



MANITOBA
PUBLIC INSURANCE

INSPECTION STATION GUIDEBOOK

PERIODIC MANDATORY VEHICLE INSPECTION PROGRAM

BUSES AND VEHICLES
HAVING A G.V.W.R. OF 4500kg AND OVER

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INTRODUCTION TO THE INSPECTION STATION GUIDEBOOK

This guidebook is for use in vehicle inspection stations by employees who have qualified as inspection mechanics and station contact persons. It is a consolidation of the three regulations, and the operational policies of Vehicle Safety, pertaining to the Periodic Mandatory Vehicle Inspection (PMVI) Program.

Where Original Equipment Manufacturer (OEM) recommended limits do not match the standard, the OEM limits shall be used, and OEM service instructions and specifications for repair and replacement should always be followed.

OBJECTIVE

The objective of the safety inspection is to ensure that vehicles meet the standards of safety and repair as established in *The Highway Traffic Act*, *The Drivers and Vehicles Act* and its regulations.

Vehicles will be inspected in stations meeting requirements, established by the Minister of Transportation and Infrastructure. Stations may be public garages and/or self-certified fleet operation facilities.

Vehicles will be inspected by mechanics employed by the station that have qualified as inspection mechanics for the class of vehicle and have been designated as such.

Inspection methods and standards are adopted by reference from National Safety Code Standard 11 Part B and must be downloaded from [CCMTA-NSC-Standard-11---January-2020---English.pdf](#) for reference. The Standard will be amended from time to time. When amendments are issued instructions will be forwarded.

Provincial requirements may apply to certain items in the NSC 11, such as window tinting and heat on passenger busses. The Provincial requirements can be found in the Vehicle Equipment Safety Inspection regulation [\(VESI\) 31/2019](#). Stations will be notified when provincial requirements are added or amended.

Any questions should be directed to Vehicle Safety.

Winnipeg

Phone - 204-985-0920

Fax - 204-954-5319

Brandon

Phone - 800-852-2743

Fax - 204-729-9528

Dauphin

Phone - 204-622-2781

Fax - 204-622-2782

All Offices Toll Free - 1-866-323-0542

Email: vsi-stationinfo@mpi.mb.ca

I. VEHICLE TYPES AND INSPECTION REQUIREMENTS

Inspection requirements are determined by registration classification. Classified Vehicle means a class of vehicle that is required to be inspected by regulation and includes:

- trucks having a gross vehicle weight rating (GVWR) of 4500 kg or more
 - includes ambulances having a GVWR of 4500 kg or more
 - includes stretcher transportation vehicles having a GVWR of 4500 kg or more
- truck tractors having a GVWR of 4500 kg or more
- trailers having a GVWR of 4500 kg or more
- semi-trailers having a GVWR of 4500 kg or more
- trailer convertor dollies having a GVWR of 4500 kg or more

Regulated Passenger Vehicle (non-PSV): means a passenger vehicle that is designed for carrying 11 or more persons, including its driver, but is not a public service vehicle. For calculation purposes a wheelchair securement location replaces four passenger locations.

Vehicles requiring an inspection every six months:

- Public service vehicle bus
- Regulated passenger vehicle (non-PSV) that is a:
 - School bus
 - Rental vehicle

NOTE: All unregistered regulated passenger vehicles require a six-month inspection.

Vehicles requiring an inspection every 12 months:

- Regulated passenger vehicle (non-PSV)
 - excluded if owned by an individual and used solely for personal transportation
- Truck having a GVWR of 4500 kg or more
 - excluded if registered as farm truck
- Truck tractor having a GVWR of 4500 kg or more
 - excluded if registered as farm truck having a GVWR of less than 21,953 kg
- Trailer having a GVWR of 4500 kg or more
 - excluded if registered as farm
 - excluded if designed or modified for mobile living accommodation
- Semi-trailer having a GVWR of 4500 kg or more
- Trailer converter dolly having a GVWR of 4500 kg or more (inspected as a semi-trailer)

In addition to the above noted mandatory inspections, the following vehicle classes are only inspected prior to registration on a change of ownership:

- Regulated passenger vehicle (non-commercial) owned by an individual and used solely for personal transportation
- Motor vehicle used in a public transportation system owned by or operated on behalf of the City of Winnipeg or City of Brandon
- Truck having a GVWR of 4500 kg or more last registered as farm truck
- Motor home having a GVWR of 4500 kg or more (inspected as a truck)
- Truck tractor having a GVWR of less than 21,953 kg last registered as farm truck

Exemptions (Inspections are not required):

- Trailer with a GVWR less than 4500 kg
- Any trailer designed or modified for the purpose of mobile living accommodation
- New vehicle in transit from one facility of the manufacturer to another or from a facility of the manufacturer to the premises of a wholesale distributor dealer
- Vehicle that is registered by registration card that restricts its use to highways in and adjoining a remote community
- Motor vehicle that is registered in the antique vehicle's registration category

Any motor vehicle declared Salvageable by an insurer must have a post-accident body integrity inspection followed by a new mechanical inspection certificate prior to re-registration (except vehicles retained by the owner that are hail damaged only).

II. INSPECTION STATION DEFINITIONS

Self-Certified Inspection Stations are companies with vehicle repair facilities authorized to inspect their vehicles in accordance with government requirements. An owner/inspection mechanic cannot inspect their own vehicles.

Appointed Inspection Stations are companies appointed to inspect customer's vehicles and may inspect their own. An owner/inspection mechanic cannot inspect their own vehicles.

III. INSPECTION STATION BY VEHICLE TYPE

A self-certified or appointed inspection station may only inspect vehicles within its authorized vehicle classification. The inspection station (facility) and the inspection mechanic (inspector) must both be authorized for the class of vehicle inspected.

The class of vehicle may be all, any or one of the following:

- Bus with 11 – 24 passengers
- Bus – all with hydraulic brakes
- Bus – all with air brakes
- School bus
- Coach Bus (rear engine, unibody design, air brakes) – includes transit bus
- Truck with GVWR 4500 kg – 8900 kg
- Truck – all with hydraulic brakes
- Truck – all with air brakes
- Truck tractor
- Trailer – all with electric or hydraulic brakes
- Trailer – all with air brakes
- Semi Trailer
- Trailer converter dolly

IV. REQUIREMENTS AND RESPONSIBILITIES

STATION REQUIREMENTS AND RESPONSIBILITIES:

1. Must be a licensed business in the sales/repair of vehicles within the authorized vehicle class. Must provide a copy of the licence or written municipal approval for the business location.
2. Forward a completed Inspection Station Application and a \$200.00 cheque payable to Manitoba Public Insurance (as an application fee).
3. Employ one full-time person able to qualify as an Inspection Mechanic who is present during normal business. The mechanic can only perform inspections at one inspection station. The station must also designate a Contact Person, which can be the Inspection Mechanic. A station may also designate additional staff to be authorized to order inspection certificates and decals. All staff ordering supplies must be authorized.
4. Have an approved shop space of sufficient size to inspect the largest vehicle of the applicable type, adequate space to work around these vehicles, and a door height that will accommodate the vehicles presented for inspection.
5. Have in safe working condition, normal garage equipment and tools including:
 - a) Lifting equipment of sufficient capacity to raise the heaviest applicable vehicle to be inspected
 - b) Two adjustable safety stands (minimum 3 ton)
 - c) Window tint meter that is self-calibrating and able to test fixed glass
 - Tint meters must be of 2-piece design or have an attachment that can test fixed glass
 - d) Brake drum diameter gauge of sufficient size to measure the largest brake drum of applicable vehicles and shall be accurate to within 0.05 cm (0.002") (minimum 16.620")

- e) Micrometers or rotor gauges, capable of measuring from the thinnest to the thickest rotor on applicable vehicles and accurate to within 0.002" (0" - 2")
 - Must have lower jaws that end in 90-degree angle measuring points and not flat lower jaws.
- f) Headlight aiming equipment capable of aiming all vehicles in the class of vehicle authorized to be inspected
 - Must be approved for regulated inspection programs in the United States and Canada.
- g) Tire tread depth gauge capable of measuring 1/32"
- h) Tire pressure gauge (minimum 120 psi)
- i) Torque wrench capable of measuring torque requirements of applicable vehicles (minimum 600 ft. lbs.)
- j) Dial gauge (accurate to 0.001"), with appropriate means of securing to vehicle during application
- k) Vernier caliper capable of measuring brake lining and accurate to within 0.002"
- l) Tools required for PMVI truck tractors over 8900kg and semi-trailers
 - King pin gauge (sized for applicable vehicle)
 - Lower fifth wheel gauge (sized for applicable vehicle)
- m) Ramp, pit or hoist capable of safely supporting a bus for inspection.
- n) Copy of the current C.S.A D250 Standards (school bus inspection only)

NOTE: THESE TOOLS AND EQUIPMENT ARE TO BE OWNED BY THE INSPECTION STATION.

- 6. Allow during business hours, any person(s) authorized by Vehicle Safety to examine the facilities, records and documents pertaining to the safety inspections. Upon request supply an applicable vehicle for inspection.
- 7. Must be able to be contacted by telephone.
- 8. Where application is for self-certification only, have at least 5 vehicles of the applicable type and must ensure all registered vehicles maintain valid decals.
- 9. Must have the National Safety Code Standard 11 Part B readily accessible for the inspection mechanic's use at the station.
- 10. Maintain in good order the inspection standards, inspection certificates, decals and other documents supplied by Vehicle Safety.
- 11. Ensure that the shop equipment and tools are in safe and good working condition and accessible to the inspection mechanic(s).
- 12. Ensure that the vehicle owner presents a clean vehicle for inspection purposes which includes the under carriage.
- 13. Carry out at least **ten** inspections and certifications a year.

14. Notify the Vehicle Safety office immediately if any contact person and/or inspection mechanic leaves or enters your employ and submit a completed Station Personnel Update form.
15. If your inspection station ceases to be in operation for any reason, all unused certificates, decals, permits and sign must be returned to Vehicle Safety.
16. All inspections must be performed by the inspection mechanic in the station where they are authorized by Vehicle Safety.
17. Customers are allowed to have vehicles repaired at any location. If the customer brings the repaired vehicle back within 14 days of the original failed inspection the re-inspection will be done at no charge, if wheels do not have to be removed.
18. There is no regulated fee or time limit for a PMVI inspection. No PST can be charged for time to perform a PMVI. All applicable taxes apply to any authorized repairs performed on the vehicle.

CONTACT PERSON REQUIREMENTS AND RESPONSIBILITIES:

1. Be able to administer and co-ordinate the inspection activities of the station.
2. Ensure that certificates and decals are kept in a secure location.
3. Must ensure the company continues to meet its requirements pertaining to the inspection program.
4. Must process and complete all inspection documentation and keep records as required.
5. Must be available to participate in an inspection station audit.
6. Post inspection station sign, permit and inspection mechanic certificate(s) clearly visible to the public if an Appointed station.
7. Must issue inspection decals and certificates in numerical order.
8. Shall ensure that the inspection of the vehicle noted on the inspection certificate has been performed on the premises of the inspection station and completed on the date indicated on the inspection certificate.
9. Complete and distribute vehicle inspection certificates as per instructions.
10. Ensure that records of inspections carried out are retained for a minimum of two years.

INSPECTION MECHANIC REQUIREMENTS AND RESPONSIBILITIES:

1. Due to the variation in size and complexity of vehicles in this inspection program all inspection mechanics must demonstrate experience and capability of repair in the class of vehicle. An Inspection Station is responsible for the quality of inspections being performed on vehicles at their location. Vehicle Safety will evaluate experience and qualifications of the mechanic.

To be able to perform inspections, and qualify as an inspection mechanic, a mechanic must meet one of the following criteria:

- a. For any vehicle in the PMVI inspection program: be a Journeyperson in the Transport Truck Mechanic trade.
- b. For any Trailer class: be a Journeyperson the Transport Trailer Mechanic Trade.
- c. For Truck GVWR 4500 - 8900 kg, Bus 11 - 24 passenger: be a Journeyperson.

All requests for training must be in writing from the Inspection Station. Applicants to become qualified mechanics will be required to undergo training from Vehicle Safety and demonstrate competence by scoring a minimum of 75% on any test materials.

2. Have a set of mechanic's tools and access to the Vehicle Inspection Handbook - NSC Standard 11 Part B.
3. Must be able to process and complete all forms required for the inspection program.
4. Shall not be the owner of the vehicle being inspected.
5. Shall not sign the inspection certificate or enter their M# unless all items meet or exceed those standards as required in the inspection handbook.
6. Although inspection mechanics may hold employment at multiple inspection stations at the same time, they must be certified and conduct inspections at one station only.
7. Where an inspection has been completed and the vehicle meets all standards prescribed in the inspection handbook, the inspection mechanic shall affix the decal as instructed in the "Pass Vehicle" section.

Inspection Station Wall Permits:

A Vehicle Safety Inspection Station Permit is issued to every vehicle safety inspection station. It indicates the classification of vehicle the station is authorized to inspect. The station permit shall be displayed in a location inside the building that is accessible to the public and can be easily seen if an Appointed station.

An Inspection Mechanic Permit is issued to each authorized Inspection Mechanic. It indicates the classification of vehicle that can be inspected by this individual.

NOTE: The facility and inspector must both be authorized for class of vehicle inspected.

V. INSPECTION CERTIFICATE ADMINISTRATIVE PROCEDURES

Initial Inspection Certificate Information

This information is to be completed at the start of each inspection.

NOTE: Inspectors are allowed to use a photocopy of the certificate while performing the inspection. This copy is for internal shop use only, and not to be used as an official certificate or issued to the public. If the station is using a photocopy, the Inspection Mechanic must ensure all information is transferred accurately before signing the inspection certificate.

This section of the Inspection Certificate requires:

- a. Date Inspection Started
- b. Inspection Station number and name
- c. Vehicle owner and full address
- d. Plate number (If applicable)
- e. Province
- f. NSC # (National Safety Code number from registration card, if registered)
- g. Odometer reading (trailers without hub meters is acceptable)
- h. Odometer type
- i. Vehicle Identification Number (check the registration card for errors)
- j. Make
- k. Model
- l. Year
- m. Unit number (if available)
- n. Indicate Vehicle Classification
- o. Manufacturer's Gross Vehicle Weight Rating must be recorded for all trucks

AT TIME OF INSPECTION

The inspection mechanic will refer to NSC Standard 11 Part B and will inspect each applicable item for the vehicle type being inspected. At the beginning of the "Reject If" column for each item in NSC Standard 11 is an indicator showing which vehicle type that item applies. Each applicable item is inspected according to the method described in the standard and must meet each of the Reject criteria to pass inspection.

As an option, the vehicle type indicators have been compiled on a MPI Job Aid Checklist for easier reference. The job aid checklist is the Table of Contents of NSC Standard 11 Part B and indicates the Section and Item number for reference.

NOTE: The facility and inspector must both be authorized for class of vehicle inspected.

In Section 3 on the PMVI Certificate the Inspection Mechanic must circle:

- The Brake Type, 3H for hydraulic brakes or 3A for air brakes
- The Brake Inspection Type.

The inspection types are described in detail in the Standard, Section 3: Brake Systems and refer to the required type of internal brake inspection.

- Brake Inspection Types A, B & C are for drum brakes.
- Brake Inspection Types D & E are for disc brakes.

The requirement is to have a full internal brake component inspection every second inspection.

- Type A is a Full inspection with drum removed.
- Type B is a Wheel-on full inspection (option for S-cam air brake vehicles only).
- Type C is a Limited Inspection of a drum brake.
- Type D is a Full inspection wheel removed (disc brake).
- Type E is a Limited inspection of a disc brake.

The Inspection Mechanic must measure all linings and drums at Type A & B inspections, and measure linings and rotors at Type D inspections. The inspection mechanic will only measure brake linings at Type C and Type E inspections.

If any component does not meet the standards the repairs must be made to the vehicle. When all repairs have been completed the Inspection Mechanic must record the thinnest lining at each wheel after repairs and must record the drum or rotor measurements after repairs.

For air brake vehicles with S cam brakes the pushrod stroke measurement is to be recorded to clearly indicate the brakes were properly adjusted.

These measurements are mandatory recording requirements with NSC 11 Part B. A chart in Section 3 on the certificate is to be completed at every inspection.

Tire tread depth and tire air pressure is to be measured and recorded for each tire. If tires are worn and replaced, or air pressure adjustments are made the corrected measurements must also be recorded.

A chart on the PMVI certificate in Section 9 is to be completed at every inspection.

Fail/Unsafe Vehicle

If during inspection there are Defects detected, the inspection mechanic shall:

1. Place an "X" in the corresponding Section "R" (reject) space.
2. Shall record defects the Section area. (Example: "**X Item 4, 1(d) drag link bent**") A separate sheet may be needed if many defects are noted.
3. Place an "X" in the "**Fail/Unsafe Vehicle**" box.

4. If owner is removing vehicle from station to have repairs made:
 - a. Do not complete Date Inspection Completed.
 - b. Do not enter Inspection Mechanic Number or Signature.
 - c. Do not issue an Inspection Decal.
 - d. Have the vehicle owner sign and date at the bottom of the Inspection Certificate indicating they are aware the vehicle is unsafe and may be subject to further enforcement action if confirmed by a Peace Officer while on the highway and must return for re-inspection within 14 days.
 - e. Issue the owner Yellow and Pink copies of the Inspection Certificate.
 - f. If the owner does not return for re-inspection the white copy of the Inspection Certificate is to be mailed to Vehicle Safety (address at top of certificate).

Fail/Hazardous Vehicle

If during inspection there is a Hazardous defect detected, the inspector shall:

1. Place an “XX” in the corresponding Section “R” (reject) space
2. Shall record the defect in the Section area (example: “XX: Item 12 Level 2 diesel fuel leak”).
3. Place an “X” in the “Fail/Hazardous” box
4. If owner is removing vehicle from the station to have repairs made:
 - a. Do not complete Date Inspection Completed.
 - b. Do not enter Inspection Mechanic Number or Signature.
 - c. Do not issue an Inspection Decal for the vehicle.
 - d. Have the vehicle owner sign and date at the bottom of the Inspection Certificate. The owner is acknowledging that they are aware the vehicle is unsafe and in a hazardous condition and may be subject to further enforcement action if confirmed by a Peace Officer while on the highway and must return for re-inspection within 14 days.
 - e. Issue the owner Yellow and Pink copies of the Inspection Certificate
 - f. If the owner does not return for re-inspection the white copy of the Inspection Certificate is to be mailed to Vehicle Safety (address at top of certificate).

Advisements

If during the inspection process an item is found that cannot be marked as a Fail/Unsafe but is borderline to the minimum standard and may need to be addressed by the vehicle owner prior to the next inspection date, the Inspection Mechanic may do the following:

1. Mark in the appropriate Section the item for advisement. (Example: “Advise: Item 9 Left front tire tread depth is at 4mm”)

Re-Inspection

When the vehicle returns for re-inspection, the inspector shall:

1. Obtain the pink and yellow copies previously issued to the vehicle owner and align them with the white and green copies or the inspection certificate.
2. Re-inspect items that previously failed.
3. If on re-inspection, a new defect is detected, the Inspection Mechanic is to note the defect on the Inspection Certificate. The vehicle cannot pass inspection until the item is repaired.
4. If the re-inspection is not performed by the original Inspection Mechanic indicate in the Remarks Section: "Initial inspection performed by M____"
5. If all items in a section meet the prescribed standards, the Inspection Mechanic will enter an "X" in the P (pass) column beside the section number(s).
6. Follow the procedure set out in the Pass/Safe Vehicle procedure.
7. If vehicle is returned for re-inspection after the 14-day time period, a complete new inspection must be performed.

Pass/Safe Vehicle

If/when all items in a section meet the prescribed standards mark an "X" in the P (pass) column beside the section number. All sections must Pass inspection.

The Inspection Mechanic will then:

1. Enter an "X" in the "Pass/Safe Vehicle" Box.
2. Record date in the "Date Inspection Completed".
3. Calculate and record the "Inspection Expiry Date".

Calculating Expiry Dates: An inspection is valid on the Date Inspection Completed, and the Inspection Expiry Date is calculated from the first day of the month following the Date Inspection Completed and expires on the last day of the month six or twelve months later, depending on the vehicle type and registration classification.

- A twelve-month inspection completed any day of March will expire on the last day of March one year later.
 - A six-month inspection completed any day of the month of March will expire on the last day of September of that year.
4. Inspection Decal labels will be placed on each page of the Inspection Certificate, so the Decal and Certificate indicate the same number.
 5. Inspection Mechanic will hole punch the corresponding year and month on the Inspection Decal to reflect the expiry date on the Inspection Certificate.

6. Inspection Mechanic shall record their "M _ " number, and sign the Inspection Certificate
7. The Inspection Mechanic must remove all of the previous inspection decal on the vehicle.
8. The Inspection Decal will be affixed to the vehicle by the Inspection Mechanic in the locations as described:
 - **Trucks:** Left lower hand corner of windshield, or conspicuous location on left side of cab.
 - **Trailers:** Left side close as practicable to the front of the vehicle.
 - **Buses:** Right side of vehicle, lower corner of windshield, fixed glass near front of vehicle, or a conspicuous position close to front of vehicle.

Inspection Certificate copies are distributed:

1. **White copy** issued to vehicle owner and must be presented to an insurance agent by the vehicle owner for any registration requirements.
2. **Green copy** to be filed at the Inspection Station in decal numerical order and retained for a period of two years.
3. **Pink copy** issued to vehicle owner (retained as seller's copy in the event of vehicle sale).
4. **Yellow copy** issued to vehicle owner (to be retained by vehicle owner).

Voided Certificate or Decal

If an error is made when completing an Inspection Certificate, the certificate is to be discarded and a new Inspection Certificate is to be completed.

An Inspection Station must account for all Inspection Decals so if an error is made with the Inspection Decal it must be placed on the green copy of an Inspection Certificate with the word VOID and filed with the green copies at the inspection station for two years.

Replacement Inspection Certificate or Decal;

If a replacement of an Inspection Certificate or Inspection Decal is required (broken window or lost copy), and the inspection is still valid, the station will:

1. Transfer all information from the original Inspection Certificate to a new Inspection Certificate using the existing dates. If the inspection station replacing the Inspection Certificate and Inspection Decal is not the original issuing station, the Inspection Station is to insert their Station Name and Number on the replacement Inspection Certificate and the Inspection Mechanic number and signature who installs the replacement decal on the vehicle.

2. Reference the original Station number in the remarks section of the inspection certificate with a statement: "Duplicate Certificate for (original decal number)"
3. Hole punch the new Inspection Decal indicating the original expiry date and install it on vehicle. Distribute the copies of inspection certificate as in the Pass/Safe Vehicle section.

Decals Lost or Missing

If a station discovers that there is a missing Inspection Decal, the Inspection Station must:

1. Notify Vehicle Safety immediately by phone to inform of missing Inspection Decal(s).
2. Send in a written report (i.e., mail, fax, or e-mail) indicating the missing Inspection Decal number(s).

VI. ORDER FORMS

When purchasing Inspection Certificates and Inspection Decals the Contact, Station Signature person or Inspection Mechanic must complete an order form.

One order form is used for all required inspection certificates and decals. New order forms are supplied with filled orders.

Indicate the total number of certificates and decals required. PMVI Certificates are issued in multiples of 20 and Inspection Decals in multiples of 10.

The order form must have a Station Signature Number entered and the Signature of the authorized person.

Example: If a station needs to inspect 40 trucks and 20 trailers, on the order form they will indicate the totals: 60 PMVI Certificates and 60 Inspection Decals.

NOTE: Cost of supplies is as follows:

Inspection Decals (multiples of 10)	\$15.00
PMVI Certificates (multiples of 20)	\$30.00

Taxes included in price.

Orders may be mailed to:

Vehicle Safety
P.O. Box 45064 Regent Postal Outlet
Winnipeg, MB R2C 5C7

Mailed orders must be accompanied with a cheque or money order payable to:

MANITOBA PUBLIC INSURANCE

Orders will be returned to stations via regular mail, however if courier service is required inspection stations are responsible for the arrangements and expenses.

Orders may also be processed in person at any Manitoba Public Insurance Service Centre and at: Vehicle Safety, 1981 Plessis Road, Building A, Winnipeg. ALL SALES FINAL.

VII. VEHICLE SAFETY INSPECTION STATION AUDIT

Periodic audits consist of checking tools and equipment, housekeeping, inspection certificates and manuals, permits, and if practical, reinspection of a vehicle that has been recently inspected. An audit form shall be completed. The station shall be rated on:

- a. Shop condition
- b. Tools and equipment
- c. Clerical work
- d. Co-operation
- e. Vehicle reinspection quality

The completed audit will be discussed and the results entered on an inspection station audit report, signed by the Vehicle Safety Officer, the station signing officer and/or station mechanic. A copy is provided to the station.

VIII. CENTRAL FLAGGING POINT SYSTEM

A Vehicle Safety Officer may assess Flagging Points at the time of a station audit, or the Vehicle Safety Head Office may issue points as warranted, such as customer complaint or random call-in findings. The use of the points system during an audit or investigation is an objective means to assign values to various infractions in a consistent manner that is documented for future reference. This serves two purposes: clear communication to the station of the areas in need of improvement, and as a record to monitor the station for accountability.

There are two levels of violations, based upon severity and relative risk. These are Nominal and Critical.

A Nominal Violation (minor infraction) is where non-compliance relates to mismanagement and/or weak operational controls. These are indicative of breakdowns in a station's management oversight.

A Critical Violation (major infraction) is where non-compliance is so severe as to require immediate corrective action for a station, regardless of their overall management oversight. These are more akin to deliberate actions attempting to violate the directives contained in the applicable Inspection Station Guidebook.

Points in a specific category (a through p) will be assigned only once during an audit or investigation, but VSO comments will indicate if multiple instances were detected.

A station review is generated by:

- three (3) or more nominal categories have violations
- two (2) or more critical categories have violations
- any combination of violations totaling 20 or more points.

A station review may result in:

- a recommendation to suspend
- imposing a probationary period with conditions
- placing the station on hold for 30 days to remedy deficiencies
- pursuing prosecution (offences outlined in The Highway Traffic Act may result in a fine of up to \$5,000).

In all cases of a station review, the permit holder will be provided written notification of violations found, corrective actions required, and any further sanctions imposed. The communication will be documented in the station's file for continuity.

Any audit that finds violations in the critical category will result in a letter from the Manager – Vehicle Safety to the permitholder. The letter will identify the deficiency and will be placed in the permitholder's permanent file.

A record of all points assessed and deleted will be kept in the station file. Points will be withdrawn on their one-year anniversary dates, providing the same infraction category is not repeated within that one-year period. Cumulative point assessments are therefore based upon a twelve-month sliding window as required.

FLAGGING POINT SCHEDULE		Nominal Violations	Critical Violations
a)	SHOP CONDITION DEFICIENT (e.g.: not enough room to walk around vehicle, tripping hazards, etc.)	2	
b)	CLERICAL WORK DEFICIENT (This includes entry and calculation of inspection dates, omissions including VIN's, mechanic # and signature, identification of defects and failure to maintain station inspection documents and handbooks)	2	

c)	FAILURE TO NOTIFY VEHICLE SAFETY OFFICE IN WRITING OF STATION INSPECTION PERSONNEL OR STATION ADDRESS CHANGES	5	
d)	FAILURE TO COMPLETELY REMOVE OLD DECALS, IDENTIFY INSPECTION EXPIRY DATES ON DECALS OR INSTALL DECALS CORRECTLY.	5	
e)	FAILURE TO NOTIFY IN WRITING THE VEHICLE SAFETY OFFICE OF LOST OR STOLEN DECALS OR CERTIFICATES.	5	
f)	FAILURE TO NOTIFY IN WRITING THE VEHICLE SAFETY OFFICE OF FOUND, PREVIOUSLY REPORTED LOST DECALS OR CERTIFICATES.	5	
g)	TOOLS AND EQUIPMENT DEFICIENT		10
h)	FAILURE TO INSPECT A VEHICLE ON THE PREMISES OF THE INSPECTION STATION.		10
i)	VEHICLE SAFETY REINSPECTION / AUDIT FINDS QUALITY OF ORIGINAL INSPECTION DEFICIENT (Includes out of service items, steering, suspension, brake defects, incorrect brake inspection performed, and total defects per vehicle with consideration given to number of vehicles inspected).		10
j)	ISSUING CERTIFICATES THAT ARE SWAPPED, BORROWED OR PURCHASED FROM ANOTHER STATION.		10
k)	PERFORM INSPECTION ON A VEHICLE NOT WITHIN STATION/QUALIFIED MECHANIC PERMIT CONDITIONS (examples: perform PMVI when only authorized for light vehicles, or vice versa; inspect vehicles 8900kg+ when restricted to <8900kg)		15
l)	CO-OPERATION DEFICIENT (Includes failure to permit an audit, or aid in audit, unable to be contacted by telephone, failure to aid in vehicle reinspection process, or inform station inspection personnel of changes or directive pertaining to the inspection program).		15
m)	PRESIGNING OF CERTIFICATES BY MECHANIC OR SIGNING OFFICER.		15
n)	ALTERING AN INSPECTION CERTIFICATE, FORGING A MECHANICS SIGNATURE OR PERMITTING UNAUTHORIZED PERSONS TO PERFORM INSPECTIONS. (i.e., blatant change that edits a material fact; does not include Clerical items captured in b above)		20
o)	FAILURE TO CONDUCT AN ACTUAL PHYSICAL INSPECTION OF A VEHICLE SIGNIFIED ON AN INSPECTION CERTIFICATE. (Doing paper inspections)		20
p)	BLATANT MISUSE OF CERTIFICATES TO GENERATE UNNECESSARY REPAIRS OR AVOID REPAIRS. (e.g.: vehicle failed for items not in VESI to generate repair revenue; vague reference to "worn" without measurements as applicable)		20

IX. PERIODIC MANDATORY VEHICLE INSPECTION CERTIFICATE SAMPLES

(BINDING STUB)

XXXXXXX PERIODIC MANDATORY VEHICLE INSPECTION CERTIFICATE **Manitoba** Vehicle Standards and Inspections
Box 45024 Regent Plaza Office
Winnipeg, MB, R2C 5C7
1-800-965-0903 **DECAL
VOID WITHOUT DECAL**

Date Inspection Started DAY: 07 MO: 09 YR: 15	Station Number: A01000	Station Name: JS. TRUCK REPAIR	City: WINNIPEG
Date Inspection Completed DAY: MO: YR:	Mechanic Number:	Mechanic Signature:	Station Phone Number: 204-555-5555
Inspection Expiry Date DAY: MO: YR:	Vehicle Owner: ABC TRANSPORT LTD		
	Address: 12233 PORTAGE AVE City: WINNIPEG Province: MB Postal Code: R3A 0S1 Phone: 123-4567		

<input type="checkbox"/> Pass/Safe Vehicle	License Number: 992ABC	Prov: MB	NSC #: MB908335	Odometer Reading: 506,999	Odom. Type: <input checked="" type="checkbox"/> km <input type="checkbox"/> mi
<input checked="" type="checkbox"/> Fail/Unsafe Vehicle	Vehicle Identification Number: 1U1BC128D791400100	Make: PACC	Model: CH43	Year: 2003	Unit #: 11
<input type="checkbox"/> Fail/Hazardous	<input checked="" type="checkbox"/> Confirmed legible Vehicle Identification Number on vehicle				

THE FACILITY AND INSPECTOR MUST BOTH BE AUTHORIZED FOR CLASS OF VEHICLE INSPECTED

Truck ☐ GVVW KGS ☒ Truck Tractor ☐ Trailer ☐ Semi-Trailer ☐ Bus ☐ School Bus ☐ Coach Bus

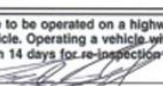
List of applicable items to be inspected is in the Table of Contents of National Safety Code Standard 11 Part B

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- THIS INSPECTION IS NOT A WARRANTY -
This inspection addresses standards of safety and repair that a vehicle must meet as prescribed by the Vehicle Safety Inspection Regulation but does not guarantee these components will comply with the standards for any unspecified future period of time.

Remarks:

I am aware that the above-noted vehicle is unsafe to be operated on a highway until repairs or adjustments have been made to restore it to safe condition and an inspection mechanic has re-inspected the vehicle. Operating a vehicle with a Hazardous defect may result in further enforcement action if confirmed by a Peace Officer. If this vehicle is not returned within 14 days for re-inspection a complete inspection will be required.

Vehicle received without repairs by: Signature:  Date: SEPT 7/15

FV95032-01-(R-09/15) **PRESENT THIS COPY WHEN REGISTERING VEHICLE** Ce document peut être obtenu en français sur demande. (PERF)

(BINDING STUB)

XXXXXXX PERIODIC MANDATORY VEHICLE INSPECTION CERTIFICATE **Manitoba** Vehicle Standards and Inspections Box #3064 (Report Postal Outlet) Winnipeg, MB, R3C 5C7 1-800-465-6833 **DECAL VOID WITHOUT DECAL**

Date Inspection Started: 07/09/15 DAY MO. YR. Station Number: A0101010 Station Name: J.S. TRUCK REPAIR City: WINNIPEG
 Date Inspection Completed: DAY MO. YR. Mechanic Number: Mechanic Signature: Station Phone Number: 204-555-5555
 Inspection Expiry Date: DAY MO. YR. Vehicle Owner: ABC TRANSPORT LTD Address: 12233 PORTAGE AVE WINNIPEG MB R3E 0S1 City Province Postal Code Phone: 123-4567
☐ Pass/Safe Vehicle Licence Number: 9912ABC Prov. MB NSC #: MB9023325 Odometer Reading: 506,999 Odom. Type: ☒ km ☐ mi
☒ Fail/Unsafe Vehicle Vehicle Identification Number: 1H1BC123456789140000 Make: MACK Model: CH613 Year: 2005 Unit #: 111
☒ Fail/Hazardous ☒ Confirmed legible Vehicle Identification Number on vehicle

THE FACILITY AND INSPECTOR MUST BOTH BE AUTHORIZED FOR CLASS OF VEHICLE INSPECTED

Truck ☐ GVMR ☐ KGS ☒ Truck Tractor ☐ Trailer ☐ Semi-Trailer ☐ Bus ☐ School Bus ☐ Coach Bus

List of applicable items to be inspected is in the Table of Contents of National Safety Code Standard 11 Part B

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Vehicle received without repairs by: Signature: Date: SEPT 7/15

FVS0022-01-01-06/15) Ce document peut être obtenu en français sur demande.

(PERF) PRESENT THIS COPY WHEN REGISTERING VEHICLE (PERF)

(BINDING STUB)

XXXXXXX PERIODIC MANDATORY VEHICLE INSPECTION CERTIFICATE

Manitoba  **P94915**

Vehicle Standards and Inspection
Box 45004 Regent Postal Centre
Winnipeg, MB R2C 8C7
1-800-465-0800

Date Inspection Started DAY 07 MO. 09 YR. 15

Date Inspection Completed DAY 08 MO. 09 YR. 15

Inspection Expiry Date DAY 30 MO. 09 YR. 16

Station Number A101010 **Station Name** J.S. TRUCK REPAIR **City** WINNIPEG

Mechanic Number M191910 **Mechanic Signature** [Signature] **Station Phone Number** 204-555-5555

Vehicle Owner ABC TRANSPORT LTD

Address 1233 PORTAGE AVE **City** WINNIPEG **Province** MB **Postal Code** R3L0S1 **Phone** 123-4567

☒ Pass/Safe Vehicle ☐ Fail/Unsafe Vehicle ☐ Fail/Hazardous

Licence Number 992ABC **Prov.** MB **NSC #** MB9028325 **Odometer Reading** 506,999 **Odom. Type** ☒ km ☐ mi

Vehicle Identification Number 1H1BC1128D79140000 **Make** MAZDA **Model** CH613 **Year** 2008 **Unit #** 111

☒ Confirmed legible Vehicle Identification Number on vehicle

THE FACILITY AND INSPECTOR MUST BOTH BE AUTHORIZED FOR CLASS OF VEHICLE INSPECTED

Truck ☐ G.V.W.R. ☐ KGS ☒ Truck Tractor ☐ Trailer ☐ Semi-Trailer ☐ Bus ☐ School Bus ☐ Coach Bus

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X		Section 10 - Coupling Devices: Defects (if any)																																																																							

- THIS INSPECTION IS NOT A WARRANTY -

This inspection addresses standards of safety and repair that a vehicle must meet as prescribed by the Vehicle Safety Inspection Regulation but does not guarantee these components will comply with the standards for any unspecified future period of time.

Remarks: _____

I am aware that the above-noted vehicle is unsafe to be operated on a highway until repairs or adjustments have been made to restore it to safe condition and an inspection mechanic has re-inspected the vehicle. Operating a vehicle with a Hazardous defect may result in further enforcement action if confirmed by a Peace Officer. If this vehicle is not returned within 14 days for re-inspection a complete inspection will be required.

Vehicle received without repairs by: _____ Date: _____

Signature _____

FVS0022-01-(R-09/15)

Ce document peut être obtenu en français sur demande.

(PERF) **PRESENT THIS COPY WHEN REGISTERING VEHICLE** (PERF)