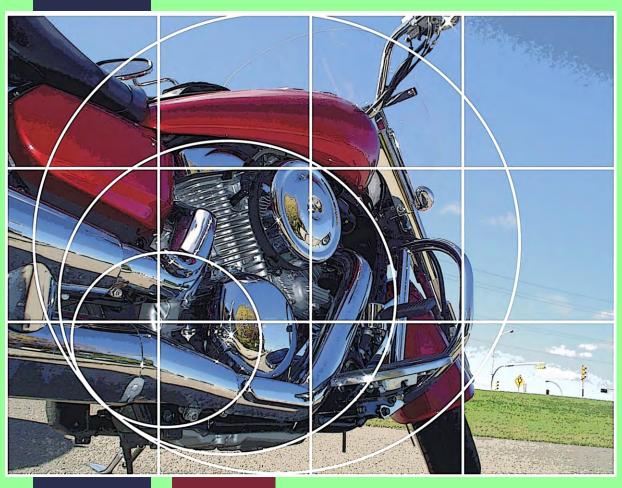


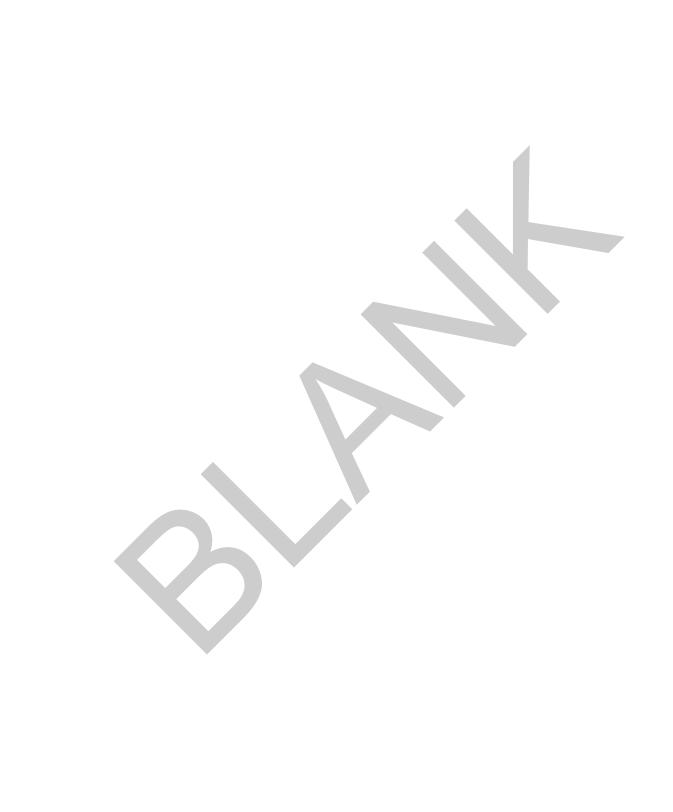
MOTORCYCLE







Government of Alberta ■



Welcome

Administration

Alberta

Vehicle

Inspection

Program

Inspection Standards

Motorcycle

Inspection

Manual

Attachments

Motorcycle Alignment

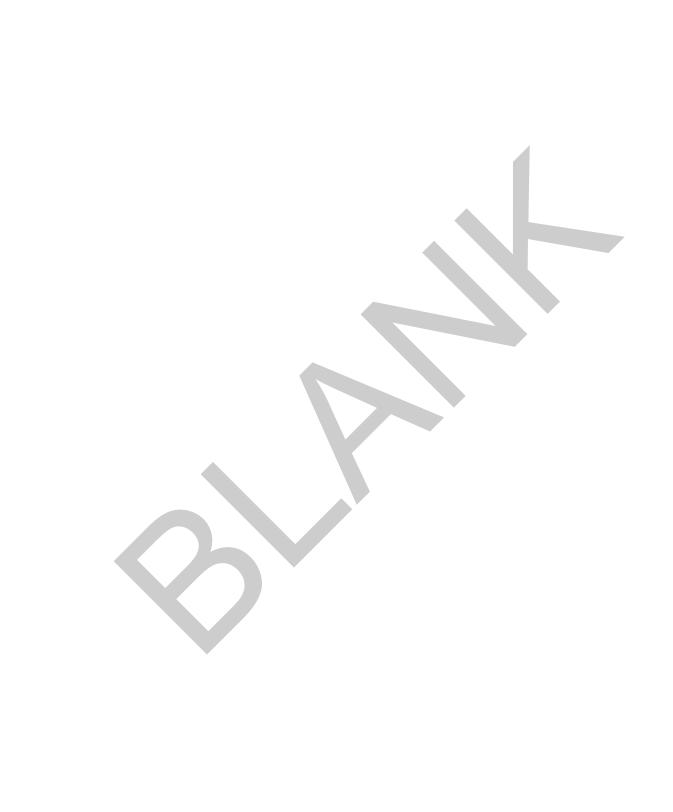
And

Steering Geometry

Inspection Regulation

Newsletters

Notes





Vehicle Safety Section Main Floor, Twin Atria Building 4999 – 98 Avenue Edmonton, Alberta T6B 2X3 Telephone 780-427-8901 Fax 780-988-7628

July 2011

Technicians and Facility Managers:

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

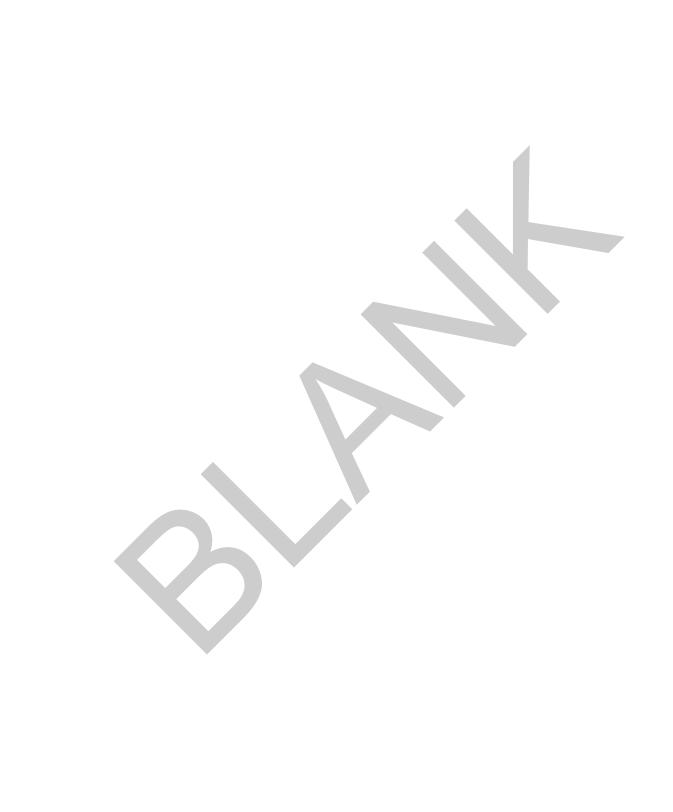
As our partners in road safety, Inspection Technicians and Inspection Facilities have the responsibility to perform their duties in accordance with our inspection criteria and this work contributes to keeping our roads safe for all users. The purpose of the new Motorcycle Inspection Manual is to provide 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.

Please remember that all Inspection 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 Motorcycle Inspection Manual is available free of charge from the department web site at http://www.transportation.alberta.ca/vipmanuals. Alternatively, you may purchase the new manual from Riley's Reproduction and Printing who can be contacted by phone at 1-800-563-1542 or visit their website at http://www.rileys.com.

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.







Vehicle Safety Section Main Floor, Twin Atria Building 4999 – 98 Avenue Edmonton, Alberta T6B 2X3 Telephone 780-427-8901 Fax 780-988-7628

Motorcycle Inspection Manual Registration Form

By registering the July 2011 Motorcycle Inspection Manual, I understand and acknowledge the following:

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

I			, Vehicle Inspection Tech	nician number	
(Print Tech	nnician Name)	(Technician signature)	_,		
(Number)	confirm that I ha	ve read, understar	d and will comply with the	current	
Motorcycle Inspection Manual and the guidelines noted above this					
date of	/mm/dd/yyyy)				
Email addre	ess*:				
*All Vehicle In:	spection Program ne	wsletters and bulletins	will be sent to this email addres	s. If your email	

This manual <u>MUST</u> be registered with Alberta Transportation's Vehicle Safety Section.

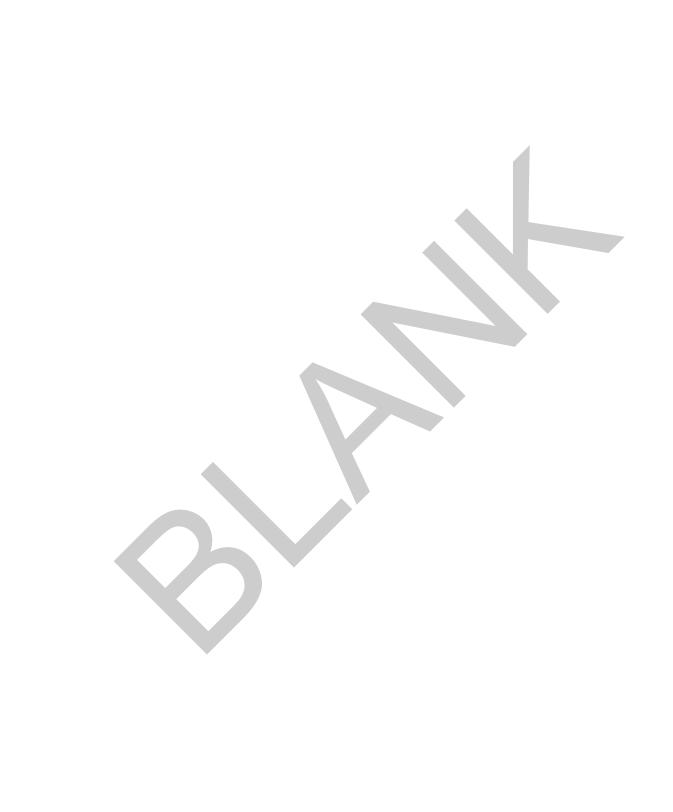
address changes, please contact the Department.

Click the following link for a digital version of this form:

http://www.transportation.alberta.ca/3748.htm

Please print, **sign**, and return this registration form to Vehicle Safety:

Email: Vehicle.Safety@gov.ab.ca Fax: 780-988-7628



Vehicle Inspection Program Administration (Motorcycle)

Table of Contents

1. ADMINISTRATION	3
1.1 TERMINOLOGY	3
1.1.1 Definition of Key Terms	3
1.1.2 Abbreviations and Terms	4
1.2 PURPOSE OF THE VIP AND THE MANUAL	
1.2.1 Purpose and Legal Authority of the Vehicle Inspection Manual	
1.2.2 Legal Effects of the Vehicle Inspection Manual	
1.2.3 Facility Manual	5
1.2.4 Purpose of the Vehicle Inspection Program (VIP)	
1.2.5 Motor Vehicle Inspection (MVI)	
1.3 DEPARTMENT CONTACT INFORMATION	
2. ADMINISTRATIVE RESPONSIBILITIES FOR INSPECTION TECHNICIANS	8
2.1 CODE OF PRACTICE	8
2.1.1 Code of Practice - Vehicle Inspection Technicians	8
2.2 INFORMATION PRIVACY AND CONFIDENTIALITY	
2.2.1 Information in Vehicle Inspection Certificate and Record of Inspection	
2.2.2 Request for Information by Registered Owner or Other Persons	
2.3 GENERAL ADMINISTRATIVE RESPONSIBILITIES	
2.3.1 Technician – General Administrative Responsibilities	9
2.3.2 Charge/conviction of Criminal Code and Excise Act	
2.3.3 Technician Continuing Competency	9
2.3.4 Cease Inspection When Directed by The Department	9
2.3.5 Return Documents When Directed by The Department	10
2.3.6 Change of Information	10
2.3.7 Replacement Licence	10
2.4 VEHICLE INSPECTION CERTIFICATES	
2.4.1 Certificates	
2.4.2 Inspection Certificates are Numbered	
2.4.3 Technician must use assigned Certificates	
2.4.4 Voiding of Inspection Certificates	
2.4.5 Lost/stolen Inspection Certificates	11
2.4.6 Lost/stolen Inspection Certificate Recovered	11
3. ISSUANCE OF INSPECTION CERTIFICATES AND ROI'S	12
3.1 GETTING STARTED	
3.1.1 Confirm Facility and Technician Requirements	12
3.1.2 Salvage Motor Vehicle Inspection – Motorcycle	
3.1.3 Vehicle Types	
3.2 VEHICLE INSPECTION	
3.2.1 Conducting an Inspection	
3.2.2 Confirm VIN	
3.2.3 Vehicle Inspection – Worn Components	
3.2.4 Motor Vehicle Inspection reveals Structural Damage	14

	3.3 COMPLETING CERTIFICATES AND ROIS	15
	3.3.1 Completing an ROI	
	3.3.2 Completing a Certificate	
	3.3.3 Double Check	
	3.3.4 Provide documents to the Licensee for distribution and file	
	3.4 REJECTED AND REVOKED CERTIFICATES	
	3.4.1 Rejection of a Certificate	
	3.4.2 Automatic Revocation of a Certificate	17
	3.4.3 Revocation of a Certificate based on investigation results	
	·	
4	. MONITORING AND DISCIPLINE	18
	4.1 MONITORING	18
	4.1.1 Monitoring	18
	4.1.2 Verification of Technician Compliance	18
	4.2 DISCIPLINE	19
	4.2.1 Contravention Leading to Disciplinary Actions	19
	4.2.2 Types of Sanction and Penalty	
	4.2.3 VSI Directive Compliance and Review	20
	4.2.4 Appeal against Administrative Penalties, Licence Suspension and Licence	
	Cancellation	
	4.2.5 Records	20
5	. TECHNICIAN INFORMATION AND PROFILE	21
	5.1 TECHNICIAN INFORMATION	21
	5.1.1 Public Information	
6		
O		
	6.1.1 Vehicle With Significant Structural/Mechanical Defects	22
	6.1.2 Reporting is Optional	
	6.1.3 Where to Submit Complaints or Concerns	
	6.1.4 Complaints or Concerns Must be in Writing	
	6.1.5 Confidentiality	22
7	. TECHNICIAN LICENSING	23
	7.1 WHEN A TECHNICIAN LICENCE APPLICATION IS REQUIRED	23
	7.2 TRADE CERTIFICATION REQUIREMENT	
	7.3 TECHNICIAN APPLICATION PROCESS	_
	7.3.1 Technician Licence Application Form	
	7.3.2 Notice of Technician Licence Renewal	
	7.3.3 Vehicle Inspection Manual	
	7.3.4 Submit Technician Application to The Department	24
	7.3.5 Licence Application Fee – Methods of Payment	24
	7.4 DEPARTMENT REVIEW AND DECISION	
	7.4.1 Department Decision	25
	7.4.0 Desision is Final	\sim \sim

1. Administration

1.1 Terminology

Definition of Key Terms

- 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
 - Facility: Vehicle Inspection Facility
 - Facility Manual: Facility Operating Manual
 - 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

Purpose and Legal Authority of the Vehicle Inspection 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).

Legal Effects of the Vehicle Inspection Manual

- 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 ROI's 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.

Purpose of the Vehicle Inspection Program (VIP)

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).

Motor Vehicle Inspection (MVI)

- 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.

1.3 Department Contact Information

Department Contact Information

1.3.1 Specific Program information and support may be obtained from:

Email: Vehicle.Safety@gov.ab.ca

Web: http://www.transportation.alberta.ca/vipinfo

Alberta Government offices can be reached toll free by dialing 310-0000.

Motor Vehicle Inspection Specialist Ph. 780-427-6798 Fax 780-988-7628

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

Motor Vehicle Inspection 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

2. Administrative Responsibilities for Inspection Technicians

2.1 Code of Practice

Code of Practice
- Vehicle
Inspection
Technicians

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

Information in Vehicle Inspection Certificate and Record of Inspection 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.

Request for Information by Registered Owner or Other Persons 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 or 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 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.

	2.4	Vehicle Inspection Certificates
	2.4	venicie inspection certificates
Certificates	2.4.1	The Certificates are purchased by the Licensee from the Contractor.
Inspection Certificates are Numbered	2.4.2	Certificates are individually numbered and assigned to the Facility that purchased them.
Technician must use assigned Certificates	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 reason to believe that the certificate was not originally sold to the Licensee immediately report the concern to the Motor Vehicle Inspection Certificate Analyst.
Voiding of Inspection Certificates	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.
Lost/stolen Inspection Certificates	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.
Lost/stolen Inspection Certificate Recovered	2.4.6	If an unissued Certificate 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.

3. Issuance of inspection Certificates and ROI's

3.1 Getting Started

Confirm Facility and Technician Requirements

- 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.

Salvage Motorcycle

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

Vehicle Types

- 3.1.3 The following are the most common vehicle types a Motorcycle Inspection Technician will be requested to inspect. If presented with a vehicle whose compliance label indicates any vehicle type other than those listed the Inspection Technician must contact the Department for direction.
 - Motorcycle (MC): means a motor vehicle that:
 - is not a moped, and
 - is mounted on 2 or 3 wheels, and
 - the operator sits astride and controls with handlebars, and
 - has a minimum seat height, when the vehicle is unladen, of 65cm, and
 - has a minimum wheel diameter of 25cm, and
 - has a minimum wheelbase of 100cm

Vehicle Types, continued

- Motor Tricycle (TRI): means a vehicle that:
 - is designed to travel on three wheels in contact with the ground,
 - has seating on which all occupants must sit astride,
 - has no more than four designated seating positions,
 - has a GVWR of 1,000 kg or less; and
 - does not have a structure partially or fully enclosing the driver and passenger, other than that part of the vehicle forward of the driver's torso and the seat backrest.
- Limited-Speed Motorcycle (LSM): means a motorcycle that:
 - has a maximum speed of 70 km/h or less, measured in accordance with International Organization for Standardization standard ISO 7117-1981, Road vehicles — measurement method for the maximum speed of motorcycles,
 - has a minimum seat height, when the vehicle is unladen, of 65cm, and
 - does not have a structure partially or fully enclosing the driver and passenger, other than that part of the vehicle forward of the driver's torso and the seat backrest

3.2 Vehicle Inspection

Conducting an 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.
 - <u>Confirm</u> 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".
 - <u>Measure</u> some critical items must be measured and recorded regardless of the condition.

Confirm VIN

- 3.2.2 The Technician must verify the accuracy of the VIN and the following requirements:
 - VIN is consistent with the VIN on the Request for Inspection Form.
 - VIN has not been tampered with.
 - When possible, verify the VIN and odometer stored electronically match what is displayed. Report any abnormalities to The Department.

Vehicle Inspection – Worn Components

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.

Motor Vehicle Inspection reveals Structural Damage

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 and ROI's

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 <u>after</u> the inspection is complete.

Completing a Certificate

- 3.3.2 The Technician must complete the applicable Certificate if the vehicle passes <u>all</u> 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 <u>after</u> the inspection is complete.

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

Double Check

- 3.3.3 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
 - 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

- 3.3.4 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 <u>not</u> the Technician, is responsible for the distribution of the ROI and the Inspection Certificate to the person who presented 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 Technicians 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

Contravention Leading to Disciplinary Actions

- 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.

Types of Sanction and Penalty

- 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

Records

- 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.
- 4.2.5 All contraventions, penalties, and sanctions will be recorded in the Technician Profile.

5. Technician Information and Profile

5.1 Technician Information

Public 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/Mech anical 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.

When a Technician Licence Application is Required

Trade Certification Requirement

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 <u>Trade Certification</u> Requirement

Can Inspect if Licensed

Motorcycle Mechanic (for inspection of salvage and out-of-province motor vehicles) Any 2 or 3 wheeled motor vehicle whose driver sits astride and controls with handlebars.

7.3 **Technician Application Process**

Technician Licence **Application** Form

Notice of

Technician

Vehicle Inspection Manual

Submit Technician Application to The Department

Licence Renewal

- 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.
 - Certificate of Compliance for the Code of Practice. (retain the Code of Practice for your records).
 - Completed Vehicle Inspection Manual registration card(s).
 - Application fee.

Licence **Application Fee** - Methods of **Payment**

- 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

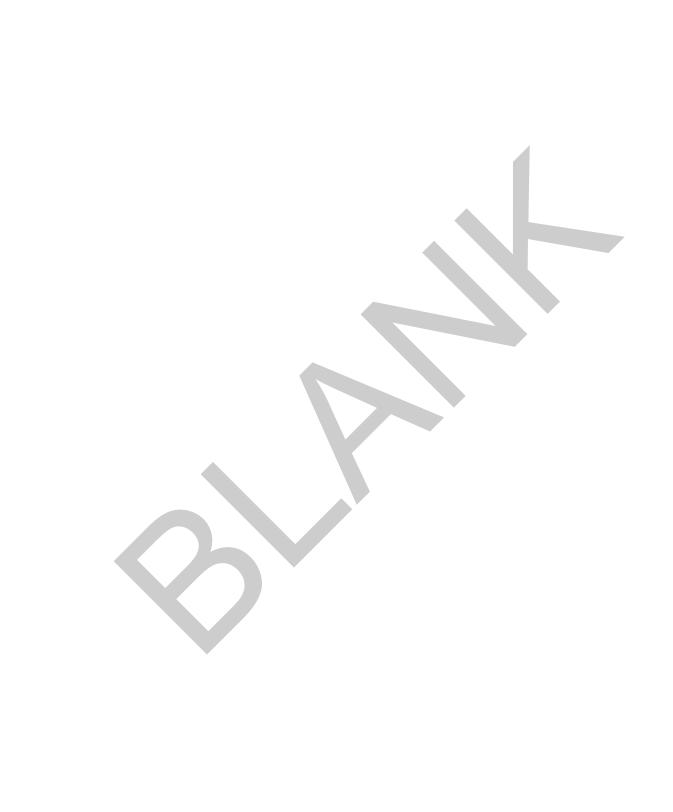
Department Decision

- 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.



Motorcycle Inspection Criteria

Table of Contents

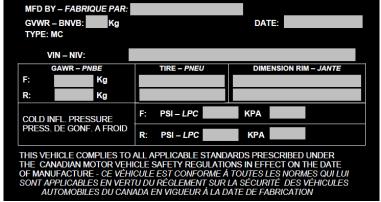
SECTION 1 PRE-INSPECTION	3
1.1 REQUEST FOR INSPECTION	
1.2 COMPLIANCE LABEL	
1.3 VEHICLE IDENTIFICATION NUMBER	
SECTION 2 ONBOARD DIAGNOSTIC SYSTEMS	5
2.1 POWERTRAIN CONTROL MODULE (PCM)	5
2.2 ANTILOCK BRAKE SYSTEM (ABS)	
2.3 Brake system warning lamp check	
2.4 ELECTRONIC STABILITY CONTROL (ESC)	5 5
SECTION 3 CONTROLS	
3.1 HANDLEBAR	
3.2 HANDLEBAR CONTROLS – GENERAL	
3.3 THROTTLE CONTROL	
3.5 CLUTCH CONTROL	
3.6 Transmission Shifter	
3.7 ENGINE STOP SWITCH	
3.8 STARTER INTERLOCK SYSTEM(S)	
3.9 NEUTRAL INDICATOR LAMP	
3.11 SIGNAL LAMP SWITCH AND INDICATOR	
3.12 INSTRUMENT, INDICATOR, AND WARNING LAMPS	
3.13 HORN OPERATION	7
SECTION 4 LAMPS	8
4.1 LAMPS (GENERAL)	8
4.2 HEADLAMP(S)	
4.3 TAIL / BRAKE LAMP	
4.4 SIGNAL LAMPS	
4.6 REAR SIDE REFLECTORS	
4.7 LICENCE PLATE LAMP	
SECTION 5 STEERING & SUSPENSION	10
5.1 STEERING STOP CONDITION	
5.2 Steering Head Bearings	
5.3 FRONT FORK	
5.4 REAR SHOCK(S)	
5.5 SWING ARM5.6 BALL JOINTS (MOTOR TRICYCLE)	
5.7 CONTROL ARMS, TRAILING ARMS, RADIUS ARMS, ETC	
5.8 TIE ROD ENDS – INNER & OUTER (MOTOR TRICYCLE)	
5.9 Springs	

SECTION 6 TIRES AND WHEELS	12
6.1 TREAD DEPTH	12 12 12 12
SECTION 7 BRAKES	13
7.1 BRAKES – GENERAL	13 13 13
SECTION 8 POWERTRAIN	14
8.1 ENGINE / TRANSMISSION 8.2 FUEL SYSTEM 8.3 COOLING SYSTEM 8.4 EXHAUST SYSTEM 8.5 DRIVE SYSTEM	14 14 14
SECTION 9 BODY	15
9.1 SPEEDOMETER 9.2 ODOMETER (IF EQUIPPED) 9.3 FUEL TANK 9.4 FENDERS 9.5 SEAT 9.6 MIRRORS 9.7 FOOTRESTS 9.8 STAND 9.9 WINDSCREEN 9.10 LICENCE PLATE MOUNT	
SECTION 10 FRAME	16
9.1 FRAME ASSEMBLY	

Section 1 Pre-Inspection

Compliance Label Requirement for all Manufactured Motorcycles:

The Manufactures Compliance Label is a label applied to a permanent part of the motorcycle as close as practicable to the intersection of the steering post and the handle bars by the manufacturer that states the vehicle conforms to all applicable Canadian Motor Vehicle Safety Standards (CMVSS) in effect on the date of manufacture.



A compliantly manufactured motorcycle will display a vehicle type 'MC' (motorcycle), 'TRI' (motor tricycle), 'LSM' (limited speed motorcycle) or 'EMC' (enclosed motorcycle) on the CMVSS label with an indication that it is intended for on-highway use. These manufactured vehicles are acceptable for inspection and must meet all applicable inspection criteria prior to the issuance of a certificate.

Restricted Use Motorcycles (RUM) and Competition Motorcycles (CM) are identified as vehicle type 'RUM' or 'CM' on the CMVSS compliance label. These vehicles are manufactured and intended **STRICTLY FOR OFF-HIGHWAY USE** and do not meet applicable standards for operation as on-highway vehicles **regardless of any component changes, additions or modifications**.

Item to be inspected	Reject if
1.1 Request for Inspection ***** Other documents that may be accepted in place of the "Request for Inspection" include, but are not limited to, documents issued by a Police Service or The Department's Vehicle Safety Section. *** ***** NOTE – Do not assume that a vehicle last registered in another jurisdiction can be registered in Alberta even though the owner has presented you with a Request for Inspection. When in doubt contact The Department ******	 1.1a. Customer has not provided a Request for Inspection. NOTE - The inspection must be terminated if this situation exists. 1.1b. The vehicle presented for inspection is not accurately represented on the Request for Inspection. (Pay particular attention to "off-shore" replica's that do not have Transport Canada compliance labels – these bikes CANNOT be registered for on-highway use) NOTE - Do not issue an Inspection Certificate before any problems with a request have been addressed.
1.2 Compliance Label (manufactured vehicles) *** Report any abnormalities to The Department. ***	1.2a. The CMVSS (FMVSS – USA) Compliance Label is missing, illegible, or altered <u>and</u> the manufactures intended use cannot be verified or confirmed.

Section 1 Pre-Inspection, continued	
Item to be inspected	Reject if
1.3 Vehicle Identification Number (VIN)	1.3a. VIN is missing, damaged, not clearly visible or shows evidence of tampering.
*** Report any abnormalities to The Department. ***	 NOTE - The inspection must be terminated if this situation exists. 1.3b. VIN displayed on vehicle does not match VIN on the Request for Inspection. NOTE - The inspection must be terminated if this situation exists.

Section 2 Onboard Diagnostic Systems	
Item to be inspected	Reject if
2.1 Powertrain Control Module (PCM)	2.1a. PCM (MIL, CEL, etc) lamp fails to illuminate as designed.
	2.1b. PCM (MIL, CEL, etc) lamp remains illuminated.
2.2 Antilock Brake System (ABS)	2.2a. ABS lamp fails to illuminate as designed.
	2.2b. ABS lamp remains illuminated.
2.3 Brake system warning lamp	2.3a. Brake system warning lamp fails to illuminate as designed.
	2.3b. Brake system warning lamp remains illuminated.
2.4 Electronic Stability Control (ESC)	2.4a. ESC lamp fails to illuminate as designed.
	2.4b. ESC lamp remains illuminated.
2.5 Any other OEM installed safety system that relates to the safe operation of the vehicle (If required, contact the Department for clarification). *** There is no requirement to maintain Tire Pressure Monitoring Systems (TPMS)***	2.5a. System fails to function as designed.

Section 3	Controls
Item to be inspected	Reject if
3.1 Handlebar	3.1a. Handlebar is bent, cracked, misaligned, welded, or mount is worn beyond serviceable limits.
	3.1b. Any portion of an aftermarket handlebar is higher than the shoulders (when in a normal riding position) of the person presenting the vehicle for inspection.
	3.1c. Handlebar width is less than 460 mm or greater than 920 mm, measured at the outer edges of the grips.
	3.1d. Hand grips are loose, missing, or do not have an anti-slip component incorporated into them.
	3.1e. Grasp of the grips cannot be effectively maintained while moving the handlebar from stop to stop.
3.2 Handlebar Controls – General	3.2a. Any handlebar mounted control cannot be readily actuated without releasing the handle bar grip.
3.3 Throttle Control	3.3a. Throttle control fails to return to the idle position after a wide open throttle application (test with engine off)
	3.3b. Any component associated with the handlebar mounted throttle control is worn beyond serviceable limits or does not function as designed.
	3.1c. Engine speed changes while moving the handlebar from stop to stop.
3.4 Brake Controls ***Includes mechanical and hydraulic components***	3.4a. Any component associated with the handlebar mounted brake control is worn beyond serviceable limits or does not function as designed.
	3.4b. Any component associated with the foot actuated brake control is worn beyond serviceable limits or does not function as designed.
3.5 Clutch Control	3.5a. Any component associated clutch control system is worn beyond serviceable limits or does not function as designed.
3.6 Transmission Shifter	3.6a. Any component associated with the transmission shifter is worn beyond serviceable limits or does not function as designed.

Section 3 Controls, continued	
Item to be inspected	Reject if
3.7 Engine Stop Switch	3.7a. Engine stop switch fails to function as designed.
Not required on motorcycles manufactured before September 1, 1974	
3.8 Starter Interlock System(s) (if equipped)	3.8a. Any OEM incorporated interlock system does not function as designed.
3.9 Neutral Indicator Lamp	3.9a. Neutral indicator lamp fails to illuminate as designed.
3.10 Headlamp Switch and High Beam Indicator	3.10a. Headlamp switch does not function as designed.
	3.10b. High beam indicator fails to illuminate as designed.
3.11 Signal Lamp Switch and Indicator	3.11a. Signal lamp switch does not function as designed.
	3.11b. Signal lamp indicator fails to illuminate as designed.
3.12 Instrument, Indicator, and Warning Lamps	3.12a. Any instrument illumination lamp is inoperative.
	3.12b. Any warning or indicator lamp fails to illuminate as designed.
3.13 Horn Operation	3.13a. Inoperative or does not perform as designed.

Section 4 Lamps

Acceptable Lamps & Reflectors:
The following lighting, signalling, and reflective devices are approved:

- Devices marked "SAE" or "DOT"
- Devices bearing a European-code E-mark such as (E3)
- Devices not marked, but originally installed on new vehicles intended for sale & use in North America.

Item to be inspected	Reject if
4.1 Lamps (general) *** The reject criteria in 4.1a applies to <u>any</u> lamp or reflector incorporated in or attached to a vehicle. It includes, but is not limited to, exterior "ground effect" lighting, illuminated licence plate frames, etc.***	 4.1a. Any lamp or reflective device fails to function as designed or is missing, broken, cracked, not securely mounted, or does not meet the standards outlined at the beginning of this section. 4.1b. Anything is applied or attached to any part of a lamp assembly that changes the colour of
	light emitted from that lamp assembly. 4.1c. More than 25% of diodes in any light emitting diode (LED) lamp assembly fail to illuminate.
4.2 Headlamp(s) ***Headlamp alignment MUST be verified***	4.2a. Headlamp(s) do not meet inspection criteria listed in 4.1a.
ricadiamp diigninent inoon be verified	4.2b. Headlamp(s) is / are not in alignment.
	4.2c. Headlamp does not illuminate when ignition is on and transmission engaged (Applies to vehicles manufactured on and after January 01, 1975).
4.3 Tail / Brake Lamp	4.3a. Inspection criteria in 4.1a has not been met.
	4.3b. Not mounted on the vertical centreline.
	4.3c. Not mounted as far to the rear as practical.
	4.3d. Not red in colour.
	4.3e. Brake lamp does not illuminate with the application of both the front AND rear service brake.
4.4 Signal Lamps (front & rear required) *****	4.4a. Inspection criteria in 4.1a has not been met.
Applies to motorcycles manufactured on or after January 01, 1971.	4.4b Not amber (front).
****	4.4c. Not amber or red (rear)
<u>Does not</u> apply to a moped if not originally equipped by the OEM	

Section 4 Lamps, continued	
Item to be inspected	Reject if
4.5 Front Side Reflectors	4.5a. Inspection criteria in 4.1a has not been met.
	4.5b. Not amber in colour.
	4.5c. Not clearly visible.
4.6 Rear Side Reflectors	4.6a. Inspection criteria in 4.1a has not been met.
If vehicle is equipped with luggage mounts be sure to	4.6b. Not red in colour.
verify the presence of reflectors on the luggage *****	4.6c. Not clearly visible.
4.7 Licence Plate Lamp	4.7a. Inspection criteria in 4.1a has not been met.
	4.7b. Lamp emits any colour other than white.

Section 5 Steering & Suspension

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

- There is evidence of collision damage
- Premature or abnormal tire wear
- New tires on a used vehicle
- 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.

NOTE

A Facility may perform a wheel alignment for every Out-of-Province inspection but <u>MUST</u> include the cost in the posted Out-of-Province inspection fee.

<u>Method of Inspection</u> – Published OEM inspection procedures <u>must</u> be followed when determining the serviceability of any component. Industry best practice may be used when the OEM has not made the required service information available.

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).

Item to be inspected	Reject if
5.1 Steering Stop Condition	5.1a. Loose, cracked, broken, or missing
5.2 Steering Head Bearings	5.2a. Any roughness is detected while moving the steering from stop to stop.
	5.2b. Evidence of incorrect preload exists.
5.3 Front Fork	5.3a. Front fork assembly does not function as designed
	5.3b. Front fork assembly seals torn or leaking.
	5.3c. Outer fork tube is bent, cracked, or welded.
	5.3d. Inner fork tube is bent.
	5.3e. Inner fork tube plating is pitted or otherwise compromised.
5.4 Rear shock(s)	5.4a. Rear damper assembly does not function as designed.
	5.4b. Rear damper assembly is bent, broken, loose, or missing.
5.5 Swing Arm	5.5a. Any roughness is detected during inspection.
	5.5b. Evidence of incorrect preload exists.
	5.5c. Bent, cracked, or loose.

Section 5 Steering & Suspension, continued	
Item to be inspected	Reject if
5.6 Ball Joints (Motor Tricycle)	5.6a. Worn beyond serviceable limits.
5.7 Control Arms, Trailing Arms, Radius Arms, Strut Rods, Sway Bars, Etc (Motor Tricycle)	5.7a. Worn beyond serviceable limits.
***Weathered bushings may or may not be a reason	5.7b. Any component is welded.
for the vehicle to failrefer to the "Method of Inspection" note at the beginning of this section***	5.7c. Any mounting hardware is loose or missing.
5.8 Tie Rod Ends – Inner & Outer (Motor Tricycle)	5.8a. Worn beyond serviceable limits.
5.9 Springs (Torsion, coil, leaf)	5.9a. Any spring component is worn beyond serviceable limits.
	5.9b. Any spring is welded or cut.
	5.9c. Any mounting hardware is loose or missing.

Section 6 Tires and Wheels	
Item to be inspected	Reject if
6.1 Tread Depth	6.1a. Tread is less than 1.6 mm.
*** Results <u>MUST</u> be recorded***	
6.2 Tire Condition	6.2a. There is evidence of cracks, separation, abnormal wear, or deformation.
	6.2b. A tire has been repaired with any type of temporary measure (i.e. plug, sealing solution, etc.).
6.3 Tire Size and Type	6.3a. Any installed tire has a performance rating that is lower than specified by the OEM.
	6.3b. Any tire bears marks or wording to indicate that it is not intended for on-highway use.
	6.3c. Any tire contacts body or suspension Components.
6.4 Tire Serial Number (if applicable) and date of manufacture.	6.4a. Any tire serial number or date of manufacture has been removed or defaced.
6.5 Wheels	6.5a. Any spoke is loose or missing.
	6.5b. Any wheel / rim is cracked or worn.
	6.5c. Any wheel / rim has been welded.
	6.5d. The vehicle has a wheel that is not intended for on-highway use installed.
	6.5e. If radial or lateral runout exceeds OEM service limit, or 2.0mm if OEM service limits are not available".
	6.5f. Rim diameter is not at least 25 cm.
	6.5g. Wheelbase (center of front axle to center of rear axle) is not at least 100 cm.
6.6 Wheel Bearings – Front & Rear	6.6a. Any roughness is detected.
	6.6b. Any looseness (radial or axial) is detected (0.10mm axial permitted on tapered bearings).

Section 7 Brakes

External Brake Wear Indicators: Disassembly of brake assemblies with external brake wear indicators is not required if there is no evidence of abnormal brake operation.

Item to be inspected	Reject if
7.1 Brakes – General	7.1a. Any brake cylinder is seized, leaking, or worn.
	7.1b. Any brake caliper is seized, leaking, or worn.
	7.1c. Any brake hardware is missing, worn, seized, broken, not installed as per OEM.
7.2 Brake Linings	7.2a. Any lining (shoe or pad) is worn to 1.6 mm or less.
*** Disk brake results MUST be recorded ***	
	7.2b. Any lining is cracked, separated, or contaminated.
7.3 Brake Rotor / Drum Condition	7.3a. Any brake rotor runout exceeds the OEM's published service limit, or if an OEM specification is not available 0.25mm.
*** Disk brake results MUST be recorded ***	
	7.3b. Brake rotor thickness is below the OEM's published service limit.
	7.3c. Brake drum diameter exceeds the OEM's published service limit.
	7.3d. Any brake rotor or drum has evidence of hard spots, glazed spots, or cracking.
	7.3e. Any brake rotor or drum is corroded, scored, or grooved to the extent that, in the opinion of the inspecting Technician, would affect braking efficiency.
7.4 Brake Lines and Hoses	7.4a. Brake lines are not secure and routed as per OEM specifications or industry standard.
	7.4b. Any brake line or hose is kinked, cracked, cut or shows evidence of leakage.
	7.4c. Any repair does not meet industry standards.

Section 8 Powertrain	
Item to be inspected	Reject if
8.1 Engine / Transmission	8.1a. Any oil leak exists that, in the opinion of the inspecting technician, could be a potential fire hazard.
	8.1b. Any mount is loose, missing, cracked, or any repair was not completed using a process recognized by the OEM.
8.2 Fuel System	8.2a. Fuel valve does not function as designed.
	8.2b. Fuel lines are not secure and routed as per OEM or an industry standard.
	8.2c. Evidence of leakage exists.
8.3 Cooling System	8.3a. Cooling system leaks.
8.4 Exhaust System	8.4a. Exhaust system is not OEM or equivalent.
***An exhaust system shall not be modified to increase the noise made by the expulsion of gases	8.4b. Exhaust system leaks.
from the engine***	8.4c. Any exhaust mount is missing or broken.
	8.4d. Any exhaust heat shield is missing, loose, or cracked.
8.5 Drive System	8.5a. Driveshaft housing leaks
	8.5b. Chain / belt or sprockets are worn beyond a serviceable limit.
	8.5c. Cush drive is worn beyond a serviceable limit.
	8.5d. Chain / belt guard is missing or loose.

Section	n 9 Body
Item to be inspected	Reject if
9.1 Speedometer	9.1a. Speedometer is missing or inoperative.
9.2 Odometer (if equipped)	9.2a. Odometer is inoperative.
9.3 Fuel Tank	9.3a. Tank is not securely mounted.
	9.3b. Fuel cap is missing, does not seal, or is not suitable for the application.
9.4 Fenders (front and rear required)	9.4a. Missing.
	9.4b. Not securely affixed.
9.5 Seat	9.5a. No-load height is less than 65 cm
	9.5b. Not securely mounted
9.6 Mirrors (left and right required)	9.6a. Missing pitted, scratched, cracked, loose, or discoloured to the extent that the drivers visibility is affected.
	9.6b. Reflective area of any mirror is less than 80 cm ² (64.5 cm ² if convex).
9.7 Footrests	9.7a. Missing, loose, or bent.
Passenger pegs required if OEM equipped or seating for passenger exists	
9.8 Stand	9.8a. Stand does not function as designed.
	9.8b. Stand is inadequate for the weight it supports.
9.9 Windscreen	9.9a. Not securely attached.
	9.9b. Pitted, scratched, or discoloured to the extent that the drivers visibility is affected.
9.10 Licence Plate Mount	9.10a. Not affixed to the rear mudguard or rear fender so that a licence plate would be clearly visible.
	9.10b. Orientation is not horizontal.

Section 10 Frame

(Salvage Inspection Only)

Method of Inspection – Fairings, fuel tank, seat, panels, etc. must be removed to ensure any portion of a frame has not been compromised.

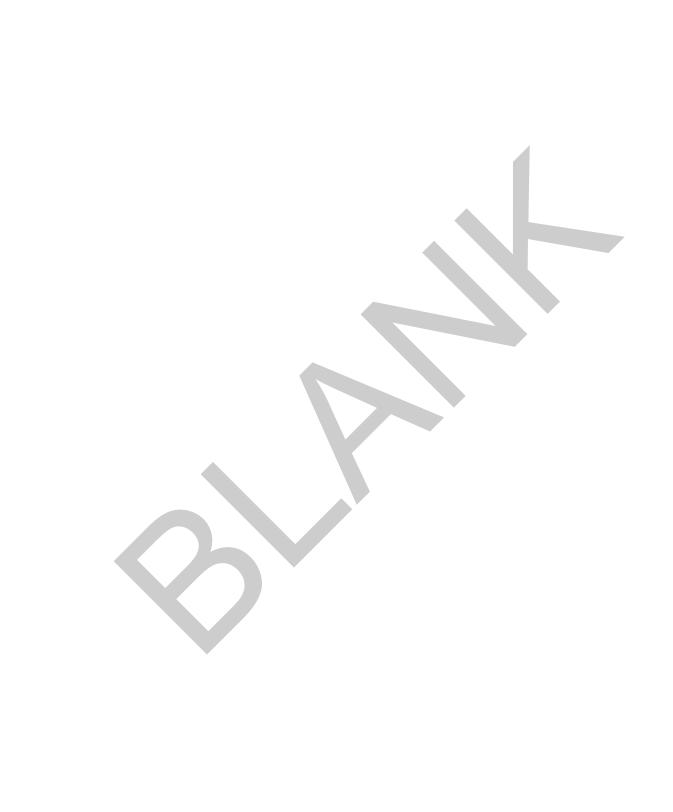
Published OEM inspection procedures <u>must</u> be followed when determining the serviceability of any component. Industry best practice may be used when the OEM has not made the required service information available.

Item to be inspected	Reject if
10.1 Frame Assembly (includes fork, stem, frame, swing arm, etc.)	10.1a. Any fracture, damage, distortion or corrosion of the frame assembly to the extent that control of the vehicle is likely to be adversely affected exists.
	10.1b. Any frame assembly component has been modified in such a way as to significantly reduce its' original strength or compromise its' functionality.
10.2 Alignment	10.2a. Vehicle alignment does not meet the OEM or industry standard.

Motorcycle Inspection Manual Attachments

Á Table of Contents

1.	CODE OF PRACTICE FOR VEHICLE INSPECTION PROGRAM FACILITIES	1
2.	CODE OF PRACTICE FOR VEHICLE INSPECTION PROGRAM TECHNICIANS	3
3.	INSPECTION TECHNICIAN LICENCE SAMPLE	5
4.	INSPECTION FACILITY LICENCE SAMPLE	6
5.	Indicators	7
6.	OUT OF PROVINCE VEHICLE INSPECTION CERTIFICATE SAMPLE	ε
6A.	Out of Province Vehicle Inspection Certificate Guide	9
7.	SALVAGE VEHICLE INSPECTION CERTIFICATE SAMPLE	10
7A.	SALVAGE VEHICLE INSPECTION CERTIFICATE GUIDE	11
8.	GUIDE TO COMPLETING A REBUILT VEHICLE WORK PLAN	12
8A.	REBUILT VEHICLE WORK PLAN	13
9.	GUIDE TO COMPLETING THE RECORD OF INSPECTION	16
9A.	RECORD OF INSPECTION	17



Government of Alberta ■

Transportation

Transportation Safety Services Division Dangerous Goods, Vehicle and Rail Safety

Room 109, Twin Atria Building 4999 - 98 Avenue Edmonton, Alberta T6B 2X3 Telephone 780-427-8901 Fax 780-422-2721 Toll-Free 310-0000 Vehicle.Safety@gov.ab.ca

Code of Practice <u>for</u> Vehicle Inspection Program Facilities

- 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 Fac Number	cility Licence	Business Name
Date		-

Government of Alberta ■

Transportation

Transportation Safety Services Division Dangerous Goods, Vehicle & Rail Safety

Room 109, Twin Atria Building 4999 - 98 Avenue Edmonton, Alberta T6B 2X3 Telephone 780-427-8901 Fax 780-422-2721 Toll-Free 310-0000 Vehicle.Safety@gov.ab.ca

Code of Practice <u>for</u> 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 o	f 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***

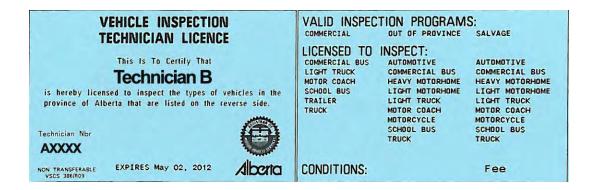
CERTIFICATE OF COMPLIANCE

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 li	- cenced)	

Attachment 3 Sample Vehicle Inspection Technician Licence



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 <u>Make a note of this date</u> 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 <u>revoked</u>.
- 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 <u>must</u> be reported immediately

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

Lost or missing licenses must be reported immediately

The Technician licence <u>must</u> be produced when requested by a person authorized by the Registrar

Attachment 4 Sample Vehicle Inspection Facility Licence



When you receive your Facility licence verify the following items for accuracy:

- 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.
- Conditions Verify any conditions listed for your facility are accurate. (**NOTE** A
 "CARRIER LIMITED" condition means your facility can <u>ONLY</u> inspect commercial vehicles
 registered to the <u>LEGAL NAME</u> 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 <u>Make a note of this date</u> 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 <u>revoked</u>.

Any errors or discrepancies must be reported immediately

*****Changes to <u>any</u> information displayed <u>must</u> be reported immediately*****

Attachment 5

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 vehicles 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.

- (1) <u>Status</u> 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) <u>Title Washing</u> 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 vehicles status or title can be purchased from any Alberta Registry agent or on the web from Carfax or Carproof.
- (3) <u>Indicators</u> Simply put, anything observed that is out of the norm.
 - (a) A PCM / ABS lamp mimics the service-brake system lamp during the bulb check.
 - (b) Warning lamps failing to illuminate during a bulb check sequence.
 - (c) Cracked powder coating.
 - (d) Fresh paint on a frame should be investigated further to determine if it was used to conceal collision damage.

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

Attachment 6

Government Of Alberta ■ Out of Province Vehicle Inspection Certificate Traffic Safety Act

PR

PART 1			
Vehicle Type Light Truck Truck-	Truck Tractor		
Motorcycle Motorh	ome		
Automobile (1) Comm	ercial Bus	Date	Certificate Issued
School	Bus	Duic	yyyy mm dd
Motoro	(2)	1014	<u> </u>
Brake Type		Air	
Vehicle Owner	rydraulic	L All	
Company Name OR Name of Owner 4		Initial Telep	hone Number
Address Street To	own/City	Province	Postal Code
Vehicle			
Make Model	//	Year	Unit Number
Vehicle Identification Number 6			
Odometer Km Miles Licence Plate	Number	Provi	nce
IT IS AN OFFENCE TO FALSIFY OF	DDE CICN AN INCI	DECTION CERTI	EICATE
	THE-SIGHT AN INST	LOTION CENT	TIORIL
PART 2 - CERTIFICATION I certify that the vehicle described in Part 1 has passed the ins Province vehicle.	pections and tests estal	blished under the T	raffic Safety Act for an Out of
Name of Inspection Facility	-	Inspe	ection Facility Number
(9)			(10
Name of Inspection Technician (PRINT clearly)		Inspe	ection Technician Number
Trade Designation Automotive Service Technician	Heavy Equipm	ent Technician	Motorcycle Mechanic
Automotive dervice recrimician	ricavy Equipm	an recipient	Wiotorcycle Wiccharlic
Signature of Inspection Technician		Date of Inspection (year/month/day)	
NOTICE TO	VEHICLE OWNER		
This Inspection Certificate expires after 14 days complete re-inspection of the vehicle is required.	from the Certificate issu	ued date. After this	s time, a
The original of this Certificate must be presented	d to a Registry Agent wi	ithin 14 days for re	gistration purposes.
A Record of Inspection is attached which indicat issue of this Inspection Certificate.			
This information is collected under the Traffic Safety Act an	d will be used to administer th	ne Vehicle Inspection Pro	ogram. For more

Attachment 6A 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 <u>and</u> hydraulic brakes.)
- 2. Brake Type Be sure to indicate the type of brake system.
- 3. Date Certificate Issued Enter the date 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 <u>must</u> 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 <u>Must</u> be recorded. If the vehicle is not equpped with an odometer mark this field with "NA" (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.

Government of Alberta ■

Attachment 7

Salvage Vehicle Inspection Certificate Traffic Safety Act

SV XXXXXXX

Barcode

		пете
PART 1		
Vehicle Type Light Truck	☐ Truck-Truck Tractor	
□ Motorcycle	☐ Motorhome	
☐ Automobile	☐ Commercial Bus	Date Certificate Issued
•	☐ School Bus	yyyy mm dd
	Motorcoach	
Vehicle Owner	Brake Type □ Hyd	raulic Air
Company Name OR Name of Owner	First	Initial Telephone Number
	4)(0)=(0	
5777		(10) mm
Address Street	Town/City	Province Postal Code
Vehicle		
Make	Model	Year Unit Number
(5)	- Inducti	i a silitation
Vehicle Identification Number		
venicle identification (valide)	5)	
Odometer Km Miles	Licence Plate Number	Province
(7)	(8)	
IT IO AN OFFENOR	TO EAL OUT OR PRE CION A	N INCREATION OFFICIALE
IT IS AN OFFENCE	TO FALSIFY OR PRE-SIGN A	N INSPECTION CERTIFICATE
PART 2 - CERTIFICATION		
certify that the vehicle described in Part 1 has	s nassed the inspections and tests esta	hlished under the Traffic Safety Act for a
alvage vehicle.	s passed the inspections and tests esta	bilstied drider the Hallic Salety Action a
Certified as to Mechanical Equipme	nt and Alignment	ENTOTE AND A SECOND
Name of Inspection Facility		Inspection Facility Number
(9)		(10)
Name of Inspection Technician (PRINT cle	early)	Inspection Technician Numb
	(11)	(12)
3/1/2		
		П
Trade Designation	Service Technician Heavy E	quipment Technician Motorcycle Mechanic
43		$\mathbf{\omega}$
Signature of Inspection	Technician	Date of Inspection
Certified as to Structural Integrity		(year/month/day)
Name of Inspection Facility		Inspection Facility Number
	15)	46
	•	
Name of Inspection Technician (PRINT cle	early)	Inspection Technician Number
	(1)	1
Trade Designation Auto Body Te	chnician Motorcycle Mecha	anic
(19)		20
Signature of Inspection	Technician	Date of Inspection
Signature of hispection	recimetar	(year/month/day)
(21) NOT	ICE TO VEHICLE OWNER	For Office Use Only
This Inspection Certificate expires af	ter 14 days from the Certificate issued	date. After this time, a
complete re-inspection of the vehic		
2. The original of this Certificate must l	pe presented to a Registry Agent within	n 14 days for registration
purposes.	,	
A Record of Inspection is attached was a stacked was	hich indicates the items inspected for	roadworthiness required
for the issue of this Inspection Ce		
	7 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	

Attachment 7A

Guide to Completing a Salvage Vehicle Inspection Certificate

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

- 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.
- Date Certificate Issued Enter the date 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 <u>must</u> 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.
- Name of <u>mechanical</u> Inspection Facility To be entered by the <u>mechanical</u> Inspection Facility as it appears on the Facility licence.
- 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. <u>Mechanical</u> Inspection Technician Number Enter the number as it appears on the Technician Licence issued by The Department.
- 13. Signature of <u>mechanical</u> 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 <u>Structural Integrity</u> Inspection Facility To be entered by the <u>Structural Integrity</u> Inspection Facility as it appears on the Facility licence.
- 16. <u>Structural Integrity</u> Inspection Facility Number To be entered by the <u>Structural Integrity</u> Inspection Facility as it appears on the Facility licence.
- Structural Integrity Inspection Technician Name Enter the name as it appears on the Technician Licence issued by The Department.
- 18. <u>Structural Integrity</u> Inspection Technician Number Enter the number as it appears on the Technician Licence issued by The Department.
- 19. Signature of <u>Structural Integrity</u> 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.

Attachment 8

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.
- 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 <u>does not</u> have a non-Â repairable status. A Vehicle Information Report can be purchased from any Alberta Registry agent.

Á
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: Á

- Completed Rebuilt Vehicle Work Plan TSSRVWP2007.
- 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.

Á

Á

Á

Á



Rebuilt Vehicle Work Plan (page 1 of 2)

1. Vehicle Information VIN Odometer 2. Owner Information Operator Licence Number Address Signature of Owner 3. Rebuilder Information (complete all that apply) Trade Certificate Number and Designation Inspection Technician Number Last, First, Middle Name Operator Licence Number Signature of Rebuilder Address 4. Vehicle Damage (describe type and location of damage): Á Á Photographs showing the front, rear, and both sides of vehicle prior to repairs attached? YES **5. Work Plan** (describe your repair procedure and process) Á Á Á Á Á Á Á

Á TSSRVWP2007 (2009/01)



Rebuilt Vehicle Work Plan (page 2 of 2)

COMPONENT	SUPPLIER NAME	INVOICE #	VIN of DONOR VEHICLE

Attachment 9

•

Guide to Completing the Record of Inspection (ROI)

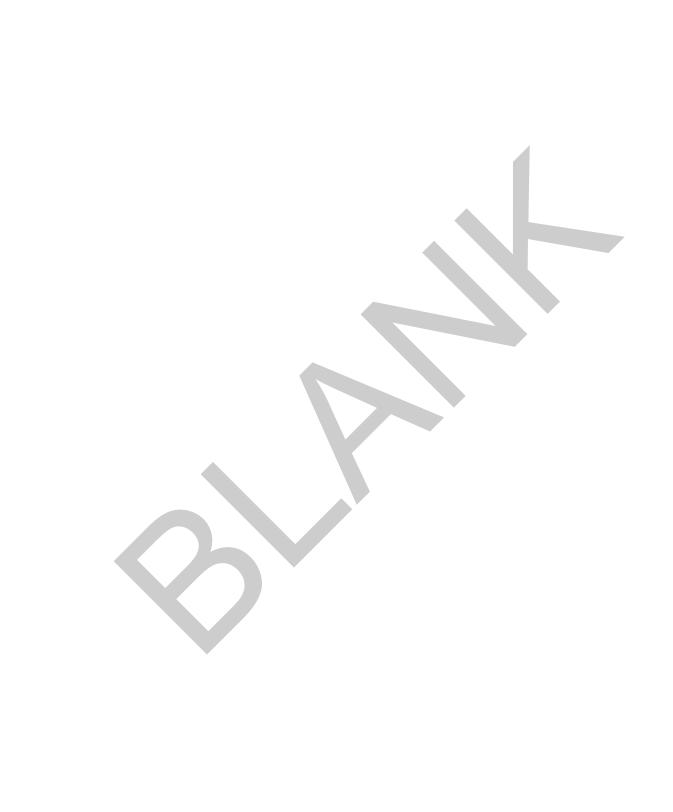
- ROI's must be issued for every vehicle inspected regardless of whether the vehicle passes or not, and the original copy must be given to the customer.
- 2. The order of the components to be inspected on the Record of Inspection follows the order they appear in the Inspection Manual.
- 3. The results column has 3 choices:
 - P = Pass System or component meets the inspection manual standard.
 - F = Fail For every failed item you <u>MUST</u> include details in the "NOTES" area provided. Out of spec components must also be recorded, instead of "loose swing arm bushings" etc. you <u>must</u> provide OEM specification <u>and</u> 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. If a re-inspected or repaired item meets the inspection standard initial the "P" and make a note in the "NOTES" area provided.
- 5. Certification The Inspection Technician must indicate whether or not the vehicle has passed the inspection, and sign the statement to that effect.
- 6. Customer Acknowledgment Be sure the customer has read, understands, and has signed the statement acknowledging their understanding of the re-inspection requirements.

Á Á Á Á

Á

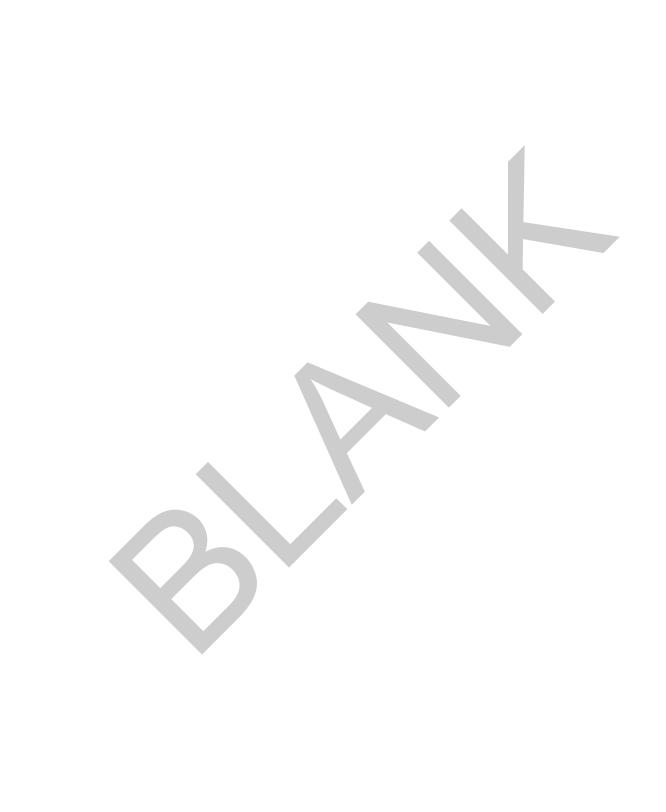
MOTORCYCLE RECORD OF INSPECTION

The original Record of Inspection must be given to	to th	e cu	Stome	or regardless of whether the verticle passes of flot.			
Vehicle Information							
VIN							
Make			Mode	el Year Odom	neter		
Customer Information							
Last Name				First Name M	iddle	Initia	al
Address			•	Postal Cod	de		
Sec	tion	1 F	Pre-Ir	nspection			
Component	Р	F	NA	Component	Р	F	NA
1.1a. Request for Inspection (RFI)				1.3a. VIN Plate Condition			
1.1b. Vehicle Accurately Described on the RFI				1.3b. VIN Consistent with RFI			
1.2a. Compliance Label NOTES:							
Section 2 Onl	boaı	rd D	Diagr	nostic Systems			
Component	Р		NA	Component	Р	F	NA
2.1. PCM (MIL, SES, etc) Lamp Operation				2.4. Electronic Stability Control (ESC)	_		
2.2. ABS Lamp Operation				2.5. Other Safety Systems			
2.3. Brake System Warning Lamp Operation				, ,			
				ontrols			
Component	Sect		3 Co	Component	Р	F	NA
Component 3.1. Handlebar				Component 3.8. Starter Interlock System(s)	Р	F	NA
Component 3.1. Handlebar 3.2. Handlebar Controls - General				Component 3.8. Starter Interlock System(s) 3.9. Neutral Indicator Lamp	P	F	NA
Component 3.1. Handlebar 3.2. Handlebar Controls - General 3.3. Throttle Control				3.8. Starter Interlock System(s) 3.9. Neutral Indicator Lamp 3.10. Headlamp Switch and High Beam Indicator	P	F	NA
Component 3.1. Handlebar 3.2. Handlebar Controls - General 3.3. Throttle Control 3.4. Brake Controls				Component 3.8. Starter Interlock System(s) 3.9. Neutral Indicator Lamp 3.10. Headlamp Switch and High Beam Indicator 3.11. Signal Lamp Switch and Indicator	P	F	NA
Component 3.1. Handlebar 3.2. Handlebar Controls - General 3.3. Throttle Control 3.4. Brake Controls 3.5. Clutch Control				Component 3.8. Starter Interlock System(s) 3.9. Neutral Indicator Lamp 3.10. Headlamp Switch and High Beam Indicator 3.11. Signal Lamp Switch and Indicator 3.12. Instrument, Indicator, and Warning Lamps	P	F	NA
Component 3.1. Handlebar 3.2. Handlebar Controls - General 3.3. Throttle Control 3.4. Brake Controls				Component 3.8. Starter Interlock System(s) 3.9. Neutral Indicator Lamp 3.10. Headlamp Switch and High Beam Indicator 3.11. Signal Lamp Switch and Indicator	P	F	NA
Component 3.1. Handlebar 3.2. Handlebar Controls - General 3.3. Throttle Control 3.4. Brake Controls 3.5. Clutch Control 3.6. Transmission Shifter 3.7. Engine Stop Switch NOTES:	Sec	F	NA	Component 3.8. Starter Interlock System(s) 3.9. Neutral Indicator Lamp 3.10. Headlamp Switch and High Beam Indicator 3.11. Signal Lamp Switch and Indicator 3.12. Instrument, Indicator, and Warning Lamps 3.13. Horn			
Component 3.1. Handlebar 3.2. Handlebar Controls - General 3.3. Throttle Control 3.4. Brake Controls 3.5. Clutch Control 3.6. Transmission Shifter 3.7. Engine Stop Switch NOTES: Component	P	F	NA	Component 3.8. Starter Interlock System(s) 3.9. Neutral Indicator Lamp 3.10. Headlamp Switch and High Beam Indicator 3.11. Signal Lamp Switch and Indicator 3.12. Instrument, Indicator, and Warning Lamps 3.13. Horn amps Component	P		NA
Component 3.1. Handlebar 3.2. Handlebar Controls - General 3.3. Throttle Control 3.4. Brake Controls 3.5. Clutch Control 3.6. Transmission Shifter 3.7. Engine Stop Switch NOTES: Component 4.1. Lamps - General	Sec	F	NA	Component 3.8. Starter Interlock System(s) 3.9. Neutral Indicator Lamp 3.10. Headlamp Switch and High Beam Indicator 3.11. Signal Lamp Switch and Indicator 3.12. Instrument, Indicator, and Warning Lamps 3.13. Horn amps Component 4.5. Front Side Reflectors			
Component 3.1. Handlebar 3.2. Handlebar Controls - General 3.3. Throttle Control 3.4. Brake Controls 3.5. Clutch Control 3.6. Transmission Shifter 3.7. Engine Stop Switch NOTES: Component 4.1. Lamps - General 4.2. Headlamps	Sec	F	NA	Component 3.8. Starter Interlock System(s) 3.9. Neutral Indicator Lamp 3.10. Headlamp Switch and High Beam Indicator 3.11. Signal Lamp Switch and Indicator 3.12. Instrument, Indicator, and Warning Lamps 3.13. Horn amps Component 4.5. Front Side Reflectors 4.6. Rear Side Reflectors			
Component 3.1. Handlebar 3.2. Handlebar Controls - General 3.3. Throttle Control 3.4. Brake Controls 3.5. Clutch Control 3.6. Transmission Shifter 3.7. Engine Stop Switch NOTES: Component 4.1. Lamps - General 4.2. Headlamps 4.3. Tail / Brake Lamp	Sec	F	NA	Component 3.8. Starter Interlock System(s) 3.9. Neutral Indicator Lamp 3.10. Headlamp Switch and High Beam Indicator 3.11. Signal Lamp Switch and Indicator 3.12. Instrument, Indicator, and Warning Lamps 3.13. Horn amps Component 4.5. Front Side Reflectors			
Component 3.1. Handlebar 3.2. Handlebar Controls - General 3.3. Throttle Control 3.4. Brake Controls 3.5. Clutch Control 3.6. Transmission Shifter 3.7. Engine Stop Switch NOTES: Component 4.1. Lamps - General 4.2. Headlamps	Sec	F	NA	Component 3.8. Starter Interlock System(s) 3.9. Neutral Indicator Lamp 3.10. Headlamp Switch and High Beam Indicator 3.11. Signal Lamp Switch and Indicator 3.12. Instrument, Indicator, and Warning Lamps 3.13. Horn amps Component 4.5. Front Side Reflectors 4.6. Rear Side Reflectors			
Component 3.1. Handlebar 3.2. Handlebar Controls - General 3.3. Throttle Control 3.4. Brake Controls 3.5. Clutch Control 3.6. Transmission Shifter 3.7. Engine Stop Switch NOTES: Component 4.1. Lamps - General 4.2. Headlamps 4.3. Tail / Brake Lamp 4.4. Signal Lamps (Front & Rear) NOTES:	Sec	tior	1 4 L	Component 3.8. Starter Interlock System(s) 3.9. Neutral Indicator Lamp 3.10. Headlamp Switch and High Beam Indicator 3.11. Signal Lamp Switch and Indicator 3.12. Instrument, Indicator, and Warning Lamps 3.13. Horn amps Component 4.5. Front Side Reflectors 4.6. Rear Side Reflectors			
Component 3.1. Handlebar 3.2. Handlebar Controls - General 3.3. Throttle Control 3.4. Brake Controls 3.5. Clutch Control 3.6. Transmission Shifter 3.7. Engine Stop Switch NOTES: Component 4.1. Lamps - General 4.2. Headlamps 4.3. Tail / Brake Lamp 4.4. Signal Lamps (Front & Rear) NOTES: Section	Sec	tior	1 4 L NA	Component 3.8. Starter Interlock System(s) 3.9. Neutral Indicator Lamp 3.10. Headlamp Switch and High Beam Indicator 3.11. Signal Lamp Switch and Indicator 3.12. Instrument, Indicator, and Warning Lamps 3.13. Horn amps Component 4.5. Front Side Reflectors 4.6. Rear Side Reflectors 4.7. Licence Plate Lamp & Suspension Component Component		F	
Component 3.1. Handlebar 3.2. Handlebar Controls - General 3.3. Throttle Control 3.4. Brake Controls 3.5. Clutch Control 3.6. Transmission Shifter 3.7. Engine Stop Switch NOTES: Component 4.1. Lamps - General 4.2. Headlamps 4.3. Tail / Brake Lamp 4.4. Signal Lamps (Front & Rear) NOTES: Section Component 5.1. Steering Stops	Sec P	tior	1 4 L NA	Component 3.8. Starter Interlock System(s) 3.9. Neutral Indicator Lamp 3.10. Headlamp Switch and High Beam Indicator 3.11. Signal Lamp Switch and Indicator 3.12. Instrument, Indicator, and Warning Lamps 3.13. Horn Component 4.5. Front Side Reflectors 4.6. Rear Side Reflectors 4.7. Licence Plate Lamp Suspension Component 5.6. Ball Joints (Motor Tricycle)	P	F	NA
Component 3.1. Handlebar 3.2. Handlebar Controls - General 3.3. Throttle Control 3.4. Brake Controls 3.5. Clutch Control 3.6. Transmission Shifter 3.7. Engine Stop Switch NOTES: Component 4.1. Lamps - General 4.2. Headlamps 4.3. Tail / Brake Lamp 4.4. Signal Lamps (Front & Rear) NOTES: Section Component 5.1. Steering Stops 5.2. Steering Head Bearings	Sec P	tior	1 4 L NA	Component 3.8. Starter Interlock System(s) 3.9. Neutral Indicator Lamp 3.10. Headlamp Switch and High Beam Indicator 3.11. Signal Lamp Switch and Indicator 3.12. Instrument, Indicator, and Warning Lamps 3.13. Horn Component 4.5. Front Side Reflectors 4.6. Rear Side Reflectors 4.7. Licence Plate Lamp Suspension Component 5.6. Ball Joints (Motor Tricycle) 5.7. Control Arms, Trailing Arms, Radius Arms, etc	P	F	NA
Component 3.1. Handlebar 3.2. Handlebar Controls - General 3.3. Throttle Control 3.4. Brake Controls 3.5. Clutch Control 3.6. Transmission Shifter 3.7. Engine Stop Switch NOTES: Component 4.1. Lamps - General 4.2. Headlamps 4.3. Tail / Brake Lamp 4.4. Signal Lamps (Front & Rear) NOTES: Section Component 5.1. Steering Stops 5.2. Steering Head Bearings 5.3. Front Fork	Sec P	tior	n 4 L NA	Component 3.8. Starter Interlock System(s) 3.9. Neutral Indicator Lamp 3.10. Headlamp Switch and High Beam Indicator 3.11. Signal Lamp Switch and Indicator 3.12. Instrument, Indicator, and Warning Lamps 3.13. Horn Component 4.5. Front Side Reflectors 4.6. Rear Side Reflectors 4.7. Licence Plate Lamp Suspension Component 5.6. Ball Joints (Motor Tricycle) 5.7. Control Arms, Trailing Arms, Radius Arms, etc 5.8. Tie Rod Ends	P	F	NA
Component 3.1. Handlebar 3.2. Handlebar Controls - General 3.3. Throttle Control 3.4. Brake Controls 3.5. Clutch Control 3.6. Transmission Shifter 3.7. Engine Stop Switch NOTES: Component 4.1. Lamps - General 4.2. Headlamps 4.3. Tail / Brake Lamp 4.4. Signal Lamps (Front & Rear) NOTES: Section Component 5.1. Steering Stops 5.2. Steering Head Bearings 5.3. Front Fork 5.4. Rear Shock(s)	Sec P	tior	n 4 L NA	Component 3.8. Starter Interlock System(s) 3.9. Neutral Indicator Lamp 3.10. Headlamp Switch and High Beam Indicator 3.11. Signal Lamp Switch and Indicator 3.12. Instrument, Indicator, and Warning Lamps 3.13. Horn Component 4.5. Front Side Reflectors 4.6. Rear Side Reflectors 4.7. Licence Plate Lamp Suspension Component 5.6. Ball Joints (Motor Tricycle) 5.7. Control Arms, Trailing Arms, Radius Arms, etc	P	F	NA
Component 3.1. Handlebar 3.2. Handlebar Controls - General 3.3. Throttle Control 3.4. Brake Controls 3.5. Clutch Control 3.6. Transmission Shifter 3.7. Engine Stop Switch NOTES: Component 4.1. Lamps - General 4.2. Headlamps 4.3. Tail / Brake Lamp 4.4. Signal Lamps (Front & Rear) NOTES: Section Component 5.1. Steering Stops 5.2. Steering Head Bearings 5.3. Front Fork	Sec P	tior	n 4 L NA	Component 3.8. Starter Interlock System(s) 3.9. Neutral Indicator Lamp 3.10. Headlamp Switch and High Beam Indicator 3.11. Signal Lamp Switch and Indicator 3.12. Instrument, Indicator, and Warning Lamps 3.13. Horn Component 4.5. Front Side Reflectors 4.6. Rear Side Reflectors 4.7. Licence Plate Lamp Suspension Component 5.6. Ball Joints (Motor Tricycle) 5.7. Control Arms, Trailing Arms, Radius Arms, etc 5.8. Tie Rod Ends	P	F	NA



MOTORCYCLE RECORD OF INSPECTION

	_							
Common amount	Sec	_			s & Wheels		_	N
Component 6.1. Tread Depth Fro	ont mm Rear mm	P	F	NA	Component 6.4. Tire Serial Numbers & Dates of Manufacture	Р	ŀ	N
6.2. Tire Condition	ont Illii Real Illiii				6.5. Wheels			+
6.3. Tire Size and Type					6.6. Wheel Bearings – Front and Rear			+
NOTES:					0.0. Wheel Bearings – Front and Real			
		Soc	tio	. 7	Prokon			
Component				NA	Brakes Component	Р	_	N
7.1. Brakes – General		P	Г	NA		Р	Г	IN
7.1. Brakes – General 7.2. Brake Lining - Front	mm							+
7.2. Brake Lining - Front 7.2. Brake Lining – Rear	mm mm				7.3. Brake Rotor / Drum – Rear mm 7.4. Brake Lines and Hoses			+
NOTES:								
	S				owertrain			
Component		Р	F	NA		Р	F	N
8.1. Engine / Transmission					8.4. Exhaust System			1
8.2. Fuel System					8.5. Drive System			4
8.3. Cooling System NOTES:								
_		_			Body			
Component		Р	F	NA		Р	F	N
9.1. Speedometer					9.6. Mirrors			4
9.2. Odometer					9.7. Footrests			4
9.3. Fuel Tank					9.8. Stand			1
9.4. Fenders 9.5. Seat					9.9. Windscreen 9.10. Licence Plate Mount			4
NOTES:								
				_	Frame			
	(Salva				nspection Only)			
Component		Р	F	NA		Р	F	١
10.1. Frame					10.2. Alignment			
NOTES:								
Certification								
the inspection and I certif	s Record of Inspection is issury by it has been inspected in ac I the applicable Inspection M	cor	dar		ASSED (Certificate #) F with the Vehicle Inspection Regulation, Alberta	AIL	EΓ)[
Date of Inspection	Technician Number			Faci	lity Number Signature			_
Customer Acknowledge	nent							
Customer Acknowledgi	Hell				Date (Year/Month/Day)			
from the date of inspection Alberta Vehicle Inspection failed items identified on	ed item(s) must be repaired on. I also understand that, if the Facility within 10 days of the this Record of Inspection new the within 10 days from the ere-inspected.	he v ne d ed to	veh ate o be	icle of i e re	is presented to any inspection, only the inspected. Additionally,			



Alignment and Steering Geometry

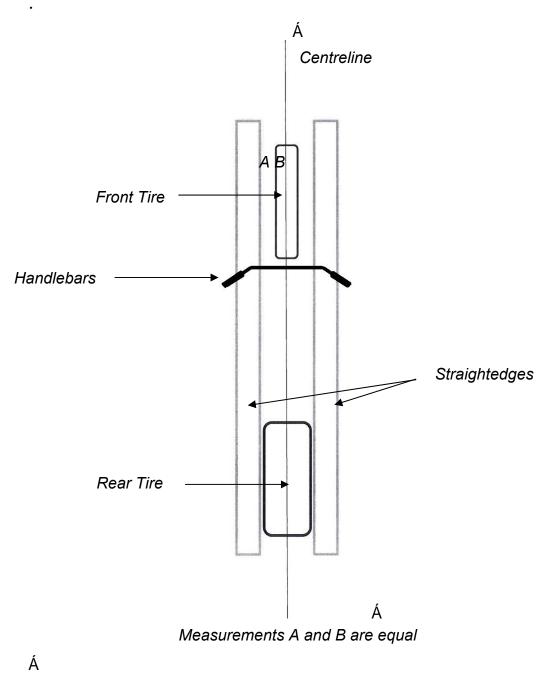
Craig French, Grand Prairie Regional College
Á Á
Frame Alignment
Generally, when we talk about frame alignment on motorcycles, we're referring to the alignment of the front wheel with the rear wheel. Á
Of course other areas of the frame may be out of alignment, such as the sub frame (where the seat sits), and swing arm, to name two. Á Á
Wheel Alignment Á
If you measure the wheel alignment of a dozen motorcycles of the same model that come off the average assembly line, you will likely find a fairly wide variation in alignment.
This is due to the fact that there are tolerances in automated frame welding processes on the assembly line, as well as tolerances in such things as wheel lateral offset, wheel spacer length, steering head triple clamp dimensions, steering head bearing alignment in the steering column, as well as the alignment of the steering column to the frame itself. The long distances involved in wheel alignment measuring (from the rear tire to the front tire), as well as the long distance from the steering column to the front wheel only help to multiply any tolerance deviations in the frame when we measure wheel alignment. Á
In Alberta a wheel alignment must be performed as part of a Salvage Vehicle Inspection, and during an Out-of-Province Vehicle Inspection when indicators warrant an alignment. It's therefore important that you, as future Journeyman Motorcycle Mechanics, and Provincial Inspection Technicians learn how to properly access a frame by performing a wheel alignment. A
A note before we begin: generally, most manufacturers design their motorcycles so that, ideally, the centre of the front wheel is in line with the centre of the rear wheel. We call this "zero offset". If no factory wheel offset specifications are given in the service manual, then assume that the motorcycle you're working on is supposed to have zero wheel offset. We would like to see the wheel offset as close to zero as possible. Á
However, there are some manufacturers that design their motorcycles with a specified parallel wheel offset. In this case, the goal is to set the wheel parallel offset as close to the manufacturers specifications as possible.
Á Á Á Á
Á

Á Wheel Alignment Offsets

We live in a 3 dimensional world, so we can state that the front and rear wheel of a motorcycle can be offset from each other in 3 dimensions. Various terms have been used over the years to describe these 3 offset dimensions, but we've settled on the following terms:

Á Á 1. P<u>arallel Offset</u> Á

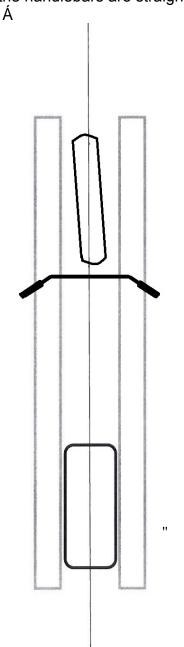
This is the offset of the front and rear wheels in relation to each other, parallel to the vertical centerline of the motorcycle. Handlebars are 90° to the centerline. Á



A 2. Angular Offset

The offset of the centerline of the front wheel in relation to the vertical centerline of the motorcycle with the upper triple clamp positioned at 90° to the vertical centerline of the motorcycle.

In fact, the upper triple clamp is difficult to line up at 90° to the vertical centerline of the motorcycle so the handlebars are used as a visual reference; assuming the handlebars are straight.



Angular Offset

Often, angular misalignment can be corrected by loosening the triple tree clamp pinch bolts and rotating the fork tubes (or sliders in the case of inverted forks) in the clamps, by grasping the front wheel between your legs and twisting the handlebars to one side. Retighten the pinch bolts, and re-check angular offset.

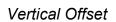
3. Vertical Offset Vertical offset is the offset of the vertical centerline of the front wheel and the rear wheel in relation to each other as viewed from the front or rear of the motorcycle. Vertical offset misalignment may show up when checking parallel offset. Á Á Motorcycle Centreline Front Tire

Á Á Á Á

Á

Á Á Á Á

Á



Á

Rear Tire

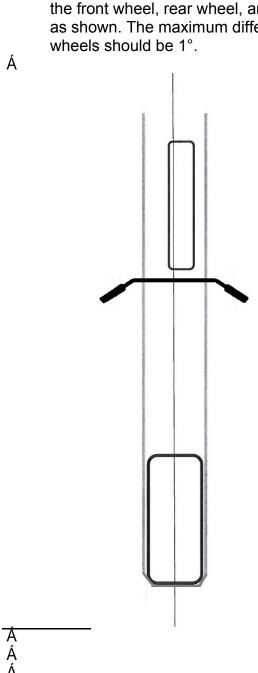
Vertical misalignment is often the result of poor construction, or accident damage resulting in a bent frame, steering column, triple tree, or swing arm.

4. Parallel or Vertical Offset?

Á

The following diagram shows a scenario where the front wheel is offset in relation to the rear wheel. Such a condition may be the result of parallel offset, or vertical offset, or both. One way to discern which condition exists, is to use an inclinometer to check the difference between the vertical angles of the front and rear wheels.

Position the inclinometer on the front wheel disc and the rear wheel disc, and take a reading on each wheel. The bike doesn't need to be perfectly upright, but the front wheel, rear wheel, and handlebars need to be aligned with each other as shown. The maximum difference in readings between the front and rear wheels should be 1°





An Inclinometer has a magnetic base. This makes it ideal for attaching to brake discs on a motorcycle.

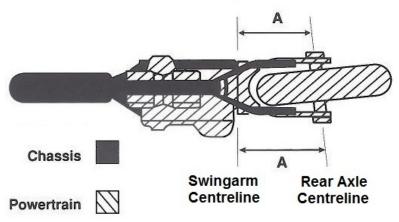
Wheel Alignment Techniques

Motorcycle wheel alignment can be check using 3 different methods. We'll be checking a "zero offset" motorcycle in our examples.

1. The String Method

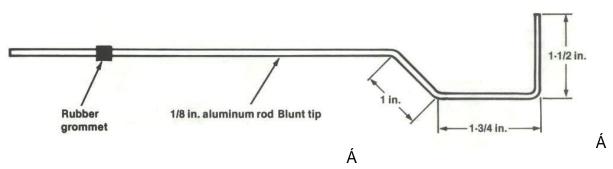
Verify that the rear wheel is properly aligned in the swing arm. Factory rear wheel alignment marks can sometimes be inaccurate. A special tool, fashioned from a piece of welding rod can be used to verify rear wheel alignment.

Distance "A" must be equal on both sides.



Á

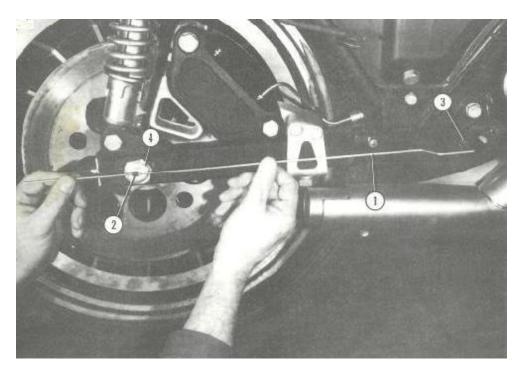
Á



Obtain a piece of 1/8 in. aluminum welding rod 25 in. long. Grind one end down to a blunt point. With a pair of pliers, bend the rod as shown to clear the frame and extend back past the rear axle. Place a snug fitting grommet on the rod to act as a slide measurement indicator.

With the blunt end of the alignment tool inserted in the center of the swing arm pivot shaft, slide the rubber grommet along the tool until it is aligned with the center of the rear axle as shown on the next page. Repeat for the other side of the motorcycle.

Á Á



1. Alignment tool 2. Rubber grommet 3. Swing arm centre 4. Axle centre

Set the motorcycle on the centre stand. If a centre stand is unavailable then a suitable method must be found to support the motorcycle in such a way that the motorcycle is straight up and down. The motorcycle's wheels may be either on the ground or in the air. It's best to have the front wheel on the ground and the rear wheel in the air.

Wrap a length of heavy string around the rear tire, a few inches from the bottom of the tire and extend both sides of the string up the length of the motorcycle past both sides of the front tire.

Bring both sides of the string in towards the front tire until both sides of the string lightly touch the leading edges of the rear tire. Do not move the string any more.

On one side of the front tire, measure the distance from the string to the leading edge of the front tire, and the distance from the trailing edge of the front tire with a tape measure or ruler. Both measurements should be the same. If they're not the same, then have your assistant move the handlebars until the measurements are the same. Record this measurement. ("A")

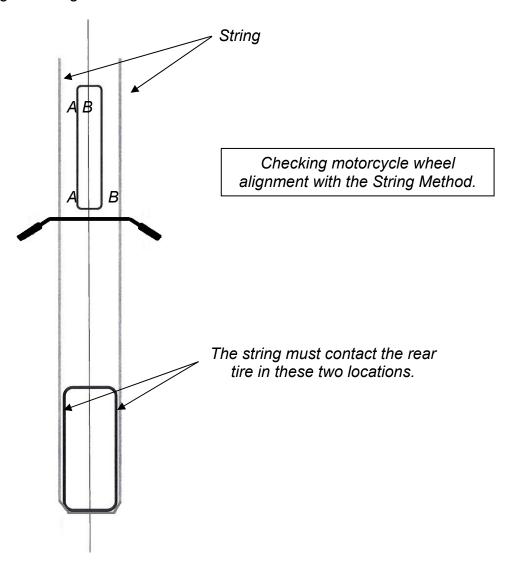
Measure the distance from the string to the front leading edge of the front tire and record this measurement. ("B")

The difference in the measurements is called the "uncorrected parallel offset", and must not exceed 25 mm (1 inch).

Next, without moving the motorcycle at all, verify that the handlebars are at 90° to the vertical centreline of the motorcycle. If they aren't, then the angular alignment is out. Realign the angular alignment by loosening the triple tree clamp pinch bolts and rotating the fork tubes (or sliders in the case of inverted forks) in the clamps, by grasping the front wheel between your legs and twisting the handlebars to one side. Retighten the pinch bolts, and re-check the parallel and angular alignment.

The advantage of this method of checking wheel alignment is that it's inexpensive.

The disadvantages are that the operator must pay constant attention to the position of the string on the rear tire during the procedure, and an assistant is required to perform the procedure easily. Also, vertical alignment can't be checked using the string method.

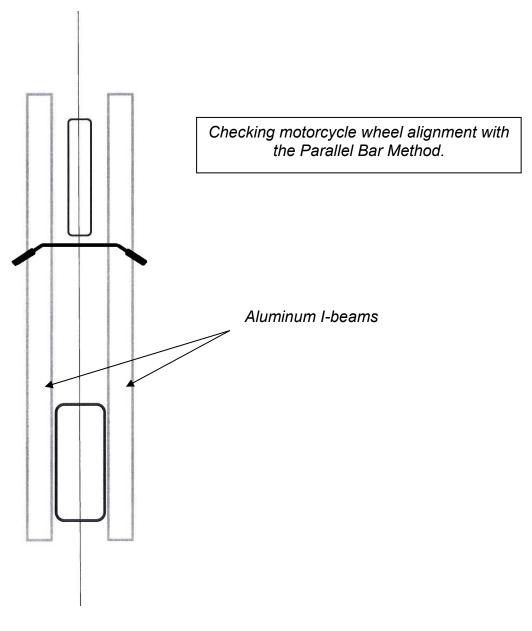


2. <u>Parallel Bar Method</u> Á

This method of verifying wheel alignment is very similar to the String Method, but rather than using a piece of string, two bars of Aluminum I-beam are used to check parallel and angular wheel alignment.

The advantage to this method is greater accuracy, and the fact that the procedure can be easily performed by one person only.

The disadvantage is that, like the String Method, only parallel and angular wheel alignment can be checked. Vertical alignment can't be checked with this method.



3. Laser Alignment Tool

A laser alignment tool designed specifically for motorcycles can be purchased or fabricated in-house. The laser alignment tool works well for checking parallel, angular, and **vertical** wheel alignment.

Á

Á

The advantage of the laser alignment tool is its accuracy.

Á

The disadvantage is the time it takes to set the alignment tool up.

Á

Note: laser units can cause permanent eye damage. Never aim a laser towards another person. Always post a warning sign in a conspicuous area of the shop in order to warn others that lasers are in use.



TRAFFIC SAFETY ACT

VEHICLE INSPECTION REGULATION

Alberta Regulation 211/2006

With amendments up to and including Alberta Regulation 49/2010

Office Consolidation

© Published by Alberta Queen's Printer

Queen's Printer Bookstore Main Floor, Park Plaza 10611 - 98 Avenue Edmonton, AB T5K 2P7 Phone: 780-427-4952 Fax: 780-452-0668

E-mail: qp@gov.ab.ca Shop on-line at www.qp.alberta.ca

Copyright and Permission Statement

Copyright of the Alberta Statutes, Alberta Regulations and the Alberta Gazette, whether in print or electronic format, belongs to the Government of Alberta. No person may use, reproduce, store or transmit copies for any purpose other than personal use, study or research, use in legal proceedings or for providing legal advice, without the consent of the Alberta Queen's Printer.

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

Table of Contents

1 Interpretation

Part 1 Declaration and Sale of Vehicles

Division 1 Declaration

- 2 Declaration by insurance company
- 3 Declaration by self-insured
- 4 Declaration by the Registrar
- 5 Salvage motor vehicle from outside Alberta
- 6 Non-repairable vehicle
- 7 Notice to the Registrar
- 8 Assignment of vehicle status
- 9 Return of certificate of registration
- 10 End of salvage motor vehicle or unsafe vehicle status
- 11 Reinstatement of salvage motor vehicle or unsafe vehicle status
- 12 Notification regarding non-repairable vehicle

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

- 13 Sale of salvage motor vehicle
- 14 Sale of out of province motor vehicle
- 15 Sale of used motor vehicle
- 16 Expiry of mechanical fitness assessment
- 17 Application

Part 2 Vehicle Inspection

Division 1 Requirements for Vehicle Inspection Certificates

- 18 Registration of salvage or out of province motor vehicle or unsafe vehicle
- 19 Operation of commercial vehicle
- 20 Other vehicles
- 21 Production of certificate on request

Division 2 Vehicle Inspection Requirements

- 22 Adoption of manuals
- 23 Compliance with vehicle inspection manuals
- 24 Prohibition
- 25 Supplying certificates
- 26 Unissued certificate
- 27 Issuing a certificate
- 28 Completing a certificate
- 29 Issuing record of inspection
- 30 Expiry of certificate
- 31 Re-inspection
- 32 Direction to be inspected
- 33 Revocation of salvage or out of province motor vehicle inspection certificate
- **34** Revocation of commercial vehicle inspection certificate
- 35 Revocation of a certificate
- 36 Recognition of other certificates
- **37** Recognition of other certificates for commercial vehicles

Part 3 Licences

Division 1 Background Check

38 Background check

Division 2 Vehicle Inspection Facilities

- 39 Facility licences
- 40 Application
- 41 Renewal, addition or deletion
- 42 Expiry
- **43** Facility requirements
- 44 Posted licence
- 45 Posted shop rate

Division 3

Vehicle Inspection Technicians

- 46 Technician licences
- 47 Application
- 48 Background check
- 49 Renewal, addition and deletion
- 50 Expiry
- 51 Training and examination
- 52 Production of licence

Division 4

Facility and Technician Application Fees

- **53** Fee:
- 54 Exemption from fee

Part 4

Administration and Enforcement

Division 1

Licence Suspension and Cancellation

- 55 Automatic suspension and reinstatement
- 56 Criminal offences
- 57 Investigation of facility or technician
- 58 Audit
- **59** Submission of information
- **60** Cooperation with directions
- 61 Suspension, cancellation or prohibition
- 62 Show cause
- 63 Notice to licence holder
- 64 Return of documents
- 65 Removal of suspension, cancellation or prohibition

Division 2 Vehicle Safety Investigator Directive

- 66 Issuance of directive by investigator
- 67 Compliance with directive
- 68 Disposition of a directive

Division 3

Administrative Penalties

- 69 Contents of notice
- **70** Determination of penalty amount
- 71 Limitation period

Part 5

Licensee and Technician Profiles

- 72 Definitions
- 73 Establishing and maintaining profiles
- 74 Contents of profiles

Part 6 General

- 75 Terms and conditions
- 76 Registrar's exemption
- 77 Continuing competency
- 78 Crown property
- 79 Accuracy of records
- **80** Examination of records
- 81 Records and information
- 82 Vehicle safety investigator
- 83 Missing certificate
- 84 Missing licence
- 85 Non-transferability
- 86 Offences

Part 7

Transitional Provisions, Consequential Amendments, Repeals, Expiry and Coming into Force

87 Transitional provisions

Consequential Amendments

88 Commercial Vehicle Certificate and Insurance Regulation

- 89 Operator Licensing and Vehicle Control Regulation
- 90 Procedures Regulation

Repeals, Expiry and Coming into Force

- 91 Repeals
- 92 Expiry
- 93 Coming into force

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;
- "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:
- (w) "Vehicle Inspection Manual" means a Vehicle Inspection Program Manual of Inspection Methods and Standards adopted under section 22.
- (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.

AR 211/2006 s1;49/2010

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,
 - 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,
 - 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.

 AR 211/2006 s15;49/2010

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.

Revocation 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),

- (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.

- (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,

- (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

- **52** 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

- **53**(1) 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

- **54** 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,

- (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;

- (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.

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
- (d) Motor Vehicle Inspection Regulation (AR 318/2002).
- (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

this Regulation, until it is rescinded by the Registrar or replaced by a new manual adopted by the Registrar under this 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.

- (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;

- a tire tread gauge capable of measuring in 0.80 millimetre increments;
- 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.