pertaining to circumstances set out in section 56(1), (2) or (3), or

(b) a report under section 57, 58, 59 or 68(2),

and if the Registrar is of the opinion that a facility licence or technician licence should be suspended or cancelled, or a person should be prohibited from holding a licence under this Regulation, the Registrar shall give notice in writing to the licence holder or the person of the opportunity for the licence holder or person to show cause why the licence should not be suspended or cancelled, or the person should not be prohibited from holding a licence, at the time and place specified in the notice.

(2) Subsection (1) does not apply if, in the opinion of the Registrar, the time required to effect the written notice and the opportunity to show cause may result in danger to the health or safety of the public.

Notice to licence holder

63(1) If the Registrar under section 62 suspends or cancels a facility licence or technician licence or prohibits a person from holding a licence, the Registrar shall give 15 days’ notice in writing to the licensee or technician or the person of the Registrar’s decision.
(2) The Registrar shall include in the notice the reasons for the suspension, cancellation or prohibition and shall advise the licensee or technician or the person to whom the notice is given of the right to appeal to the Board under section 42.1 of the Act.

(3) Despite subsection (1), the Registrar may order that the suspension or cancellation of the licence takes effect immediately or sooner than 15 days if in the opinion of the Registrar the requirement for 15 days’ notice of the decision may result in danger to the health or safety of the public.

Return of documents

64(1) A licensee whose facility licence has been suspended or cancelled shall return the following items to the Registrar or a person authorized by the Registrar not more than 7 days after being notified of the suspension or cancellation:

(a) the facility licence;

(b) all unissued certificates and decals issued to and in the possession of the licensee;

(c) all issued certificates revoked under this Regulation in the possession of the licensee;

(d) copies of other records maintained by the licensee under this Regulation, the Facility Operating Manual or Vehicle Inspection Manual as directed by the Registrar.

(2) A technician whose technician licence has been suspended or cancelled shall return the following items to the Registrar or a person authorized by the Registrar not more than 7 days after being notified of the suspension or cancellation:

(a) the technician licence;

(b) all blank certificates in the possession of the technician;

(c) all completed certificates in the possession of the technician;

(d) all decals in the possession of the technician;

(e) copies of other records maintained by the technician under this Regulation, the Facility Operating Manual or Vehicle Inspection Manual as directed by the Registrar.

(3) This section applies notwithstanding the right of a technician or a licensee to appeal the decision of the Registrar to the Board.
Removal of suspension, cancellation or prohibition

65(1) The Registrar may remove the suspension or cancellation of a licence or the prohibition against holding a licence if the Registrar is satisfied that

(a) the reason for which the licence was suspended or cancelled or the prohibition was imposed no longer exists,

(b) in the case of a facility licence, the facility is suitable to conduct inspections for the types of vehicles specified in the facility licence,

(c) in the case of a technician licence, the technician is competent to conduct inspections for the types of vehicles specified in the technician licence, and

(d) the period of suspension or prohibition has expired.

(2) For the purpose of satisfying the Registrar that the conditions set out in subsection (1)(b) and (c) have been met, the Registrar may require a licensee or technician to comply with

(a) sections 40(2) and 43 in the case of a facility licence, or

(b) sections 47(3) and 51 in the case of a technician licence.

Division 2
Vehicle Safety Investigator Directive

Issuance of directive by investigator

66(1) An investigator may issue a directive to a licensee of a facility or to a technician if the investigator has reason to believe the licensee or an employee of the licensee or the technician has contravened this Regulation.

(2) A directive issued by an investigator shall be in writing and shall specify

(a) the nature of the contravention,

(b) the action that the licensee or technician shall take or cease, and the time period for doing so,

(c) whether or not the licensee or technician may continue to inspect vehicles under this Regulation while the directive is in effect,

(d) any other terms and conditions imposed by the investigator, and
(e) the right of the licensee or technician to whom the directive is issued to request a review of the directive by the Registrar.

(3) An investigator shall specify a time limit up to a maximum of 14 days in a directive under subsection (2)(b) requiring a licensee or technician to take or cease an action.

(4) An investigator shall ensure that a copy of the directive is served on the licensee or the technician, or on the agent of the licensee, and shall provide a copy to the Registrar.

Compliance with directive

67(1) Subject to subsection (2), a person who is served with a directive under section 66 shall comply with the directive.

(2) The Registrar may confirm, vary or cancel a directive issued by an investigator.

Disposition of a directive

68(1) If an investigator is satisfied that a directive issued under section 66 has been complied with, the investigator may, by notice in writing to the licensee or technician to whom the directive was issued, cancel the directive.

(2) If an investigator finds that a licensee or technician to whom a directive was issued under section 66 has failed to comply with the directive, the investigator shall provide a report of this finding to the Registrar, and if the investigator does so, the investigator shall forward a copy of the report to the licensee or technician immediately.

(3) On receiving a report of an investigator’s findings under subsection (2), the Registrar may cancel or suspend a licence or prohibit a person from holding a licence under this Regulation, subject to any terms and conditions the Registrar considers appropriate, in accordance with sections 62 and 63.

Division 3
Administrative Penalties

Contents of notice

69(1) A notice of an administrative penalty imposed under section 143 of the Act shall contain at least the following information:

(a) the name of the person on whom the administrative penalty is imposed;
(b) the section of this Regulation the person has contravened or failed to comply with;

(c) a brief description of the nature of the contravention or failure to comply identified under clause (b);

(d) the amount of the administrative penalty to be imposed;

(e) whether the penalty is fixed or accumulates for each day or part of a day that the contravention or failure to comply occurs or continues;

(f) the date on which the notice is issued;

(g) the date by which the penalty must be paid, unless the penalty is an accumulating penalty;

(h) a statement explaining the right of the person on whom the administrative penalty is imposed to appeal the administrative penalty to the Board, including the addresses to which the appeal is to be sent, how the appeal is to be made and the deadline for making the appeal.

(2) The form of the notice of the administrative penalty referred to in subsection (1) shall be approved by the Registrar.

Determination of penalty amount

70(1) The Registrar shall determine the amount of the administrative penalty to be imposed on a person after considering the following specific factors and the general considerations set out in subsection (2):

(a) the seriousness of the contravention;

(b) the nature of the facility or technician operation;

(c) whether a collision occurred or the danger that a collision could have occurred as a result of the contravention;

(d) the history of contraventions of this Regulation by the person on whom the administrative penalty is imposed;

(e) any other factor considered relevant by the Registrar.

(2) The Registrar shall be guided by the following general considerations:

(a) the amount of the administrative penalty imposed should reflect the seriousness of the contravention;
(b) the greater the danger that a collision could have occurred, or the greater the degree of risk to people or property that did occur, or the fact that a collision did occur, as a result of the contravention, the higher the penalty should be;

(c) the more times a person has previously been issued an administrative penalty, the higher the penalty should be;

(d) the greater the degree of wilfulness or neglect in the contravention, the higher the penalty should be;

(e) any other consideration determined relevant by the Registrar.

Limitation period
71 An administrative penalty may be imposed only within 6 months of the date the Registrar first becomes aware of the contravention of this Regulation in respect of which the administrative penalty is to be imposed.

Part 5
Licensee and Technician Profiles

Definitions
72 In this Part,

(a) “automotive business” means an automotive business as defined in section 1 of the Designation of Trades and Businesses Regulation (AR 178/99) under the Fair Trading Act;

(b) “jurisdiction outside Alberta” means any jurisdiction of Canada, the United States of America and Mexico.

Establishing and maintaining profiles
73 For the purpose of monitoring the activities and history of compliance of licensees and technicians with respect to the inspection of vehicles, the Registrar may establish a program under which profiles are created and maintained for each licensee and technician relating to the licensee’s or technician’s compliance with

(a) the Act, this Regulation and other regulations under the Act, and

(b) other enactments of Alberta or laws of a jurisdiction outside Alberta with respect to
(i) inspection of vehicles and the operation of an automotive business, or

(ii) activities that are, in the opinion of the Registrar, substantially equivalent to those set out in subclause (i).

Contents of profiles

74(1) The Registrar may include the following information in the profile of a licensee or a technician:

(a) information relating to the applicable licence under this Regulation, including the status of the licence, terms and conditions attached to the licence, expiry, prohibitions, renewals, suspensions and cancellations of the licence;

(b) information relating to licences, permits or certificates required to be held by the licensee or technician under another enactment, including the status of the licence, permit or certificate, terms and conditions attached to the licence, permit or certificate, expiry, prohibitions, renewals, suspensions and cancellations of the licence, permit or certificate;

(c) information relating to vehicle inspections;

(d) copies of any directive issued by an investigator with respect to the actions of the licensee or technician and information regarding the disposition of the directive;

(e) information regarding any administrative penalty imposed by the Registrar for a contravention of this Regulation;

(f) rejections or revocations of certificates issued by a licensee or completed by a technician;

(g) information regarding warnings, notices or directives given by the Registrar, investigators or other persons authorized by the Registrar;

(h) information regarding audits performed by an investigator or another person authorized by the Registrar;

(i) the results of an inspection conducted by a peace officer or the Registrar under the Act, or by a governmental authority in a jurisdiction outside Alberta;

(j) written reports regarding contraventions by the licensee or technician of other enactments of Alberta or laws or a jurisdiction outside Alberta by the governmental authority.
responsible for the enforcement or administration of the enactment or law;

(k) any other information that the Registrar considers appropriate and relevant.

(2) For the purposes of this Part, the Registrar may

(a) provide information regarding a licensee or technician that is in the possession of the Registrar, and

(b) request, collect or otherwise obtain information from the licensee or technician, as the case may be, or from any other person or organization that has such information in the person’s or organization’s possession.

(3) In addition to subsection (1), the profile of a licensee may contain information regarding

(a) the dates on which inspections were conducted and the technicians who conducted them,

(b) the names and licence numbers of technicians employed by the licensee to conduct inspections at the facility,

(c) information regarding registration of the licensee’s Facility Operating Manual,

(d) a record of vehicle inspection certificates submitted late, and

(e) where the licensee is a carrier, information relating to the carrier’s performance and compliance with the Act and regulations.

(4) In addition to subsection (1), a technician profile may include

(a) the results of any background check of the technician,

(b) proof of the technician’s ability or continuing competency under section 47(2) to conduct inspections as authorized by the technician licence, and

(c) information regarding registration of the Vehicle Inspection Manual.

(5) A profile for a licensee or a technician may be maintained in electronic or paper form, or both.

(6) Subject to the payment of a fee as set by the Registrar, a licensee or a technician may obtain a copy of the profile pertaining
to that licensee or technician, as the case may be, in a form provided by the Registrar.

(7) This Part applies to a licensee or a technician whether or not the facility licence or technician licence is subsisting.

(8) The authority to create and maintain records in licensee and technician profiles includes the authority to update, add, correct and delete information in the profiles.

Part 6
General

Terms and conditions

75(1) The Registrar may at any time make a licence under this Regulation subject to the terms and conditions that the Registrar considers appropriate.

(2) The terms and conditions referred to under subsection (1) may be imposed on a specific facility or technician or on a class or group of facilities or technicians.

Registrar’s exemption

76(1) The Registrar may at any time exempt a facility or a technician from any of the requirements under this Regulation, subject to any terms and conditions that the Registrar considers appropriate.

(2) The Registrar may at any time exempt a vehicle from the vehicle inspection certificate and decal requirements under this Regulation, subject to any terms and conditions that the Registrar considers appropriate.

(3) An exemption under subsection (1) or (2) may apply to a specific vehicle, facility or technician or to a class or group of vehicles, facilities or technicians.

Continuing competency

77(1) The Registrar may establish requirements for continuing competency to hold a technician licence under this Regulation and may at any time require a technician to demonstrate that the technician has met those requirements.

(2) Without limiting the generality of subsection (1), the Registrar may include one or more of the following in the criteria for determining the continuing competency of a technician:

(a) successful completion of an approved training program;
(b) achievement of at least a minimum score set by the Registrar in an examination approved by the Registrar;

(c) inspection of at least a minimum number of vehicles of a specified type in a given time period specified by the Registrar;

(d) have no more than the maximum number or percentage of issued certificates revoked in a given time period set by the Registrar;

(e) any other requirement established by the Registrar.

Crown property

78(1) A facility licence, technician licence, certificate or decal is the property of the Crown in right of Alberta.

(2) A person in possession of a facility licence, technician licence, certificate or decal shall return it to the Registrar or a person authorized by the Registrar when the Registrar requests its return.

Accuracy of records

79(1) A person shall not mutilate, deface, alter, falsify or destroy a record required to be maintained under this Regulation.

(2) A person shall not

(a) make or participate in or acquiesce in the making of a false or deceptive statement in a record made or required by or under this Regulation, or

(b) omit or assent to or acquiesce in the omission of an entry in a record made or required by or under this Regulation.

Examination of records

80(1) The Registrar or an investigator may, during the business hours of a facility, enter the facility and direct the licensee of the facility to produce for examination:

(a) all unissued certificates and decals held by the licensee;

(b) copies of all certificates issued by the facility within the current calendar year and the 4 calendar years immediately preceding;

(c) copies of all records of inspection issued by the facility within the current calendar year and the 4 calendar years immediately preceding;
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(d) a list of the technicians who completed the certificates and affixed the decals during the time period set out in clause (b).

(2) The licensee of a facility shall produce the documents and information as directed by the Registrar or the investigator.

Records and information

81(1) The Registrar may direct a licensee to provide any information and records in the possession or control of the licensee that, in the opinion of the Registrar, are pertinent to the administration of this Regulation.

(2) A licensee of a facility shall keep copies of all certificates, decals and records of inspections issued by each technician at that facility within the current calendar year and the 4 calendar years immediately preceding.

(3) The Registrar or an investigator may examine or copy the records or documents kept by a licensee of a facility under this Regulation.

Vehicle safety investigator

82(1) The Registrar may in writing authorize a person who is not a vehicle safety investigator to carry out any of the functions of an investigator under this Regulation.

(2) An authorization made under subsection (1) may be:

(a) general or applicable to a specific case;

(b) subject to any terms and conditions that the Registrar considers appropriate.

(3) An authorization made under subsection (1) terminates on the date specified in the authorization, unless terminated earlier by the Registrar in writing.

(4) A person who is authorized under subsection (1) may exercise the functions and perform the duties of an investigator, subject to any terms and conditions specified in the authorization.

(5) A person who is required under this Regulation to forward a licence, certificate, decal, record of inspection or other document or record to the Registrar shall, at the request of an investigator, deliver that item to the investigator instead of forwarding it to the Registrar.
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Missing certificate

83(1) If an unissued certificate or decal that should be in the possession of the licensee of a facility is missing or destroyed, the licensee shall immediately report in writing that fact, the surrounding circumstances and the identification number of the certificate or decal to the Registrar.

(2) If a subsisting certificate or decal issued to the owner of a vehicle is missing or destroyed, the owner or driver of the vehicle for which the certificate or decal was issued shall immediately report in writing that fact, the surrounding circumstances and the identification number of the certificate or decal to the Registrar.

(3) A person who finds a certificate or decal reported lost under this section shall immediately send the certificate or decal to the Registrar.

(4) Where a report is made to the Registrar under subsection (1) or (2) and the missing certificate or decal once again comes into that person’s possession, the person shall forward to the Registrar the certificate or decal that had been missing.

Missing licence

84(1) If a facility licence or a technician licence is lost or destroyed, the licensee or technician shall immediately report in writing that fact and the surrounding circumstances to the Registrar.

(2) The licensee of a facility may apply to the Registrar, in a form and manner approved by the Registrar, for a duplicate of the facility licence if the licence is lost or destroyed or becomes unreadable.

(3) A technician may apply to the Registrar, in a form and manner approved by the Registrar, for a duplicate of the technician licence if the licence is lost or destroyed or becomes unreadable.

(4) If a licensee or technician obtains a duplicate licence and later finds the original licence, the licensee or technician, as the case may be, shall destroy the original licence.

Non-transferability

85(1) A certificate or decal is not valid if it is transferred from the vehicle in respect of which it was issued to another vehicle.

(2) A facility licence is not valid if it
(a) is transferred from the person who is the licensee of the facility in respect of which it was issued to another person, or

(b) purports to apply to a facility other than the facility in respect of which it was issued.

(3) A technician licence is not valid if it is transferred from the person to whom it was issued to another person.

**Offences**

86 A person who contravenes or fails to comply with any of the following provisions is guilty of an offence:

section 7(1)(a) and (b), (2)
section 9
section 12(1)
section 13(a) and (b)
section 14(a) and (b)
section 15(1)(a), (b), (c), (d), (e), (f) and (g)
section 19(1)(a), (b), (c) and (d), (2)(a) and (b)
section 20(1)(a), (b), (c) and (d)
section 21(1) and (3)
section 24
section 25(3)
section 26(1)
section 27(1), (2), (3), (4), (5)(a), (b), (c) and (d), (6), (7)(a) and (b)
section 28(1)(a), (b), (c), (d) and (e), (2)
section 29(1)(a), (b) and (c), (2)(a) and (b)
section 32(3)
section 33(6)
section 34(7)
section 39(1)
section 44(1), (2) and (3)
section 45(1) and (2)
section 46(1)(a), (b), (c) and (d)
section 52(a), (b), (c) and (d)
section 55(3)
section 60
section 64(1)(a), (b), (c) and (d), (2)(a), (b), (c), (d) and (e)
section 78(2)
section 79(1), (2)(a) and (b)
section 81(2)
section 82(5)
section 83(1) and (2)
section 84(1) and (4)
Part 7
Transitional Provisions,
Consequential Amendments,
Repeals, Expiry and
Coming into Force

Transitional provisions

87(1) In this section, “previous regulation” means

(a) Bus Safety Regulation (AR 235/82),

(b) Commercial Vehicle Inspection Regulation (AR 414/91),

(c) Commercial Bus Inspection, Equipment and Safety
   Regulation (AR 428/91), and


(2) A vehicle inspection facility licence, an inspection mechanic’s
licence, a vehicle inspection certificate or a commercial vehicle
inspection decal issued under a previous regulation that is
subsisting immediately before the coming into force of this
Regulation is a facility licence, technician licence, certificate or
decal, as the case may be, for the same type of vehicle under this
Regulation and subject to the same terms and conditions, if any, for
the remainder of its term.

(3) A person who is authorized as or who discharges the functions
of a vehicle safety inspector, vehicle safety auditor or vehicle
examiner under a previous regulation immediately before the
coming into force of this Regulation is a vehicle safety investigator
under this Regulation.

(4) An authorization granted under section 3.1 of the Commercial
Vehicle Inspection Regulation (AR 414/91) and that is subsisting
immediately before the coming into force of this Regulation
remains in effect for the remainder of its term, subject to any terms
and conditions attached to it, unless revoked earlier by the
Registrar.

(5) An extension granted under section 4.1 of the Commercial Bus
Inspection, Equipment and Safety Regulation (AR 428/91) and that
is subsisting immediately before the coming into force of this
Regulation remains in effect for the remainder of its term, subject
to any terms and conditions attached to it, unless revoked earlier by
the Registrar.

(6) A vehicle inspection program manual adopted by the Registrar
under a previous regulation is a Vehicle Inspection Manual under
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VEHICLE INSPECTION REGULATION

(7) A record or other information established and maintained, in whatever form, under a previous regulation for the purpose of monitoring the activities of a licensee or a technician with respect to compliance with the Act and that previous regulation constitutes the profile of a licensee or a technician in accordance with Part 5 of this Regulation.

Consequential Amendments

Commercial Vehicle Certificate and Insurance Regulation

88(1) This section amends the Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002).

(2) Section 43(1) is amended by striking out “Commercial Bus Inspection, Equipment and Safety Regulation (AR 428/91)” and substituting “Vehicle Inspection Regulation”.

Operator Licensing and Vehicle Control Regulation

89(1) This section amends the Operator Licensing and Vehicle Control Regulation (AR 320/2002).

(2) Section 1 is amended by adding the following after clause (z):

(aa) “unsafe vehicle” means an unsafe vehicle as defined in the Vehicle Inspection Regulation.

(3) Section 56(1) is repealed and the following is substituted:

Vehicle not registrable

56(1) If the Registrar has reason to believe that a vehicle is an out of province motor vehicle, a salvage motor vehicle or an unsafe vehicle under the Vehicle Inspection Regulation, the Registrar shall not issue a certificate of registration in respect of the vehicle unless the applicant provides to the Registrar a subsisting vehicle inspection certificate issued for the vehicle under the Vehicle Inspection Regulation as follows:

(a) in the case of an out of province motor vehicle, an out of province motor vehicle inspection certificate;

(b) in the case of a salvage motor vehicle or an unsafe vehicle, a salvage motor vehicle inspection certificate.
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(4) Section 75(1) is amended by striking out “or” at the end of clause (c), adding “or” at the end of clause (d) and adding the following after clause (d):

(e) is an unsafe vehicle.

Procedures Regulation
90(1) This section amends the Procedures Regulation (AR 233/89).

(2) Part 30 and Part 31 in Schedule 2 are repealed.

Repeals, Expiry and Coming into Force

Repeals
91 The following regulations are repealed:

(a) Commercial Vehicle Inspection Regulation (AR 414/91);

(b) Motor Vehicle Inspection Regulation (AR 318/2002).

Expiry
92 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on April 1, 2012.

Coming into force
93 This Regulation comes into force on January 1, 2007.

Schedule

Premises and Equipment Requirements for Vehicle Inspection Facilities

Responsibility of licensee
1 The licensee of a facility shall ensure that the facility is equipped, and that the premises and equipment are maintained, in accordance with this Schedule.

Requirements regarding premises
2 The premises of a licensed vehicle inspection facility shall

(a) have sufficient interior space to accommodate the type of vehicles the facility is licensed to inspect,
(b) have hard surface flooring that conforms to the standards set out in the Facility Operating Manual and that is capable of supporting the heaviest type of vehicle that the facility is licensed to inspect,

(c) have adequate lighting for the purpose of conducting vehicle inspections,

(d) have adequate and appropriate space to display vehicle inspection program signage in a conspicuous manner and as required in the Facility Operating Manual,

(e) be in a clean and safe condition, and

(f) comply with applicable federal and provincial requirements relating to workplace safety.

Requirements regarding equipment

3 A facility that is licensed as a vehicle inspection facility shall have the following equipment available:

(a) standard mechanical service equipment and tools for the inspection, repair and maintenance of the types of vehicles the facility is licensed to inspect;

(b) lift equipment capable of safely raising the heaviest type of vehicle the facility is licensed to inspect;

(c) safety stands capable of supporting the heaviest type of vehicle the facility is licensed to inspect;

(d) a brake drum diameter gauge accurate to within 0.25 millimetres and capable of measuring the largest brake drum used on the types of vehicles the facility is licensed to inspect;

(e) micrometers or rotor gauges that are accurate to within 0.010 millimetres and that are capable of measuring rotors on the types of vehicles the facility is licensed to inspect;

(f) a dial indicator that is accurate to 0.010 millimetres;

(g) headlight aiming equipment maintained and calibrated to the manufacturer’s specifications or a headlight aiming screen in a level stall large enough to allow a distance of 7.62 metres between the vehicle’s headlights and the screen;

(h) a torque wrench capable of measuring the torque requirements of the types of vehicles the facility is licensed to inspect;
(i) a tire tread gauge capable of measuring in 0.80 millimetre increments;

(j) a tire pressure gauge capable of measuring tire pressures in the ranges required for the types of vehicles the facility is licensed to inspect.

Requirements for out of province and salvage motor vehicles

4(1) In addition to the equipment listed in section 3, a facility in which out of province or salvage motor vehicles are inspected shall have

(a) computerized 4-wheel alignment equipment that is capable of printing the results of alignment procedures, and

(b) on-board diagnostic equipment and software for testing supplemental restraint systems and antilock braking systems for the types of vehicles the facility is licensed to inspect.

(2) Subsection (1)(a) does not apply if the licensee of the facility has an arrangement that has been approved by the Registrar with the licensee of another facility to perform computerized 4-wheel alignment procedures at that facility.

Requirements for salvage motor vehicles

5 In addition to the equipment listed in sections 3 and 4, a facility in which salvage motor vehicles are inspected shall have

(a) standard autobody equipment and tools for the inspection, repair and maintenance of the types of vehicles the facility is licensed to inspect,

(b) frame straightening equipment with a 4-point anchoring system designed to hold a vehicle in a stationary position that is suitable for the types of vehicles the facility is licensed to inspect,

(c) measuring devices that are suitable for symmetrical and asymmetrical bodies and frames for the types of vehicles the facility is licensed to inspect, and

(d) frame specification manuals or software for the type of vehicles the facility is licensed to inspect.

Mechanical equipment

6 Without limiting the generality of section 3(a), a facility in which commercial vehicles are inspected shall have

(a) wheel and hub removal and installation tools,
(b) a wheel dolly,
(c) wheel seal installation tools,
(d) a magnetic based dial indicator,
(e) a feeler gauge,
(f) a depth gauge,
(g) fifth wheel locking test tools,
(h) a flat surface square,
(i) a brake cam rotation protractor,
(j) a pry bar,
(k) air system timing equipment,
(l) a vacuum gauge, and
(m) an electrical test light.

School buses

7 In addition to the equipment listed in sections 3 and 6, a facility in which school buses are inspected shall have

(a) a voltmeter,
(b) an ammeter, or
(c) a battery load tester.

Condition of equipment

8(1) All gauges and measuring devices required to be used in a facility under this Schedule shall be properly calibrated at all times.

(2) All equipment and tools required to be used in a facility under this Schedule shall be kept clean and in good working order.