



**Manitoba
Public Insurance**

Body Integrity Inspection Program Guidebook



CONTENTS

Stolen & Wrecked Vehicle Monitoring Program 4

Body Integrity Overview For Total Loss Vehicles Only 4

I. Eligible Vehicles And Requirements 5

 Exempt Vehicles from the BII Program..... 5

 Amalgamated Vehicle Requirements 6

II. Qualifying Stations 6

III. Body Integrity Station Requirements And Responsibilities..... 7

 Station Requirements 7

 Station Responsibilities..... 7

IV. Inspection Mechanic Requirements And Responsibilities..... 8

 Inspection Mechanic Requirements 9

 Inspection Mechanic Responsibilities..... 9

V. Body Integrity Inspection Certificate Vehicle File..... 10

 Proof of Ownership And Vehicle Status..... 10

 Application Form..... 11

 Vehicle Identification Number (VIN) Verification 11

 Air Bag/Occupant Restraint Systems Receipts 12

 Four Photographs Taken Prior To The Rebuilding Process..... 12

 Wheel Alignment 12

 Structural Dimensional Inspection..... 13



Completion Of The Body Integrity Inspection Certificate/Form	13
Certificate Distribution	14
Lost or Missing Certificate(s)/Form(s)	15
Inspection Certificate Order Forms	15
Inspection Station Audits	15
Terminology	166



Stolen & Wrecked Vehicle Monitoring Program

Objective: The objectives of the Stolen and Wrecked Vehicle Monitoring Program (SWVMP) are to:

- Prohibit registration of stolen vehicles
- Prohibit registration of any motor vehicle deemed irreparable
- Prohibit registration of certain salvageable motor vehicles unless they have been repaired and certified through the Body Integrity Inspection Program
- Enhance consumer protection by providing the ability to identify total loss vehicles

Salvageable vehicles must be inspected at stations and by technicians meeting requirements set out in the Body Integrity Inspection Program Guidebook.

This Body Integrity Inspection Program Guidebook outlines the criteria for determining vehicle compliance with the standards of safety and repair as prescribed in Manitoba Regulation 31/2019 the Vehicle Safety Inspection Regulation.

Users of this manual are encouraged to contact your local Vehicle Safety office to obtain clarification of any standards or procedures regarding this program.

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Body Integrity Overview For Total Loss Vehicles Only

Body Structural Integrity Inspection Standards

The repair/rebuild process shall be those as specified by the Original Equipment Manufacturer (OEM). Dimensional manuals such as those produced by Mitchell are acceptable for vehicle gauging specifications.

The alignment of the chassis or of the unitized body must conform to the manufacturer's standards and tolerances. The four wheels must be aligned in accordance with the manufacturer's tolerances.



The repair and assembly of the components of the body and frame must be carried out in such a way as to provide occupant protection that is equal to OEM standards.

Irreparable components of the structure must be replaced.

The assembly joints of the body must be located in the places set out by OEM standards.

Those joints which are a part of a repair or replaced component must be accessible when the structural integrity inspection is made. No sealant, soundproofing or rust proofing compound shall be applied to the areas repaired or replaced prior to the inspection.

Structural integrity is determined by the condition of the critical components designed as stress and weight/load bearing members. Elements include but are not limited to the radiator support, inner fender skirts, cowlings, floor pan, rocker panels, engine compartment side rails, frame rails, cross members, sub-frame assemblies, upper reinforcements, lower body rails in the rear, inner fender wells, fixed glass and luggage compartment floors.

I. Eligible Vehicles And Requirements

To be eligible for registration, motor vehicles with a status of Salvageable are required to pass a body integrity inspection and a mechanical inspection.

After passing the body integrity inspection, the vehicle owner must also obtain a Certificate of Inspection (COI or PMVI) from an authorized Vehicle Inspection station indicating the vehicle has passed a mechanical fitness inspection.

Exempt Vehicles from the BII Program

All vehicles are eligible for the Body Integrity Inspection (BII) Program with the following exceptions:

- Off-road vehicles
- Trailers
- Mopeds
- Mobility vehicles
- Tractors
- Snow vehicles



Amalgamated Vehicle Requirements

The following are the requirements for amalgamated vehicles:

- Vehicles repaired using major components (frame or cab) from two or more vehicles are considered amalgamated vehicles.
- Owners of amalgamated vehicles are required to obtain a Manitoba Assigned Vehicle Identification Number (VIN) from Vehicle Safety.
 - To apply for a Manitoba assigned VIN, contact a Vehicle Safety office.
- Amalgamated vehicles constructed with a body/cab **and** frame/chassis of Irreparable vehicles will not qualify for a Manitoba assigned VIN or registration. One of the major components must have a status of Salvageable or Normal.
- Vehicles designated as Irreparable can never be registered again, but the parts from that vehicle can be re-used.
- You cannot amalgamate 2 irreparable vehicles together to make a salvageable vehicle.

II. Qualifying Stations

A Body Integrity Inspection Station must be:

- A licensed business with a valid PST & GST number
- One of the following:
 - A Manitoba Public Insurance accredited repair shop for **body and frame** where the inspector must be a Certified Journeyman Motor Vehicle Body Repairer, and completed the appropriate I-CAR Collision Repair courses as set out by Vehicle Safety
 - A speciality frame repair shop that employs a full time qualifying repair mechanic who is a Certified Journeyman Motor Vehicle Body Repairer and who has completed the appropriate I-CAR Collision Repair courses as set out by Vehicle Safety
 - A station authorized to inspect motorcycles under the Light Vehicle Inspection Program (LVIP) may qualify to inspect only motorcycles under the Body Integrity Inspection Program.



III. Body Integrity Station Requirements And Responsibilities

Station Requirements

A Body Integrity Inspection Station must:

- Be a Manitoba Public Insurance Accredited repair shop in body and frame.
- Maintain I-Car Gold Class Professionals Designation, except motorcycle Body Integrity Inspection Stations.
- Maintain, in good working order, all tools required by the Manitoba Public Insurance Accreditation Agreement.
- Employ a full time Certified Journeyperson Motor Vehicle Body Repairer authorized as an inspection mechanic that is Platinum Structural Steel Technician Designate or Aluminum Structural Technician Designate if the station is wishing to inspect aluminum constructed vehicles, except motorcycle Body Integrity Inspection Stations. Have enclosed space of sufficient size to carry out inspections.
- Remit a \$100.00 annual inspection station operator's permit renewal fee.
- Allow any authorized peace officer to examine the inspection facilities, vehicles, records and documents pertaining to the safety inspections.
- Display the vehicle inspection station sign and inspection mechanic wall certificate(s) in a prominent location readily visible to the public.
- Maintain an up-to-date Inspection Program Guidebook at the facility.
- Maintain an up to date inspection handbook. (Hard Copy)

Station Responsibilities

A Body Integrity Inspection Station must:

- Maintain a valid and subsisting inspection station operator's permit.
- Allow only authorized inspection mechanics to perform inspections.
- Ensure an **initial inspection** of the salvage vehicle occurs at the **Body Integrity Inspection Station**.
- Ensure that an accurate repair plan is approved by the authorized inspection mechanic during the **initial inspection** and **prior** to any repair process.



- Supply the repair procedures for structural components from Original Equipment Manufacturer (OEM). The repair procedures for structural damage repair must be kept in each vehicle file.
- Ensure the inspection mechanic performs a **complete** and **thorough** inspection(s) on each vehicle presented for a body integrity inspection.
- **At your station**, perform a dimensional inspection **on each vehicle** presented for a body integrity inspection and have a print out of the dimensional inspection in the vehicle file.
- If **repairs are started or completed** before attending a Body Integrity Inspection Station, **contact Vehicle Safety** for further instructions.
- Within 120 days of the initial inspection a re-inspection of the repair work must be done
- Void the inspection certificate/form if a vehicle is not returned for re-inspection within 120 days from the initial inspection date.
- If the customer chooses not to complete the inspection process, **return** the customer supplied supporting documents and note in the **Remarks** section on the inspection certificate/form that the documents that have been returned.
- Notify Vehicle Safety in writing immediately of any change to inspection personnel, station owners/directors/officers, business name, location/address or loss of Manitoba Public Insurance accreditation.
- Return all unused certificates/forms, vehicle files, wall certificate/permit, and sign to Vehicle Standards & Inspections; if the inspection station ceases its operations.
- **Immediately notify Vehicle Safety of missing inspection certificates/records/forms.**
- Issue only body integrity forms/certificates assigned to your station.
- Ensure forms and documents required for the vehicle file are accurate and complete.
- Adequately secure all certificates/forms and vehicle files.
- At the inspection station, maintain and secure all vehicle files for a **minimum of 5 years.**
- Allow an authorized peace officer to access any information, documents, or employees related to the inspection of vehicles.

IV. Inspection Mechanic Requirements And Responsibilities



Inspection Mechanic Requirements

A qualifying inspection mechanic:

- Must be I-CAR Platinum recognized in the Steel Structural Technician (SST) I-CAR key role. If the inspection mechanic will be repairing aluminum body vehicles, they must be Platinum in the Aluminum Structural Technician (AST) I-CAR key role.
- Must be a Certified Journeyperson Motor Vehicle Body Repairer.
- Completion of I-CAR Platinum designations are to be in line with training requirements mandated by Manitoba Public Insurance in the Light Vehicle Accreditation Agreement (LVAA).
- Must provide proof of Journeyperson qualification.
- Body Integrity Inspection Stations must have an inspection mechanic authorized for motorcycles under the Light Vehicle Inspection Program.
- Must be able to process and complete the forms, which include the Inspection Certificate, Application for Rebuilt Vehicle Certification and the repair plan.
- Must attend a full day training course that is provided by Vehicle Safety if a new inspection mechanic.

Inspection Mechanic Responsibilities

An inspection mechanic:

- Must complete an Initial Inspection of the salvageable vehicle at the inspection station **prior to repairs being performed** on the vehicle.
- Must approve the Application for Rebuilt Vehicle Certification form and take 4 color photographs once the initial body integrity inspection has been **completed** and must ensure the customer supplied documents for rebuilding (bill of sale / TOD) are submitted **prior** to commencing the body integrity inspection.
- Must review and write and approve the repair plan, provide OEM equivalent repair procedures for any required structural repairs and ensure the customer's rebuilder has the welding certificate, tools and training to perform any structural repairs.
- Must inspect repaired components prior to concealment. This may necessitate sequential inspections throughout the rebuilding process. These sequential inspections do not need to be performed at the inspection station. If a repair is



concealed prior to inspection, disassembly to allow for an appropriate inspection is required.

- Must perform a **complete** and **thorough** inspection(s) on each vehicle presented for a body integrity inspection. **Must perform a complete dimensional inspection on each vehicle presented for a body integrity inspection.**
- Shall sign the inspection certificate only when all items, **including four wheel alignments**, meet or exceed the required standards.
- Must participate in a station audit/complaint resolution process when requested by a peace officer.

V. Body Integrity Inspection Certificate Vehicle File

In order for a salvageable vehicle to obtain a Body Integrity Inspection Certificate (BIIC), a **vehicle file must be established prior to the rebuilding process.** This vehicle file must include the following essential items in order for a body integrity inspection to be considered:

- Proof of ownership and vehicle status
- Completed Application for Rebuilt Vehicle Certification form
- Vehicle Identification Number (VIN) Verification
- Four photographs taken prior to rebuilding the vehicle
- Copy of Original Equipment Manufacturer (OEM) equivalent repair procedures for any required structural repairs

Prior to completing a Body Integrity Inspection Certificate the vehicle file must also contain:

- Documented proof that the vehicle passed a structural dimensional inspection
- Documented proof that the vehicle passed a four wheel alignment
- Receipts for airbag/occupant restraint systems parts used, and proof that the airbag/occupant restraint system was scanned, or a work order for the vehicle proving that the vehicle SRS is fully functional as per OEM
- A receipt proving that the ADAS has been calibrated and is operating properly as per OEM (if the vehicle is equipped with ADAS)

Details of the essential vehicle file items are explained in detail in the following sections.

Proof of Ownership And Vehicle Status



Acceptable documentation must accompany the vehicle to enable the inspection station to verify ownership and that the vehicle has been **designated salvageable and not irreparable (parts only)**. The Vehicle Identification Number (VIN) appearing on the vehicle must match the number on the application and Proof of Ownership documents. An original bill of sale, a certificate of title or a registration card in the name of the applicant are all acceptable proof of ownership. A copy of these document(s) must be kept in the vehicle file.

Application Form

Before any work is to start on the salvageable vehicle the **inspection mechanic must write the repair plan and repair procedures as per OEM**, this is then documented on the Application for Rebuilt Vehicle Certification. The application must have the rebuilder's name and address, phone number (who is going to repair the salvageable vehicle). The inspection mechanic must have the vehicle owner sign the application once the repair plan has been approved and provided to the owner/rebuilder of the vehicle. The inspection mechanic will provide the customer with Original Equipment Manufacturer (OEM) repair procedures for any required structural repairs. The inspection mechanic must not initiate an inspection unless an application form has been **written and is approved** by the inspection mechanic and the vehicle owner. **The station copy of the application form must be kept in the vehicle file.**

The application must:

- Specify the Vehicle Identification Number (VIN) of the vehicle to be rebuilt
- Include the name of the rebuilder and phone number
- Describe the damage sustained by the vehicle
- List the components to be repaired or replaced
- Include details of the rebuilding to be performed, such as, but not limited to:
 - List of parts replaced or repaired
 - Type= and location= of welds
 - Location(s) and methods of section seams and inserts
 - Use of sealants, undercoats and primers
 - Fixed glass retention methods
 - Proper foams inside key areas

The application cannot have the term remove and replace as repair procedures. R & R does not describe the details needed to determine the type and acceptability of repairs.

Vehicle Identification Number (VIN) Verification



The Vehicle Identification Number (VIN) check must be performed to ensure the number is not missing, loose, altered, tampered with, illegible, or does not match the documentation. **If any of these conditions exist put an X in the reject column and fail the vehicle.** Advise customer to contact Vehicle Safety at 985-0920 or 1-866-323-0542. Owners of amalgamated vehicles must **always** be referred to Vehicle Safety and Inspections

Air Bag/Occupant Restraint Systems Receipts

In every case where an airbag/occupant restraint system is replaced during the rebuild process, a copy of the purchase receipt must be kept in the vehicle file. Recycled airbag components may be used, but the receipt must indicate the VIN of the donor vehicle. The inspection mechanic must confirm that the components are not part of a vehicle recall notice. A scan of the airbag/occupant restraint system must be performed on all vehicles (with or without replaced airbags/occupant restraint systems) to prove functionality.

Four Photographs Taken Prior To The Rebuilding Process

The vehicle file must contain 4 clear, color photographs showing the front, back and both sides of the vehicle prior to rebuilding. This is to be done by the inspection mechanic and put into the vehicle file before the inspection can be started.

Wheel Alignment

In all cases, the inspection mechanic must verify that the alignment on all wheels is within all manufacturers' tolerances including caster, camber, toe, setback, steering axis inclination (SAI), included angle, total toe, turning angle, and thrust angle. This verification may take the form of a printout on which it clearly shows that the alignment is within manufacturer's tolerances. **The date, the Vehicle Identification Number (VIN) of the vehicle must be on the document, and the name and address of the shop performing the work,** if performed somewhere other than the inspection station. A copy is to be kept in the vehicle file. Off-site locations must be approved by the inspection mechanic and be included in the repair plan.



Structural Dimensional Inspection

In all cases, the inspection mechanic must verify the structural components of the vehicle are within specification. This verification must take the form of a printout on which it **clearly shows** that the structural dimensions are within manufacturer's tolerances. The date and the Vehicle Identification Number (VIN) of the vehicle must be on the document. A copy is to be kept in the vehicle file.

Additional Notations:

If the owner is unable to meet any of the application process requirements, or has provided a vehicle that has been repaired the body integrity inspection shall not be performed unless the station obtains written authorization from Vehicle Safety. A copy of the authorization must be retained in the vehicle file.

A separate rebuilt vehicle file must be kept for each vehicle inspected, which shall be identified by the certificate number and include all required record of rebuilding documents related to the inspection.

Completion Of The Body Integrity Inspection Certificate/Form

Inspection certificates/forms are numerically sequenced and must be issued in numerical order.

Prior to commencing the initial inspection the following information shall be legibly completed:

- Date inspection started
- Station number, name, and phone number
- The vehicle owner's name, address, and phone number
- All vehicle information (year, make, model, Vehicle Identification Number (VIN), odometer reading and license number if affixed).

The mechanic must perform a complete structural integrity inspection on the vehicle. Place an X in the **P** (Pass) column if the item or items meet Original Equipment Manufacturer (OEM) specifications/standards on the initial inspection. Place an X in the **R** (Rejected) column for any item or items that do not meeting OEM specifications/standards.

If the customer returns the vehicle within 120 calendar days from the initial inspection, the items marked and rejected with an X will be re-inspected and marked with an X in the **C** (Corrected) column if they meet or exceed OEM standards/specifications. Disassembly will be required if items which did not pass previous inspection are concealed.



When all applicable items meet or exceed the required standards, the mechanic will enter the following information:

- The inspection completion date
- The mechanic's assigned inspection mechanic number
- The mechanic's signature

The inspection mechanic shall not sign the certificate unless all items meet or exceed OEM standards/specifications and the vehicle file is complete.

If the vehicle is not returned within 120 calendar days from the initial inspection date, the station/mechanic will void the certificate/form and retain it in the vehicle file. If the vehicle is returned after 120 calendar days, a complete inspection will have to be performed again.

If the customer chooses not to complete the inspection process, the owner supplied documents in the vehicle file must be returned to the customer (upon request) and identified by a note in the **Remarks** section of the certificate/form that the **documents have been returned**.

A certificate must be voided when an error is made on the document, or any part of it is illegible. Write the word void in large letters across all four copies of the certificate/form. All copies are to be retained in the vehicle file.

Certificate Distribution

Refer to the list below to determine who will retain each copy of the form:

- **Registrar's Manitoba Public Insurance Copy (white):** To vehicle owner for presentation to the insurance agent at time of registration
- **Station Copy (green):** To be retained in the vehicle file at the inspection station in numerical order, for a period of five years
- **Seller's Copy (pink):** Issued to vehicle owner (retained as seller's copy in the event of vehicle sale)
- **Owner's Copy (yellow):** To be retained by vehicle owner

If a replacement copy of a valid certificate is required, transfer all the information as written on the original inspection station certificate to a new certificate. Indicate in the **Remarks** section of the replacement certificate the reason for the replacement and enter the original certificate number.



Lost or Missing Certificate(s)/Form(s)

In the event that certificate/ form is lost or missing, the station operator must immediately notify Vehicle Safety in Winnipeg by fax or email, indicating the certificate/form number(s) that are lost or missing.

If these certificates/forms are subsequently found, contact Vehicle Safety in Winnipeg for further instructions.

Inspection Certificate Order Forms

When ordering inspection certificates complete an order form and fill in the number of certificates required (10 certificates per book). The order form must be **signed** by a contact person or inspection mechanic. All **mail orders** must be accompanied by a cheque or money order payable to Manitoba Public Insurance and sent to the **Winnipeg office only** (do not send cash). Allow at least two weeks for delivery of all mail orders.

Supplies may be picked up at any Manitoba Public Insurance Service Centre or the following location during regular office hours:

Vehicle Safety
JW Zacharias Physical Damage Research Centre

Box 45064, Regent Postal Outlet

1981 Plessis Road, Bldg. A

Winnipeg MB R2C 5C7

Inspection Station Audits

Periodic audits may consist of checking tools, equipment, quality of vehicle inspection, shop condition, certificates/forms, vehicle files, manuals and may include an assessment of the inspection procedures. Consumer complaints may also generate an audit as part of the complaint resolution process.



Terminology

Amalgamated vehicles: A vehicle constructed using major components from 2 or more vehicles. **2 irreparable vehicles cannot be used.** Major components are body/cab or frame/chassis.

ADAS: Advanced Driver Assistance Systems

Dimensional Inspection: An inspection to verify that the vehicle is within the manufacturer's specifications for body and frame by utilizing frame/body gauging equipment.

I-CAR: Inter-Industry Conference on Auto Collision Repairs.

Improper: Contrary to or a lesser quality than OEM/I-CAR recommendation.

Inspect: Any visual or manual means necessary to determine fitness of a component or system.

Irreparable: Any vehicle damaged to such an extent that it has no value except as a source of parts or scrap metal. Vehicles designated as irreparable can never be registered again.

OEM: Vehicle's Original Equipment Manufacturer.

Rebuilt: Any salvageable vehicle which has been repaired using approved original equipment manufacturer techniques, and which has been certified by an approved inspection station as meeting the required standards.

Salvageable: Any vehicle that can be rebuilt. Salvageable vehicles cannot be registered until their status has been changed to Rebuilt.

Sequential Inspections: A series of inspections conducted throughout the rebuilding process.

Structural Integrity: Critical components designed as stress and weight/load bearing members/elements meeting requirements established by OEM. These items include, but are not limited to, radiator support, inner fender skirts, cowling, floor pan, rocker panels, engine compartment side rails, frame rails, cross members, sub-frame assemblies, and upper reinforcements, lower body rails in the rear, inner fender wells, fixed glass and luggage compartment floors.

SRS: Supplemental Restraint System

VS: Vehicle Safety