
Official Inspection Station Manual

Passenger and Light Commercial Vehicles
4500 kg or Less



Revised April 2009

*Any unauthorized duplication in
part or whole is strictly prohibited*


NOVA SCOTIA

INTRODUCTION

The contents of this manual have been assembled with the intention of enabling the user to rapidly access vital information. This has been accomplished by including sectional dividers, and tables of contents within the body of the manual. Please take a moment to review the layout of the document to familiarize yourself with its contents.

We are confident that this manual will assist you in performing quality motor vehicle inspections.

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Enforcement

A valid Safety Inspection Sticker is visual evidence that a vehicle has received a required evaluation of certain systems and components within specified tolerances or standards on the date inspected. It does not represent assurance of subsequent condition of a vehicle. The condition of a vehicle must be considered as it is found and determined at the time checked, whether or not to be in conformity with equipment requirements of the Motor Vehicle Act.

A Vehicle Inspection Certificate is required as proof of inspection when sticker replacement is required by reason of defacement, loss or windshield replacement. The provisions of the Motor Vehicle Act, Section 201(6) should be used when uncertainty exists as to the expiry date on any defaced sticker.

Notwithstanding the nature of any enforcement action which may be taken in respect of an inadequately equipped motor vehicle, it is desirable when necessary that a reinspection of the vehicle be ordered pursuant to Section 201(6) of the Motor Vehicle Act. This is to assure that defective items are further evaluated and repairs undertaken.

Any indication of poor vehicle condition which is reasonably relative to a date of recent inspection and which questions the manner in which an inspection was undertaken by an Official Testing Station should be made known to the nearest representative of the Motor Vehicle Administration.

Non-resident vehicles being registered in Nova Scotia must bear evidence of inspection when Nova Scotia license plate(s) have been affixed to the vehicle.

On June 17, 1972, an Agreement was made by the Council of Maritime Premiers which provides in part that Nova Scotia will hereafter accept as proper evidence of inspection a valid inspection approval sticker issued by the Provinces of New Brunswick and Prince Edward Island. This inspection sticker is to be considered valid in Nova Scotia for the remainder of its unexpired term.

An Agreement was also made which provides, in part, that Nova Scotia will hereafter accept as proper evidence of inspection, a valid inspection approval sticker applied to any commercial vehicle with a gross vehicle registered weight in excess of 4,500 kg, issued by any of the Canadian provinces.

This inspection sticker is to be considered valid in Nova Scotia for the remainder of its unexpired term.

Definitions

Approval Sticker	an inspection sticker, when properly executed by a licensed Inspection Tester, indicates that the vehicle to which it is affixed has been inspected and found to meet the requirements of the Motor Vehicle Inspection Regulations.
Authorized Inspection Tester	a person authorized by the Registrar to perform vehicle safety inspections and is so licensed.
Inspection	the compulsory periodic inspection of vehicles as required by the Motor Vehicle Act and Regulations resulting in Approval or Rejection.
Inspection Period	the month and year during which the vehicle would normally be required to be inspected.
License	according to these regulations shall mean the license issued by the Registrar to a person to operate an Official Inspection Station or perform the duties of a licensed Inspection Tester.
New Vehicle	means a vehicle that has never been registered in any jurisdiction, and is sold to its owner by a licensed dealer in the Province.
Official Inspection Station	a place of business duly licensed by the Registrar in accordance with established Regulations to conduct periodic vehicle inspections.
Pre-delivery Inspection	means an inspection prescribed by the manufacturer for a new vehicle and completed by a tester employed by a licensed dealer before the licensed dealer sells the new vehicle.
Registrar	Registrar of Motor Vehicles
Rejection Sticker	a sticker, when properly executed, indicates that the vehicle to which it is affixed has been inspected by a licensed Inspection Tester and failed to meet the requirements of the Motor Vehicle Inspection Regulations.
Revocation	the termination of the license issued by the Registrar to an Official Inspection Station or licensed Inspection Tester.

Definitions *(continued)*

Station Identification Sign	an Official Inspection Station sign supplied by the Registry of Motor Vehicles, to be displayed at the Station.
Suspension	the temporary withdrawal of the license issued by the Registrar to an Official Inspection Station or the licensed Inspection Tester for a definite period of time.
Unroadworthy	having a defect or defects that could result in loss of control of the vehicle or could jeopardize the health or safety of an occupant of the vehicle or another person. A vehicle determined to be unroadworthy cannot legally be operated upon the highway.
Used Vehicle	means a vehicle that is not a new vehicle.

Abbreviations

MVA	Motor Vehicle Act.
MVIR	Motor Vehicle Inspection Regulations.
NR	Not Registered.
OEM	Original Equipment Manufacturer.
VIC	Vehicle Inspection Certificate.
VIN	Vehicle Identification Number.

Responsibilities of Registered Owner of Vehicle

It shall be the responsibility of the vehicle owner to:

1. Have any registered vehicle, subject to inspection, inspected at an Official Inspection Station as required by the Motor Vehicle Act.
2. Maintain the Inspection Sticker affixed to the vehicle in good condition in the proper location, as directed by the Registrar of Motor Vehicles.
3. Have necessary repairs made to item(s) affected, if the vehicle is rejected, and present the vehicle within the prescribed ten day period for reinspection of the rejected item(s).

It should be noted that the owner or operator of a rejected vehicle does not necessarily have to return to the same station for a reinspection after the repairs are made. Reinspection of the rejected item(s) within the ten day rejection period at the original station will, however, eliminate an additional inspection fee.

A rejection sticker does not authorize the operation of an unsafe or inadequately equipped vehicle.

4. Maintain each vehicle in a safe condition as required by the Motor Vehicle Act. Failure to do so may cause the Registrar to suspend or revoke the registration of a vehicle or suspend or revoke any permit.
5. Ensure no unauthorized person tampers with a valid sticker on their vehicle properly executed by an Official Inspection Tester.
6. Pay the required fee as ordered by the Regulations.

Responsibilities of Station Operator

An Inspection Station Operator shall comply with the following:

1. Ensure that licensed inspection testers conduct a thorough and efficient inspection of vehicles in accordance with these regulations.
2. Maintain inspection records for examination by any member of the Motor Vehicle Administration Section or any peace officer, upon request.

NOTE: Inspection material must be at the licensed premises during regular business hours.

3. Be responsible for maintaining all supplies issued by the Registry of Motor Vehicles in good condition and **shall take particular care to ensure that inspection stickers are safeguarded against theft, loss or damage.**
4. Upon termination of inspection license(s), immediately return all inspection materials issued by the Registry of Motor Vehicles to the Registry of Motor Vehicles. A receipt shall be issued for any unused approval stickers, the cost of which will be refunded.
5. **Permit only licensed inspection testers to perform inspections on vehicles and affix stickers thereon.**
6. Permit inspections to be conducted only on the licensed premises.
7. Have available at the Official Inspection Station sufficient tools and equipment to inspect vehicles.
8. **Notify the Motor Vehicle Administration Section immediately of the loss, theft or damage of any materials supplied by the Registry of Motor Vehicles.**
9. Conspicuously display the *Official Motor Vehicle Inspection Station* sign furnished by the Registry of Motor Vehicles.
10. Display the *Schedule of Fees* in an area visible to the public.

**Responsibilities of
Station Operator** *(continued)*

11. Conspicuously display the *Official Inspection Station* and *Official Inspection Tester* licenses in an area visible to the public.
12. Notify the Registrar of any vehicle presented for inspection for which the Vehicle Identification Number (VIN) on the vehicle permit presented does not correspond with the VIN borne by the vehicle. Such notification shall be made on a form (Form 64) prescribed by the Registrar and remitted to the Registry of Motor Vehicles at the close of the business day on which the vehicle was presented for inspection.
13. Ensure that reports for the Motor Vehicle Administration Section are remitted as required.

Responsibilities of Inspection Tester

It shall be the responsibility of the Inspection Tester to ensure that:

1. Legal registration is verified by checking either the Vehicle Permit, Certificate of Registration or Bill of Sale.
2. Documentation corresponds with actual vehicle description, (e.g. make, year, VIN, etc.)
3. The odometer reading has been recorded **accurately** on the Vehicle Inspection Certificate.
4. All items required to be inspected are checked as prescribed by the Official Inspection Station Manual.
5. The Vehicle Inspection Certificate is fully and accurately completed **when applicable**.
6. The existing inspection sticker is removed and destroyed **when applicable**.
7. The inspection sticker is properly validated and affixed to the vehicle **when applicable**.
8. Any Registration discrepancies discovered during inspection are reported to the Registry of Motor Vehicles, (e.g. incorrect VIN.) should be indicated on Form 64.

Vehicles Subject to Inspection

TYPES OF VEHICLES TO BE TESTED AT OFFICIAL TESTING STATIONS

Pursuant to **Subsection (3) of Section 201 of Chapter 293 of the Revised Statutes of Nova Scotia 1989, the Motor Vehicle Act**, I hereby order

1. **THAT** the following Types of vehicles be inspected at an Official Testing Station:

Type 1 vehicle means a vehicle in any of the following classes:

- (a) passenger motor vehicles, except taxicabs,
- (b) trucks and vans that weigh under 4501 kg,
- (c) implements of husbandry that are not required to display a slow-moving vehicle sign as prescribed under the Act,
- (d) motorcycles,
- (e) motor driven cycles,
- (f) trailers that weigh less than 4501 kg,
- (g) motor vehicles designed or reconstructed, equipped and used or intended to be used primarily for sleeping, eating and living quarters, including motorized homes or buses converted for that purpose,
- (h) trailers designed and intended for use as temporary or permanent living accommodations.

Type 2 vehicle means a vehicle in any of the following classes:

- (a) trucks and truck tractors that weigh 4501 kg or more,
- (b) trailers that weigh 4501 kg or more,
- (c) ambulances,
- (d) hearses,
- (e) motor vehicle service, repair or towing trucks,
- (f) taxicabs,

Vehicles Subject to Inspection *(continued)*

(g) fire department vehicles,

(h) buses not licensed as public passenger vehicles under the Motor Carrier Act, except buses that are passenger vehicles as defined in subsection 2(h) of that Act,

(i) vehicles that have permanently mounted equipment on a truck or truck tractor chassis, such as a crane, a lifting device or well-drilling or other miscellaneous equipment.

Vehicles Exempt from Inspection

1. Unregistered Vehicles

New vehicles being delivered by licensed automobile dealers from a distribution area to their principal place of business do not require inspection.

The point of distribution should be construed to mean more than one point. Licensed dealers may sell to other licensed dealers without vehicles being inspected. The dealer who sells the vehicle to the consumer or registers the vehicle is responsible for the inspection.

NOTE: Used vehicles operated for demonstration purposes are not exempt.

2. Registered as an *Antique Auto*

An Antique Auto is one which the owner certified that;

- (a) the vehicle is at least 30 years old or a recognized classic;
- (b) the vehicle has been tested for originality, running order and safety and certified as such;
- (c) the antique vehicle is in addition to any other class of motor vehicle registered in the name of the owner and is not used as a family vehicle or for business purposes;
- (d) there is in force in respect of the vehicle, a policy of automobile insurance providing public liability and property damage insurance of not less than the minimum limits prescribed by the Motor Vehicle Act as proof of financial responsibility; and the
- (e) owner has one or more vehicles fully registered in his name for the current registration year.

3. Displaying *In-Transit* Sticker

Any vehicle displaying a valid *In-Transit* Sticker is not required to display an inspection sticker. **(This does not authorize the operation of an unsafe motor vehicle).**

Vehicles Exempt from Inspection *(continued)***4. A Class of Vehicle**

Where no order has been made requiring inspection.

5. Government of Canada Vehicles

Crown vehicles are not specifically bound nor as such are required to be inspected within present legislation. There are, however, several departments at present who voluntarily coordinate their current preventative maintenance and vehicle inspection procedures with that of this program. **(DND vehicles are exempt at present).**

IN ADDITION

The following classes of vehicles are exempt from compulsory annual inspection:

1. Traction Engines.
2. Road rollers.
3. Farm tractors designed for agricultural purposes.
4. Cranes, self-propelled.
5. Tractor cranes, self-propelled.
6. Power shovels.
7. Road building machines, such as earth movers, crushers and paving plants, etc.
8. Road sweepers.
9. Trucks with small wheels and used in factories, warehouses, airports, seaports or railroad stations and operated principally on private property.
10. Office trailers and mobile homes.
11. Golf carts and invalid chairs.
12. Vehicles not required to be registered in this Province.
13. Vehicles plated under the Off Highway Vehicle Act.
14. Municipal equipment used for local emergencies such as portable pumps, sewer machines, etc.
15. Homemade tractors without carrying capacity.
16. Off-highway drilling and forestry equipment.
17. Mobile bunk houses.

Notwithstanding these exemptions, no vehicle is authorized to operate on the highway unless properly equipped according to the Motor Vehicle Act and Regulations.

**Sale of Vehicles
Private/Dealer**

A dealer must not sell a Type 1 or Type 2 vehicle unless it has been inspected and certified by a tester or vehicle inspector while in the registered owner's possession and it has a valid approval sticker and corresponding inspection certificate.

A person must not sell a Type 1 used vehicle unless it has been inspected and certified by a tester or vehicle inspector while in the registered owner's possession within 30 days before the date the vehicle is sold and it has a valid approval sticker and corresponding inspection certificate.

Vehicles assigned, consigned or in the possession of a licensed automobile dealer for sale or resale purposes shall be deemed to be registered in the name of that dealer.

NOTE: Vehicles sold between licensed dealers do not require inspection.

Sale of Vehicle Not Safety Approved**Seller**

1. Remove plates from vehicle, (where applicable).
2. Record inspection sticker on *Sale of Vehicle Not Safety Approved* (NSA) Form (20) and remove sticker from vehicle.
3. Complete sale of vehicle (NSA) Form.
4. Assign Certificate of Registration to new owner marked (NSA).
5. Give original and second copy of Sale of Vehicle (NSA) to purchaser along with Certificate of Registration.
6. Seller retains third copy of Sale of Vehicle (NSA) Form for their records.
7. Notice of Sale portion of Certificate of Registration to be completed by Seller and remitted to the Registry of Motor Vehicles upon completion of sale.

Purchaser

1. To take properly assigned and completed Certificate of Registration form or other appropriate forms and required fee with second copy of Sale of Vehicle (NSA) form to Registry of Motor Vehicles to obtain Certificate of Registration.
2. When the vehicle has been inspected and approved, take the inspection certificate and required fee to the Registry of Motor Vehicles and obtain a vehicle permit.



**Sale of Vehicle
Not Safety Approved**

DESCRIPTION OF VEHICLE

Year _____ Make _____ Model _____ Body Type _____
Vin/Serial Number _____ Plate Number Removed from Vehicle _____

This is to certify that:

1. I/We _____ PURCHASER
have been advised by _____ SELLER

that this vehicle is being sold "NOT SAFETY APPROVED" and requires a safety inspection approval sticker prior to applying for registration and operating the vehicle.

2. Inspection Sticker No. _____ has been removed from the vehicle and the registration cancelled.
3. I/We _____ PURCHASER

am responsible for the cost of having the vehicle inspected prior to registration. AND
That it is understood that the vehicle may need repairs in order to attain an inspection certificate.

4. That in the interim the vehicle will be recorded in my name.

_____ Date

_____ Signature of Purchaser

_____ Signature of Seller

COPY DISTRIBUTION: ORIGINAL - to purchaser
SECOND COPY - Customer Services (Dealer - Form 29) (Private Sale - with NOTICE OF SALE portion of permit)
THIRD COPY - Seller's Records
Form 20 (Rev. 04/04)

Delay of Inspection

1. Authorization in writing is extended by the Registrar of Motor Vehicles through the Motor Vehicle Administration Section delaying a date of required inspection or reinspection under the following circumstances.
 - (a) non-resident vehicle just registered in the Province;
 - (b) rejection period expired;
 - (c) normal date of inspection has expired;
 - (d) other — as specified.

2. Out-of-Province Vehicles

Under authority of **Section 29(1) of the Motor Vehicle Inspection Regulations**, a vehicle that is purchased or registered outside the Province and is required to be registered in the Province must be inspected at an official testing station no later than 30 days after the date the vehicle enters the Province.

NOTE: Authorization issued in this regard does not permit the operation of an unsafe or inadequately equipped motor vehicle.

Application Procedure for Appointment as Official Inspection Station/Tester

1. Application for licensing as an Official Inspection Station/Tester shall be made on forms supplied by the Registry of Motor Vehicles.
2. A cheque or money order in the amount of the fee required shall accompany each application submitted.
3. Upon receipt of application for appointment as an Official Inspection Station/Tester, the Registrar shall cause an investigation to be made to determine whether the applicant meets the regulations for licensing.
4. Based upon the application and the results of investigations, each applicant will be approved or disapproved for licensing. Each applicant approved shall be notified by mail and issued with an Official Inspection License.
5. Any applicant not approved for licensing shall be notified as soon as it is practicable.
6. An Official Inspection Station/Tester License shall only be valid for the place of business set forth in the application.
7. Licenses shall not be transferable and shall be valid only for the owner(s) in whose name or names they are issued and for transaction of business only at the place designated therein.
8. Application for an Official Inspection Station License may not be considered unless the station is **open during as many hours and with as much regularity as is reasonably necessary to provide service to its typical clients.**
9. The licenses shall be valid from the first day of January of the year for which issued and shall expire at midnight on December 31 of the same year.
10. Renewal license applications must be received prior to the expiration date of the current license.

Requirements for Appointment as an Official Inspection Station

1. Space

Available level space within the premises is one of the most important factors in making appointments. During the actual process of inspection, the mechanic must have sufficient unobstructed space to work and walk around the vehicle. If a screen is used to check headlight aim, an additional 25 feet in front of the vehicle is required within the premise.

2. Manpower

- (a) A cheque or money order in the amount of the fee required shall accompany each application submitted for an Official Inspection Tester's License.
- (b) Each Official Inspection Station must have a minimum of one licensed Inspection Tester **on duty at the licensed premises, during as many hours and with as much regularity as is reasonably necessary to provide service to its typical clients.**
- (c) Operators of Official Inspection Stations may request examination of new employees by contacting a representative of the Vehicle Administration Section.
- (d) **The use of an unlicensed person for inspection of vehicles is sufficient cause for *immediate suspension* of the Official Inspection Station license.**

PART 1

GENERAL

3. Tools and Equipment

Each Official Inspection Station must be equipped with the following tools and equipment for use by the licensed inspection tester(s). The tools and equipment must be in good working order at all times and appropriate for the class(es) of vehicle(s) inspected.

	P & LC	T1-T2	T3	HC	Motor-cycle
Hoist or axle stands	X	X	X	X	
Floor jack (capable of lifting class of vehicle)	X	X	X	X	X
Headlight aiming device (scope or screen)	X			X	X
Dial indicator	X			X	
Tire pressure gauge	X	X	X	X	X
Tread depth gauge	X	X	X	X	X
Pry Bar	X	X	X	X	
Brake Jack (means of applying brakes)	X			X	
Air Compressor	X		X	X	
Trouble light	X	X	X	X	X
Torque wrench (calibrated annually)/sockets for wheel replacement	X	X	X	X	
Hand tools	X	X	X	X	X
Drum micrometer	X	X	X	X	
Micrometer	X	X	X	X	
Wheel chocks		X	X	X	
Axle seal/sleeve installation tool			X	X	
Test panel for lights and electric brakes		X	X		
Wheel jack				X	
Fifth wheel dummy pin				X	
No-go gauge (king pin)			X		
Hoses & couplings adequate to conduct brake check			X		
Specifications and test procedures for brake, steering and suspension components(electronic or printed)	X	X	X	X	X

PART 1

GENERAL

Requirements for Appointment as an Official Inspection Tester

1. Applicants for an Official Motor Vehicle Inspection Tester License must:
 - (a) Be employed on a **full time** or **part time** basis, at the licensed Official Inspection Station.
 - (b) Be thoroughly familiar with the contents of the Official Inspection Station Manual.
 - (c) Be subject to re-examination at any time.
 - (d) Be tested and approved by a member of the Motor Vehicle Administration Section or complete a training program recognized by the Registrar (see chart below).

Class of Vehicle	Tester's Qualifications
1 Vehicle with registered gross weight of 4500 kg or less	Valid certificate of qualification in any of the following trades: - automotive service technician - front end and brake - service station mechanic or Certification by Department before August 1, 2000, as a tester of vehicles with a registered gross weight of 4500 kg or less
over 4500 kg with hydraulic brakes	Automotive service technician or Certification by Department before August 1, 2000, as a tester of vehicles with a registered gross weight of 4500 kg or less
2 Vehicle with registered gross weight of more than 4500 kg	Valid certificate of qualification in the truck and transport mechanic trade
3 Motorcycle	Valid certificate of qualification in the motorcycle mechanic trade or Certification by Department before August 1, 2000, as a tester of motorcycles
4 Trailers with registered gross weight of under 4500kg	Before February 1, 2007: Valid certificate of qualification in any of the following trades: - truck and transport mechanic - service station mechanic - automotive service technician - motorcycle mechanic - recreation vehicle service technician - front end and brake or Certification by Department before August 1, 2000, as a tester of trailers equipped with electric or hydraulic brakes January 1, 2010, and after: Valid certificate of qualification in either of the following trades: - truck and transport mechanic - recreation vehicle service technician or Completion of an appropriate training program recognized by the Registrar
5 Trailers with registered gross weight of over 4500 kg and equipped with air brakes	Valid certificate of qualification in either of the following trades: - truck and transport mechanic - transport trailer technician

Classes of Inspection Station and Testers Licenses

Code

P&LC	Passenger, light commercial with hydraulic brakes and single rear axle having a gross vehicle weight of 4,500 kg or less and motor homes with hydraulic brakes and a single rear axle.
HC	All commercial motor vehicles with registered weight over 4500kg with air brakes
HC(B)	All commercial motor vehicles with registered weight over 4500kg with hydraulic brakes
MC	Motorcycles and motor driven cycles
T1/T2	All trailers under 4500kg, and recreational trailers over 4500kg
T3	All trailers

Suspension or Revocation of License(s)

1. The license of any Official Inspection Station or Tester violating these regulations may be subject to suspension, revocation or penalties.
2. Any Official Inspection Station, whose license is suspended or revoked, shall return **immediately** all unused approval and rejection stickers and all inspection material to the Registry of Motor Vehicles and no such station shall inspect vehicles while its license is suspended or revoked.

Inspection Stickers

1. Inspection stickers shall be purchased from the Registry of Motor Vehicles on Sticker Book Purchase Request and Inspection Sticker Reconciliation Form (Req.18 Rev 07/08). Cost for stickers shall be as prescribed by the Regulations.
2. Each order form shall be:
 - (a) accompanied by remittance payable to the *Registry of Motor Vehicles*
 - (b) signed by a representative recorded with the Registry of Motor Vehicles as being authorized to purchase inspection stickers.
3. Each Official Inspection Station shall:
 - (a) stock sufficient stickers to meet normal requirements at all times
 - (b) issue stickers in numerical sequence
 - (c) account for all stickers issued in the manner required by the Vehicle Administration Section
 - (d) immediately report any discrepancy, loss or theft of stickers to the Motor Vehicle Administration Section and theft to the local law enforcement agency (e.g. RCMP, Town Police).
4. An inspection sticker shall be **securely affixed to**:
 - (a) **Vehicles equipped with windshields**
inspection stickers shall be securely affixed to the lower left hand interior of the windshield.
 - (b) **Trailers**
inspection stickers shall be securely affixed to the lower left side of the trailer as near front as possible and be easily visible.
 - (c) **Motorcycles**
inspection stickers shall be securely affixed in either one of the following places:
 - top of front mudguard forward of the forks
 - lower left hand fork tube

Inspection Stickers *(continued)*

5. If the vehicle has no windshield, the inspection sticker shall be affixed as directed by the Registrar.
6. An Authorized Inspection Tester shall:
 - (a) complete the inspection procedure as required.
 - (b) remove and **destroy** any existing inspection sticker from the windshield upon completion of the inspection (**when applicable**)
 - (c) make certain the serial number of any inspection sticker to be used is in proper sequence and that the month and year of expiry is appropriately punched, or in the case that a reject sticker is used, the day and month is appropriately punched.
7. **Only the Authorized Inspection Tester who has performed the inspection shall sign the Vehicle Inspection Certificate and affix the inspection sticker to the vehicle.**

NOTE: Some vehicles have small windshields and stickers properly affixed may obstruct the driver's vision.

Authority is granted by the Registrar of Motor Vehicles to allow for placement of stickers other than in the lower left hand corner of the windshield.

NOTE: Advise the owner to write the Motor Vehicle Administration office, giving all vehicle particulars and a letter of authority will be sent advising where the sticker can be placed on the windshield.

Stickers must not be placed in any area other than the lower left hand corner unless the owner has a letter of authority in their possession.

Inspection Stickers *(continued)*

Sample Letter of Authority

To Whom It May Concern:

RE: INSPECTION STICKERS

Pursuant to the provisions of Regulation 22 of the Regulations respecting the compulsory inspection of motor vehicles, the following described vehicle is permitted to be operated while displaying an “Inspection Sticker” other than in the lower left hand corner of the windshield.

REGISTERED OWNER _____

MAKE AND MODEL _____

VEHICLE ID NUMBER (VIN) _____

Inspection Sticker to affixed _____

Authorized By _____

Vehicle Administration Section
Registry of Motor Vehicles

Rejected Vehicle

1. If a tester or vehicle inspector determines that a roadworthy vehicle cannot pass inspection, but the existing inspection sticker is valid for 10 or more days from the date of inspection, the tester or vehicle inspector may, at the owner's request, leave the existing inspection sticker on the vehicle and return the existing inspection certificate to the owner.
2. A rejected vehicle will be issued with a rejection sticker properly punched to expire ten days from date of inspection. The rejection sticker allows the owner to have repairs completed and return for reinspection at the same station within the ten day period. If the item(s) rejected have been repaired satisfactorily, the rejection sticker is removed and replaced with an approval sticker.

NOTE: If the repairs are not completed satisfactorily, the original reject sticker will remain on the vehicle.

3. A further inspection fee may be charged not exceeding the applicable amount if the vehicle is returned for reinspection **after the ten day rejection period, or such further time as may be permitted by the Registrar of Motor Vehicles or a person designated by the Registrar.**

NOTE: Standard Shop Rates apply to re-inspection of brakes involving wheel removal. A complete inspection will be required after the ten day rejection period has expired.

4. **In the event some other item(s) during a reinspection are found defective, a new rejection sticker will be affixed to the vehicle showing expiry date ten days from the date of this inspection, unless the vehicle is deemed "UNROADWORTHY" where no sticker shall be issued, providing the original defect(s) have been repaired.**
5. If the vehicle owner prefers to proceed to another inspection station within the ten day rejection period for reinspection, the vehicle must be given a complete inspection. A complete inspection fee may be charged.
6. If the vehicle is deemed "UNROADWORTHY" by the tester, the issued **REJECTION** sticker must **NOT** be affixed to the vehicle. Record "UNROADWORTHY" on the VIC. The sticker must be affixed to the stations copy of the VIC (PINK COPY) (see example below).

PART 1

GENERAL

Rejected Vehicle (continued)

Nothing in the foregoing will authorize the operation of an unsafe or inadequately equipped vehicle.

MOTOR VEHICLE INSPECTION CERTIFICATE 8 242553 Service Nova Scotia and Municipal Relations
UNROADWORTHY *Sam Dale* **NOVA SCOTIA**
 S.A.S. 200-200-1000 C.M.V.E.T. (Class, Year and Make)

TYPE VEHICLE

Type Vehicle	P	H	I	P	R	P	P	P	P
Passenger									
Light Commercial	Class	✓	✓	Suspension	✓	✓	Steering	✓	✓
Heavy Commercial	Wheels			Brakes			Body		
Motorcycle	Frame	✓		Fuel	✓		Wipers/Washers		
Trailer	Wheels	✓		Electrics	✓		Gauges	✓	
Other	Steering			Heavy Vehicle	✓		Special Equipment		

101 1101

VEHICLE REJECTED

SAFE DRIVERS AND SAFE CARS
 PREVENT ACCIDENTS

Replacement Stickers

Any Official Inspection Station shall issue a Replacement Sticker, when satisfactory proof is produced indicating that the vehicle was previously inspected. (Station or Customer copy of Vehicle Inspection Certificate).

Approval Stickers

The Replacement Approval Sticker must be of the same issuance as the original sticker (i.e. same expiry date). The serial number of the Replacement Sticker and date issued must be entered on the Vehicle Inspection Certificate. The serial number and the date of issuance of the original sticker must also be shown. The Official Inspection Station shall charge \$5.00 plus HST for the replacement Approval Sticker. **(No inspection fee)**. Failure to produce proof of valid inspection will necessitate a complete inspection at full fee.

Rejection Stickers

The Replacement Rejection Sticker must be of the same issuance as the original sticker (i.e. same expiry date). The date issued must be entered on the Vehicle Inspection Certificate. The date of issuance of the original sticker must also be shown. **There will be no charge for Replacement Rejection Stickers.**

Reconstructed Vehicles

Reconstructed Vehicle a vehicle assembled or constructed largely by means of new or used essential parts, derived from other vehicles or which, if originally otherwise constructed, has been materially altered by the removal of essential parts or by the addition or substitution of new or used essential parts derived from other vehicles.

Essential Parts means all integral parts and body parts, the removal, alteration or substitution of which will tend to conceal the identity or substantially alter the appearance of the vehicle.

Until application therefore has been made to and permission for same has been granted by the Department, no person shall operate a motor vehicle after any of the following alterations have been made:

- (a) replacing the chassis by another;
- (b) replacing the body by another;
- (c) converting the type of motor vehicle into another type.

NOTE: Should the vehicle description on the permit not match that of the actual vehicle, it will be necessary to check the condition code on the permit. If the vehicle is a legally registered, reconstructed vehicle, the permit will show Condition Code 56 and the reverse side of the permit will be marked *Reconstructed Vehicle*.

To make application for a reconstructed vehicle the applicant must complete the application and have it witnessed by a Barrister or Commissioner of the Supreme Court of Nova Scotia.

The application must be accompanied by three recent photographs of the vehicle indicating the front, side and rear.

Forward both to: Service Delivery
Registry of Motor Vehicles
Maritime Centre 8 North
1505 Barrington Street
P. O. Box 2734
Halifax, Nova Scotia B3J 3P7

ATTENTION: Operations Support

NOTE: Converted school buses or passenger carrying vehicles purchased from municipal school boards or public carrier firms and intended for further registration for use on highways of the Province of Nova Scotia will be required to pass a *Mechanical Fitness Test* prior to such application for registration.

Reconstructed Vehicles *(continued)*

The Mechanical Fitness Test shall require the examination of the engine, transmission and axle assembly, in addition to a road test and motor vehicle inspection.

These requirements must be met prior to application for registration.

NOTE: A copy of the Certificate of Mechanical Fitness and the Vehicle Inspection Certificate must accompany the application for transfer and/or registration.


NOVA SCOTIA
Service Nova Scotia
and Municipal Relations
Service Delivery
PO Box 1652, Halifax, Nova Scotia B3J 2Z3

Certificate of Mechanical Fitness

I, _____, of
_____, in the County of
_____, in the Province of Nova Scotia

do hereby certify that:

1. I am a licensed automotive mechanic in the Province of Nova Scotia holding Certificate Number _____.
2. I have examined the mechanical components including the motor, transmission and axle assembly and road tested the vehicle described below. I certify that the vehicle was mechanically fit and roadworthy on the _____ day of _____, 20 _____.
3. I accept responsibility for the component safety and structural integrity of the vehicle described below.

YEAR _____ VIN/SERIAL NUMBER _____
MAKE _____ BODY TYPE _____
MODEL _____ LICENSE PLATE NUMBER _____

Signature of Licensed Mechanic

CERS
Form MV500
Rev. 01/05

Sequence of Inspection

The following items must be thoroughly inspected to constitute an official inspection:

1. Verify legal registration (Certificate of Registration, Vehicle Permit or Bill of Sale)

NOTE: Plate Owner is deemed to be the Registered Owner

2. Ensure documentation corresponds with actual vehicle description (e.g. make, year, VIN, etc.)
3. All of the following parts of a Type 1 vehicle, except a motorcycle, motor-driven cycle or trailer must be inspected
 - windshield and window glass
 - brakes
 - steering system
 - suspension system
 - exhaust system
 - fuel system
 - tires and wheels
 - body components

In addition to the requirements above, the following items must be inspected when a type 1 vehicle has not previously been inspected

- horn
- windshield wipers
- lights
- mirrors
- coupling devices and towing connections

All of the following parts of a motorcycle or motor-driven cycle

- brakes
- steering system
- handlebars
- suspension system
- frame and forks
- exhaust system
- chain or drive-shaft protection
- fuel system
- tires and wheels
- body components

In addition to the requirements above, the following items must be inspected when a motorcycle or motor-driven cycle has not previously been inspected

- horn
- foot rests
- mirrors
- windshield or windscreen, if applicable

All of the following parts of a Type 1 trailer must be inspected

- for a trailer of over 3000 lbs registered gross weight, brakes
- coupling devices and towing connections
- suspension system
- tires and wheels
- frame
- body components

Sequence of Inspection *(continued)*

In addition to the requirements above, when a Type 1 trailer has not previously been inspected the lights must be inspected.

All of the following parts of a Type 2 vehicle, except a trailer,

- windshield and window glass
- brakes
- steering system
- suspension system
- exhaust system
- fuel system
- tires and wheels
- body components
- horn
- windshield wipers
- lights
- mirrors
- coupling devices and towing connections

All of the following parts of a Type 2 trailer,

- for a trailer of over 3000 lbs registered gross weight, brakes
- coupling devices and towing connections
- suspension system
- tires and wheels
- frame
- body components
- lights

A tester and a vehicle inspector must follow the Official Inspection Station Manual in conducting an inspection.

4. Remove and destroy existing inspection sticker when applicable
5. Select and complete appropriate Motor Vehicle Inspection Certificate when applicable
6. Validate and affix approval or reject sticker when applicable
7. Sign appropriate inspection certificate when applicable

Vehicle Inspection Certificate (VIC)

There are four types of Vehicle Inspection Certificates available for use by Inspection Station Testers.

1. **Inside Approval** for use on Passenger, Light and Heavy Commercial Vehicles
2. **Inside Rejection** for use on Passenger, Light and Heavy Commercial Vehicles
3. **Outside Approval** for use on Motorcycles, Trailers and C-Dollies
4. **Outside Rejection** for use on Motorcycles, Trailers and C-Dollies

Each of these types consists of three parts with corresponding Certificate and Sticker numbers.

Copy One to be completed by an Official Inspection Tester and provided to the customer for retention in the vehicle.

Copy Two to remain in Certificate Book for return to any Registry of Motor Vehicles Office upon completion of book. **(Completed books to be returned to the RMV Office immediately)**

NOTE: All twenty-five Certificates/Stickers must be accounted for.

Copy Three to be removed and retained by station as a record prior to the return of completed book(s) to the Registry of Motor Vehicles. **(To be retained for a minimum of three years)**

NOTE: Pink copy with explanation must be retained by station for their record.

If a sticker has been voided or a sticker(s) has been punched wrong, record **VOID** on Certificate and attach sticker to the station's pink copy as a record.

NOTE: Any theft of Certificates/Stickers shall be reported to the local Law Enforcement Agency and the Motor Vehicle Administration Section.

Once the required inspection procedure has been performed, the appropriate Vehicle Inspection Certificate must be selected and completed. (Approval or Reject **when applicable**). See samples on following pages.

Instructions for Completion of Vehicle Inspection Certificates

1. Complete upper portion of VIC by entering required information. (This information requirement is common to the four types of inspection certificates and is to be obtained from either the Vehicle Permit, Certificate of Registration or a Bill of Sale and the Vehicle).
2. Vehicle Identification Number (VIN) or Serial Number must be recorded as displayed on the vehicle.

NOTE: Plate Owner is deemed to be the Registered Owner.

3. If a vehicle is not displaying license plates the letters **NR** must be printed in the space where the license plate number is normally entered.
4. Odometer reading will be recorded as shown on the odometer at time of inspection.
5. The *Last Approval Sticker Number* or *Reject* (if the vehicle is displaying a Reject Sticker) is to be printed in the space provided for the *Last Sticker Number*. If there is no sticker on the vehicle, draw a line through the space.
6. Enter check mark(s) in the columns provided for:
 - (a) the type of vehicle inspected
 - (b) P – passed without adjustment or repair
 - (c) R – repaired satisfactorily during inspection
 - (d) F – failed and defective item(s) not repaired during inspection
7. The *Official Inspection Station Number* will be printed in the space provided for *Station #*.
8. The Inspection Tester will sign the Certificate in the space provided.

NOTE: Only the Licensed Inspection Tester who actually completed the vehicle inspection is authorized to sign the Certificate.

9. Punch the appropriate inspection sticker to indicate expiry date.
 - (a) an approval sticker issued for a
 - Type 1 vehicle that is a new vehicle is valid for 3 years, or
 - Type 1 vehicle that is a used vehicle is valid for 2 years, or
 - Type 2 vehicle is valid for 1 yearfrom the end of the month to its issue.
 - (b) reject stickers are normally valid for ten days from the day of inspection and expire at midnight of the day punched.

PART 1

GENERAL

Instructions for Completion of Vehicle Inspection Certificates *(continued)*

10. Remove Inspection Sticker from Certificate and affix to vehicle in the appropriate location for vehicle type, except in the instance where the vehicle is found to be "UNROADWORTHY".

Sample Certificate for a Replacement Sticker

MOTOR VEHICLE INSPECTION CERTIFICATE J 052459 Service Nova Scotia and Municipal Relations
SARV 100-001-001

NOVA SCOTIA

PROVINCE OF NOVA SCOTIA
DEPARTMENT OF TRANSPORTATION

INSPECTION NUMBER: _____

The holder of this certificate is not a licensee of the Province of Nova Scotia. This certificate is issued to the holder of an original certificate of inspection, which has been destroyed, punched wrong, etc., and is issued in the name of the holder of the original certificate.

This certificate is issued to the holder of an original certificate of inspection, which has been destroyed, punched wrong, etc., and is issued in the name of the holder of the original certificate.

This certificate is issued to the holder of an original certificate of inspection, which has been destroyed, punched wrong, etc., and is issued in the name of the holder of the original certificate.

Year of Vehicle: _____

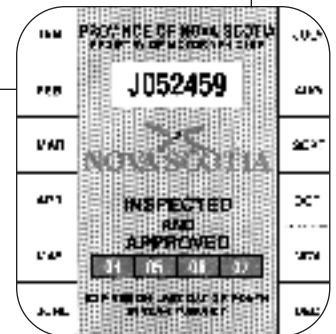
Item	P	R	OK	P	R	P	R
Brakes							
Lighting							
Wipers/Washers							
Horn							
Tires							
Engine							
Exhaust							
Steering							
Other							

DATE DRIVERS AND SAFE GAINS PREVENT ACCIDENTS

Signature: *John Doe*

This Certificate indicates vehicle was issued a Replacement Sticker (previous sticker destroyed, punched wrong, etc.). Owner must produce original Inspection certificate. Sticker must be dated (punched out) the same as the original.

NOTE: This procedure is common to all types of Replacement Stickers.



PART 1

GENERAL

Sample Certificate for a Rejected or Out of Service Vehicle

MOTOR VEHICLE INSPECTION CERTIFICATE S 242553 Service Nova Scotia and Municipal Relations
Sandy Hillway

NOVA SCOTIA

REGISTRATION NUMBER: S 242553

DATE OF INSPECTION: [] / [] / []

INSPECTOR: []

Type Vehicle	P	H	P	P	R	F	P	R	F
Passenger	Class	<input checked="" type="checkbox"/>	Suspension	<input checked="" type="checkbox"/>	Brakes	<input checked="" type="checkbox"/>			
Light Commercial	Steering	<input checked="" type="checkbox"/>	Engine	<input checked="" type="checkbox"/>	Body	<input checked="" type="checkbox"/>			
Heavy Commercial	Wheels	<input checked="" type="checkbox"/>	Fuel	<input checked="" type="checkbox"/>	Frame/Truck	<input checked="" type="checkbox"/>			
Motorcycle	Brakes	<input checked="" type="checkbox"/>	Light	<input checked="" type="checkbox"/>	Engine	<input checked="" type="checkbox"/>			
Trailer	Wheels	<input checked="" type="checkbox"/>	Brakes	<input checked="" type="checkbox"/>	Structure	<input checked="" type="checkbox"/>			
Utility	Steering	<input checked="" type="checkbox"/>	Tires/Wheels	<input checked="" type="checkbox"/>	Fire Equipment	<input checked="" type="checkbox"/>			

VEHICLE REJECTED

SAFE DRIVERS AND SAFE CARS
PREVENT ACCIDENTS

This Certificate indicates a completed check list for a vehicle that has failed due to defective item(s) not repaired during inspection. Type of vehicle should be indicated by tester.

NOTE: Refer to item 10 pg 30 for an "unroadworthy" vehicle.



Sample Certificate for a Reinspected Vehicle

MOTOR VEHICLE INSPECTION CERTIFICATE J 052459 Service Nova Scotia and Municipal Relations
Sandy Hillway

NOVA SCOTIA

REGISTRATION NUMBER: J 052459

DATE OF INSPECTION: [] / [] / []

INSPECTOR: []

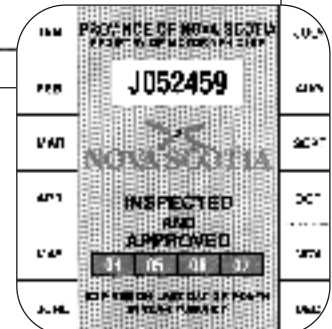
Type Vehicle	P	R	P	R	P	H
Passenger	Class	<input checked="" type="checkbox"/>	Suspension	<input checked="" type="checkbox"/>	Brakes	<input checked="" type="checkbox"/>
Light Commercial	Steering	<input checked="" type="checkbox"/>	Engine	<input checked="" type="checkbox"/>	Body	<input checked="" type="checkbox"/>
Heavy Commercial	Wheels	<input checked="" type="checkbox"/>	Fuel	<input checked="" type="checkbox"/>	Frame/Truck	<input checked="" type="checkbox"/>
Motorcycle	Brakes	<input checked="" type="checkbox"/>	Light	<input checked="" type="checkbox"/>	Engine	<input checked="" type="checkbox"/>
Trailer	Wheels	<input checked="" type="checkbox"/>	Brakes	<input checked="" type="checkbox"/>	Structure	<input checked="" type="checkbox"/>
Utility	Steering	<input checked="" type="checkbox"/>	Tires/Wheels	<input checked="" type="checkbox"/>	Fire Equipment	<input checked="" type="checkbox"/>

Rejected

SAFE DRIVERS AND SAFE CARS
PREVENT ACCIDENTS

This Certificate indicates a Reinspection check list for a vehicle that has been rejected for defective brakes and steering (inspection of rejected item(s) only). Enter *Rejected* in space provided for last Sticker number and place the letter *R* next to this box as shown.

NOTE: Reinspection must be completed within the ten day rejection period.



PART 1

GENERAL

**Vehicle Registration —
Discrepancy Report (Form 64)**

If the make, year or vehicle identification number (VIN) on the vehicle permit, does not correspond with those borne by the vehicle, the Registrar must be notified immediately by completing Form 64. Remit change of address portion of permit along with Discrepancy Report to Registry of Motor Vehicles (the day on which the vehicle was presented for inspection).

NOTE: A Discrepancy in Registration is not a reason for refusing to inspect a vehicle.

MOTOR VEHICLE INSPECTION DIVISION REGISTRY OF MOTOR VEHICLES VEHICLE REGISTRATION — DISCREPANCY REPORT		
INSPECTION STATION NO. _____		DATE _____
VEHICLE DATA	ON PERMIT	ON VEHICLE
MAKE	_____	_____
YEAR	_____	_____
SERIAL NUMBER	_____	_____
LICENSE NUMBER	_____	_____
OTHER REMARKS: _____		

IMPORTANT		
Complete this form, attach Change of Address portion of Vehicle Permit and forward to Vehicle Compliance Inspection Section.		
Form 23-64/382A		

NOTE: If information portion of permit is not available, record vehicle owner, address and master number in the space provided for Other Remarks.

PART 1

GENERAL

Order for Reinspection (Form 552)

Since November 1, 1973, the drivers/owners of vehicles being checked for and found to have defective equipment have been issued with an order to have the vehicle re-inspected. Such orders have been and will continue to be issued by Law Enforcement Officers. Although the Form 552 will show certain items as *Apparent Defects*, the vehicle must be given a complete *Motor Vehicle Inspection* and a full inspection fee will be charged. The driver/owner will present one copy of the order to any appropriately licensed Official Inspection Station and they in turn will inspect the vehicle utilizing the Motor Vehicle Inspection Manual and completing an Approval or Rejection Certificate. A copy of the Inspection Certificate and Form 552 will be issued to the vehicle driver/owner. A new Inspection Sticker (approval or reject) must be issued even though the existing sticker on the vehicle may not have expired. The vehicle driver/owner must forward a copy of the inspection certificate and form 552 to *Vehicle Administration Section*, 9th Floor (North), Maritime Centre, 1505 Barrington Street, Halifax, Nova Scotia B3J 3K5, Fax: (902) 424-0772. The issuing law enforcement officer must forward his/her copy of the 552 to *Vehicle Administration Section*, 9th Floor (North), Maritime Centre, 1505 Barrington Street, Halifax, Nova Scotia B3J 3K5, Fax: (902) 424-0772.

The image shows a form titled "NOVA SCOTIA Service Nova Scotia and Municipal Relations Registry of Motor Vehicles". The main heading is "Order Pursuant Section 201(6) Motor Vehicle Act" with the number "No. 33826". On the left, there is a section for "APPARENT DEFECTS" with a list of items: 1. CLASS, 2. TYPE, 3. MAKE, 4. MAKE, 5. MAKE, 6. MAKE, 7. MAKE, 8. MAKE, 9. MAKE, 10. MAKE, 11. MAKE, 12. MAKE, 13. MAKE, 14. MAKE, 15. MAKE, 16. MAKE, 17. MAKE, 18. MAKE, 19. MAKE, 20. MAKE. Below this, there is a section for "COMPLETE INSPECTION REQUIRED on or before" with a date field. The form is divided into sections for "LAW ENFORCEMENT OFFICER" and "INSPECTION TESTER".

This 2nd copy of Form 552 is forwarded by a *Law Enforcement Officer*.
Vehicle Administration Section, 9th Floor (North), Maritime Centre,
1505 Barrington Street, Halifax, Nova Scotia B3J 3K5, Fax: (902) 424-0772

This portion of Form 552 is to be completed by an appropriately licensed
Inspection Tester after a complete *Motor Vehicle Inspection* has been performed.

PART 1**GENERAL****Vehicle Inspection Fee Schedule**

1. On and after the 15th day of September, 2015, the Official Testing Station may charge a fee for each completed inspection not to exceed the applicable amounts:

September 15, 2015

Class of Vehicle	Maximum Fee
1 Motor vehicle with single rear axle designed for 2 wheels, including passenger car, station wagon, truck or motorized home	\$29.15
2 Motorcycle or motor-driven cycle	\$16.35
3 Truck or truck tractor, bus or motorized home with hydraulic brakes, and single rear axle designed for 4 wheels (4500 kg or less) Motorhome with 2 rear axles designed for single wheels (over 4500 kg) Motorhome with single rear axle designed for 4 wheels	\$40.85
4 Truck or truck tractor, bus or motorized home (over 4500 kg) with 2 rear axles designed for 4 wheels	\$98.00
5 Trailer or semi-trailer not equipped with brakes (4500 kg or less)	\$16.40
6 Trailer or semi-trailer equipped with electric or surge hydraulic brakes (4500 kg or less)	\$22.35 (1 axle) plus \$11.45 for each additional axle
7 Trailer or semi-trailer with registered weight of over 4500 kg	\$40.85

2. The Registry of Motor Vehicles shall sell inspection stickers to official testing stations.

NOTE: All fees listed within this schedule are subject to applicable taxes.

**PART 2 PASSENGER AND LIGHT
COMMERCIAL VEHICLES**

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Item and Method of Inspection:	Reject if:
<p>Glass</p> <p>1. Windshield:</p> <p>(Critical vision area is the area of a windshield that is swept by windshield wiper blades when in operation, with properly adjusted, factory installed wiper blades or equivalent replacement)</p> <p>a) cracks</p> <p>b) scratches</p> <p>c) chips/star fractures</p> <p>d) tinting</p> <p>the windshield shall not be sprayed, coated or covered with any substance which reduces or is intended to reduce the amount of light that is capable of being transmitted through the windshield, except a windshield that was tinted during the manufacture of the glass</p>	<p>not equipped, (if vehicle is of a class that is required to be equipped with a windshield)</p> <p>a) any crack in the critical vision area, any crack outside the critical vision area that extends from side to side or top to bottom.</p> <p>b) scratched greater than 1/8” in width and 1/2” in length in the Critical Vision area</p> <p>c) any chip or star fracture measuring over one-half inch at the extreme edges, occur in the critical vision area</p> <p>d) the critical vision area of the windshield is covered with any substance, not installed during the manufacture of the glass, which reduces or is intended to reduce the amount of light that is capable of being transmitted through the windshield</p>

PART 2

**PASSENGER AND LIGHT
COMMERCIAL VEHICLES**

**1
SECTION**

Item and Method of Inspection:	Reject if:
<p>Glass</p> <p>1. Windshield (<i>continued</i>)</p> <ul style="list-style-type: none">e) type <p>2. Side or Rear Windows:</p> <ul style="list-style-type: none">a) breaksb) cracksc) tinting the windows to the direct right or left of the driver shall not be sprayed, coated or covered with any substance which reduces or is intended to reduce the amount of light that is capable of being transmitted through the windows. Except a window that was tinted during manufacture of the glassd) repairs	<ul style="list-style-type: none">e) glass is not safety glass if manufactured after December 1, 1937 or OEM specifications <ul style="list-style-type: none">a) any window is brokenb) any crackc) all or part of the windows to the direct right or left of the driver is covered with any substance, not installed during the manufacture of the glass, which reduces or is intended to reduce the amount of light that is capable of being transmitted through the windows, rear window is tinted vehicle must be equipped with both left and right outside mirrors.d) any defect, damage or repair in the glass constitutes an obstruction to the driver's vision

Item and Method of Inspection:	Reject if:
<p>Glass</p> <p>2. Side or Rear Windows (<i>continued</i>)</p> <p> e) type</p> <p> f) operation</p>	<p> e) glass is not safety glass if manufactured after December 1, 1937 or OEM Specifications</p> <p><i>NOTE:</i> Does not apply to glass in a window of a vehicle owned by a municipality and intended to be used for emergency purposes, where the quality of the glass is satisfactory to the Registrar.</p> <p> f) driver's window will not open and close properly</p>

PART 2

**PASSENGER AND LIGHT
COMMERCIAL VEHICLES**

2
SECTION

Item and Method of Inspection:	Reject if:
<p>Horn</p> <ul style="list-style-type: none">1. Operation:2. Actuating device:3. Audibility:4. Condition:	<ul style="list-style-type: none">- does not function as intended- not self-cancelling, not accessible from driver’s position- not clearly audible under normal operating conditions- insecure

Item and Method of Inspection:	Reject if:
<p>Mirrors</p> <p><i>NOTE:</i> All passenger vehicles manufactured after 1971 are required to be equipped with a left outside mirror.</p> <p>1. Mirrors: visually inspect:</p> <ul style="list-style-type: none"> a) presence b) condition c) attachment <p><i>NOTE:</i> Replacement need not be remote control</p> <p><i>NOTE:</i> Where the view afforded by the mirror required under this section is obstructed or interfered with by a trailer attached to the motor vehicle, the construction or the loading of the motor vehicle, an outside rear-vision mirror shall be attached to each side of the motor vehicle and placed in such a position as to afford the driver a clear view to the rear of at least 60 metres on each side of the vehicle, but no vehicle shall continue to be so equipped with such mirror where the view ceases to be obstructed or interfered with by a towed vehicle or load.</p>	<ul style="list-style-type: none"> a) any OEM or equivalent mirror is missing b) broken, cracked, discoloured or reflective surface is peeled or pitted so as to obstruct driver’s vision c) insecure or unable to maintain adjustment

PART 2

**PASSENGER AND LIGHT
COMMERCIAL VEHICLES**

4
SECTION

Item and Method of Inspection:	Reject if:
Wipers/Washers/Defroster	
1. Windshield Wipers & Washers:	
a) operation	a) does not operate on at least one speed and park
b) activating device	b) does not function properly or operate on at least one speed (continuous motion)
c) blades	c) any blade is missing, torn, damaged or fails to effectively clean critical vision area; not the same length as OEM
d) arms	d) any arm is missing, bent, distorted or fails to maintain wiper contact with windshield
NOTE: Rear window wipers/washers are not subject to inspection	
2. Defroster:	
a) operation	a) does not operate on at least one speed
NOTE: Rear window defroster is not subject to inspection.	

Item and Method of Inspection:	Reject if:
<p>Brakes</p> <p>Brake Inspection requires the removal of all wheels/drums, except for new vehicles</p> <p><i>NOTE:</i> Wheel re-installation requires Torquing to Manufacturers specifications with a calibrated Torque Wrench</p> <p><i>NOTE:</i> All disassembly/re-assembly procedures are to be according to manufacturers recommended procedures.</p> <p>1. Service Brakes: visually inspect:</p> <p style="padding-left: 40px;">a) lines and hoses</p>	<p><i>NOTE:</i> It may not be necessary to remove a wheel and or drum to refuse approval and reject a vehicle for a faulty brake system.</p> <p>a) leaking, welded, cracked, insecure, improperly spliced, flattened, kinked creating a restriction, any hose is bulged, chafed or cracked exposing second ply or improperly installed. Hose crimp missing</p> <p><i>NOTE:</i> Connections must be double flared or ISO. Compression unions are considered an improper splice.</p> <p><i>NOTE:</i> Not OEM specifications.</p>
<p><i>NOTE:</i> All vehicles required to be inspected under these regulations shall have hydraulic brake lines that meet OEM specifications.</p>	<p>IMPORTANT:</p> <p>The use of copper tubing in a hydraulic brake system as a substitute for steel brake lines is NOT permitted.</p>

Item and Method of Inspection:	Reject if:
<p>Brakes</p> <p>1. Service Brakes (<i>continued</i>)</p> <p>b) master cylinder</p> <p>c) master cylinder cover</p> <p>d) warning indicators (where applicable)</p> <p>NOTE: Anti-lock braking system (ABS) shall operate in accordance with manufacturers' specifications.</p> <p>e) pad/shoe lining thickness</p>	<p>b) leaking, insecure or by-passing</p> <p>c) missing, damaged, insecure, vent hole plugged, gasket missing or damaged, improper type.</p> <p>d) lamp fails to operate when the ignition switch is in the start position or is illuminated at all times</p> <p>NOTE: Any evidence that indicates anti-lock braking system is not functioning properly.</p> <p>e)</p> <p>i. any bonded pad/lining is less than OEM specifications or 2/32" (1.6mm), if OEM specification not available, measured at the thinnest point</p> <p>ii. any riveted lining is less than OEM specification or 2/32" (1.6mm), if OEM specification not available, above rivet head at thinnest point</p> <p>iii. mechanical wear indicator is contacting the rotor/drum (if so equipped)</p> <p>iv. any lining is insecure or contaminated with oil or grease</p>

Item and Method of Inspection:	Reject if:
Brakes	
1. Service Brakes (<i>continued</i>)	
f) wheel cylinders/calipers/slides	f) any evidence of leaks or damage; inoperable, insecure or missing
g) brake drums	g) <ul style="list-style-type: none"> i. broken or crack(s) extending to outer edge ii. diameter exceeds manufacturers limit iii. integrity compromised, holes in mounting face or elongated mounting holes
h) backing plates (drum brakes)	h) loose or deteriorated to the extent that internal components are insecure
i) rotors	i) <ul style="list-style-type: none"> i. broken or crack(s) extending to outer edge ii. worn or scored beyond manufacturers minimum thickness
j) pedal pads	j) missing or worn smooth
k) operation (lift the vehicle so that all wheels clear the ground, place transmission in neutral, apply service brake and attempt to rotate wheels to ensure braking is affected on all wheels)	k) any brake fails to function as intended in the applied or released position

Item and Method of Inspection:	Reject if:
<p>Brakes</p> <p>1. Service Brakes (<i>continued</i>)</p> <p> l. pedal reserve</p> <p> m. panic stop (simulated) (engine must be running if power assisted brakes)</p> <p> n) power assist unit</p> <p>2. Parking Brake:</p> <p> a) operation (with vehicle raised, transmission in neutral, apply park brake and attempt to rotate wheels to ensure braking is affected on wheels equipped with a park brake)</p> <p> b) mechanical components</p> <p>NOTE: Disc brake rotors do not have to be removed to check park brake linings.</p>	<p> l. upon first pedal application under moderate foot force, 1/3 pedal reserve cannot be maintained</p> <p> m. system fails or pedal height cannot be maintained for one minute</p> <p> n) insecure, leaking or does not function as intended</p> <p>NOTE: A line-lock system is not an acceptable parking brake</p> <p> a) fails to function as intended in the applied or released position</p> <p>NOTE: A park brake must have some available reserve.</p> <p> b) any part is missing, broken, excessively worn, frayed, misaligned, inoperative or insecure</p>

Item and Method of Inspection:	Reject if:
<p>Steering</p> <p>2. Linkage <i>(continued)</i></p> <ul style="list-style-type: none"> a) tie rod b) tie rod ends c) drag link and ends d) pitman arm e) idler arm(s) f) steering box/rack and pinion g) cotter pins h) steering column i) steering shaft universal joint(s) j) steering shaft k) slip joint l) adjusting sleeve <p>3. Power Steering: manually and visually inspect:</p> <ul style="list-style-type: none"> a) belts <p>NOTE: For multi-v serpentine belts, refer to OEM specifications.</p>	<ul style="list-style-type: none"> a) bent, welded b) loose, worn, bent or welded c) loose, worn, bent or welded d) loose, worn, bent or welded e) loose, welded or worn beyond manufacturers' specifications f) insecure, improperly mounted; bolts missing or loose g) missing, inferior substitute h) loose; support brackets missing or insecure i) loose, welded or excessively worn j) loose, welded; clamping bolt loose, welded k) excessive play between splines; clamp bolt, nut or locking roll pin is loose or missing l) loose, bent; tightening bolt in a position so as steering can be jammed; rusted to the extent that failure is imminent. <p>Refer to OEM Specifications</p> <ul style="list-style-type: none"> a) missing, loose, frayed, cracked or contaminated

PART 2

**PASSENGER AND LIGHT
COMMERCIAL VEHICLES**

**7
SECTION**

Item and Method of Inspection:	Reject if:
<p>Suspension</p> <p><i>NOTE:</i> No vehicle shall have a suspension system which is worn or damaged to an extent that constitutes a danger to the safe operation of the vehicle.</p>	<p><i>NOTE:</i> The injection of any material into any suspension component that is intended to conceal wear is not permitted.</p>

Table 1	Reject if:
<p>Wheel Size:</p> <p>Up to and including 16 inches</p> <p>Over 16 inches up to and including 18 inches</p> <p>Over 18 inches</p>	<p>Vertical or Horizontal Play Measured at Tire Sidewall Exceeds:</p> <p>1/8 inch</p> <p>1/4 inch</p> <p>3/8 inch</p>

NOTE: These are suspension and not ball joint, king pin or wheel bearing tolerances. If the tolerances in Table 1 conflict with manufacturer's specifications for any of the components being inspected, manufacturer's specifications shall prevail.

Raising Positions for Suspension Systems

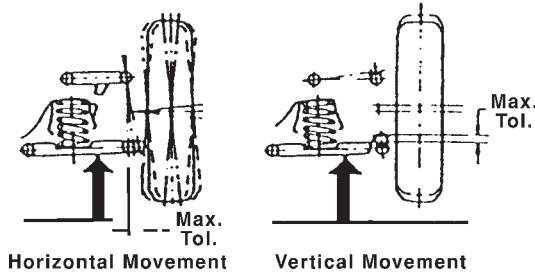


FIGURE 1

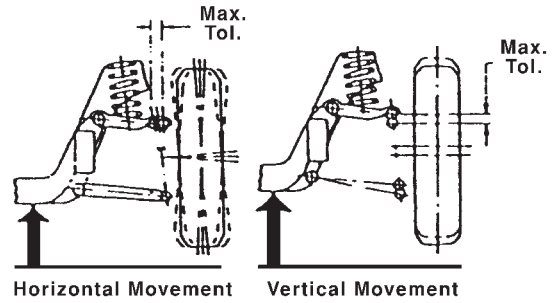


FIGURE 2

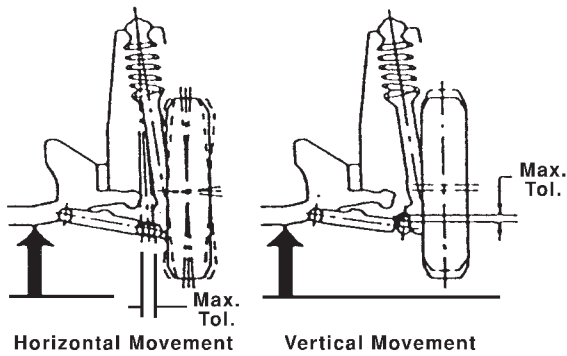


FIGURE 3

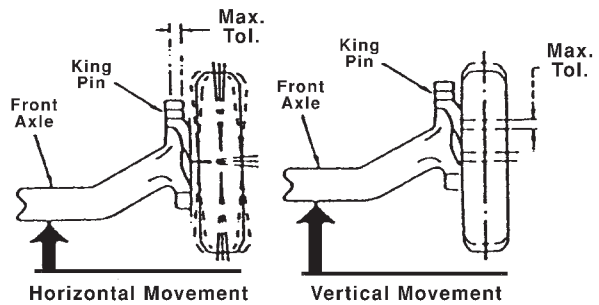


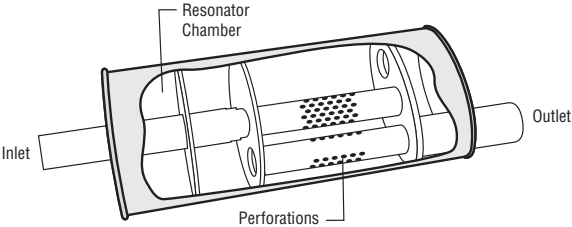
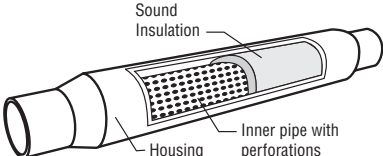
FIGURE 4

Item and Method of Inspection:	Reject if:
<p>Suspension</p> <p>1. King Pins: raise vehicle as shown in Figure No. 4 and check:</p> <ul style="list-style-type: none"> a) horizontal movement b) vertical movement <p>2. Ball Joints:</p> <ul style="list-style-type: none"> a) inspect according to manufacturer’s test procedures <p>3. Shocks: With vehicle on a level surface. Push down on one corner of the vehicle and release.</p> <ul style="list-style-type: none"> a) condition b) mountings c) bushings d) attachments 	<ul style="list-style-type: none"> a) play exceeds manufacturer’s specifications b) play exceeds manufacturer’s specifications <p>NOTE: Heating of I-beams and steering spindles with the object of shrinking the components to compensate for wear is not permitted.</p> <ul style="list-style-type: none"> a) play exceeds manufacturer’s specifications <p>– vehicle rocks freely after release, indicating a loss of shock absorber function</p> <ul style="list-style-type: none"> a) missing, disconnected, inoperative, broken or bent b) loose or broken c) loose or missing d) loose, broken or missing

Item and Method of Inspection:	Reject if:
Suspension	
4. Springs and Attachments:	
a) leaf springs	a) any leaf spring is cracked, broken, missing or repaired by welding
b) shackles	b) loose, broken or missing
c) hangers	c) loose, broken or missing
d) U-bolts/centre bolt	d) loose, broken, missing or improper type
e) bushings	e) loose or missing
f) coil springs	f) broken, cut, missing or repaired by welding
g) control arms	g) bent, cracked, broken welds, rust perforation, control arm shaft or bushings loose
h) control arm bushings	h) any separation of the bonding material or OEM specifications. Referr to appendix 1
i) axle strut (if equipped)	i) missing, bent, cracked, broken welds or loose bushings, upper mount bearing seized or binding
j) torque arms (rear)	j) bent, cracked, broken welds, loose bushings or deteriorated to the extent that failure is imminent
k) stabilizer bar/link kits (front and rear)	k) missing, disconnected, broken, loose, welded or damaged
l) torsion bar	l) broken, welded, missing or insecure

Item and Method of Inspection:	Reject if:
<p>Suspension</p> <p>5. Frame: visually inspect:</p> <p>a) frame rails/cross members</p> <p><i>NOTE: Welded repairs must be reinforced.</i></p> <p>b) unitized body members</p> <p>c) body mounts</p>	<p>a) cracked, broken, rusted to a depth so as to weaken the frame; bent, twisted, broken welds, loose or missing rivets in any area that would affect steering, alignment or suspension</p> <p><i>NOTE: Welded repairs are not reinforced.</i></p> <p>b) cracked, broken, twisted or has broken welds or repairs not of the welded type</p> <p>c) missing, loose or deteriorated</p>

Item and Method of Inspection:	Reject if:
<p>Suspension</p> <p>6. Axle(s): visually inspect:</p> <ul style="list-style-type: none"> a) alignment b) modifications that alter the ride height of the vehicle (raised or lowered) <p><i>NOTE: Vehicles that have had their normal operating height altered, will require a close examination of all structural and mechanical components. (Refer to section on Reconstructed Vehicles).</i></p> <p>7. Wheel Bearings:</p> <ul style="list-style-type: none"> a) condition 	<ul style="list-style-type: none"> a) rear axle(s) is not in alignment with the longitudinal axis of the vehicle b) modifications not OEM or engineered approved. <p><i>NOTE: Hockey pucks are not considered a proper replacement for body mounts.</i></p> <p><i>NOTE: No vehicle shall have a suspension system modified to the extent that could affect the proper steering of the vehicle.</i></p> <ul style="list-style-type: none"> a) <ul style="list-style-type: none"> i. play measured at tire side wall exceeds 3 mm (1/8") ii. upon wheel rotation any roughness or grinding is detected

Item and Method of Inspection:	Reject if:
<p>Exhaust and Emission Control Systems</p> <p>1. Exhaust System: with the engine running, visually and audibly inspect:</p> <ul style="list-style-type: none"> a) manifolds b) mufflers <p>NOTE: Every motor vehicle shall be equipped with a muffler in good working order and in constant operation to prevent excessive or unusual noise and no person shall operate a vehicle on the highway equipped with a muffler cutout, straight exhaust, gutted muffler or bypass or similar device. A baffled muffler must be used that is equivalent to manufacturer's original equipment with respect to sound emission.</p> <p>Baffled Muffler - Acceptable</p>  <p>Straight Muffler - Not Acceptable unless OEM equipped</p> 	<ul style="list-style-type: none"> a) cracked, loose or leaking b) insecure, missing, leaking, improperly patched, (i.e. muffler tape) loose or missing baffles

Item and Method of Inspection:	Reject if:
<p>Exhaust and Emission Control Systems</p> <p>1. Exhaust System: <i>(continued)</i></p> <p>c) resonator (if equipped)</p> <p>d) exhaust pipe</p> <p>e) tail pipe</p> <p>f) mounting hardware</p>	<p>c) leaking, improperly patched or insecure</p> <p>d) leaking, missing, improperly patched or insecure</p> <p>e) leaking, missing, insecure, improperly patched, opening is restricted or deteriorated to an extent which would prevent the normal escape of exhaust gases or is not positioned so as to direct exhaust gases away from passenger or trunk compartment</p> <p>f) any improper hanger or clamp (i.e. wire/coat hanger). Any hanger or clamp is insecure or missing; opening is restricted or deteriorated to an extent which would prevent the normal escape of exhaust gases or is not positioned so as to direct exhaust gases away from passenger or trunk compartment</p>

Item and Method of Inspection:	Reject if:
<p>Exhaust and Emission Control Systems</p> <p>2. Emission Control System:</p> <p><i>NOTE:</i> All motor vehicles of a model year 1991 or later must undergo a visual inspection of emission control hardware and associated components to ensure they are fitted on the vehicle (as per manufacturer’s original description).</p> <p>Visually inspect the following items:</p> <ul style="list-style-type: none"> a) catalytic converter b) emission control equipment <p><i>NOTE:</i> Motor vehicles adapted to allow the use of propane or natural gas as their sole fuel are exempt from Emission Control Regulations.</p>	<ul style="list-style-type: none"> a) missing, leaking, insecure or improperly patched b) missing, disconnected, modified or removed

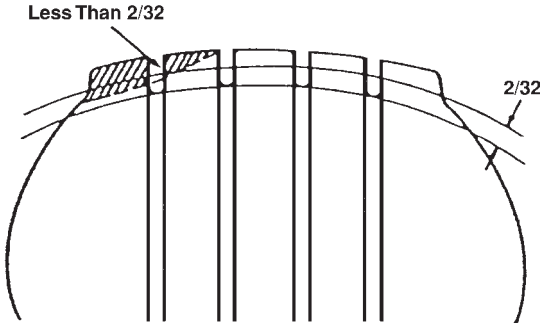
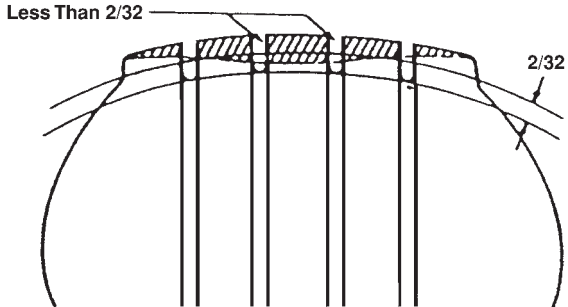
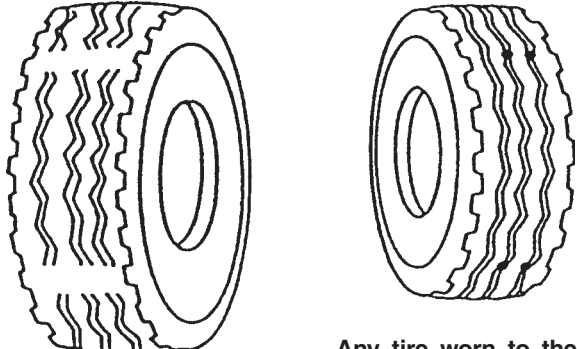
Item and Method of Inspection:	Reject if:
<p>Fuel System</p> <p>1. Gasoline and Diesel: visually inspect:</p> <ul style="list-style-type: none"> a) filler tube b) tank(s) c) tank mount(s) d) strap(s) e) cap(s) f) fuel lines/hoses g) pump, carburetor/injection system 	<ul style="list-style-type: none"> a) visible perforation or insecure b) leaking, insecure, not similar to or positioned as originally equipped c) cracked, loose or bolts missing d) cracked, loose, missing or improper type (i.e. chain) e) missing, does not prevent spillage or improper type f) leaking, insecure, improper type or improper routing g) physically damaged, insecure or leaking <p>NOTE: Any motor vehicle of a model year 1991 or later has its fuel inlet restrictor or its Evaporative Emission Control System (EECS) (canister, hoses, cap or seal) removed or modified.</p>

Item and Method of Inspection:	Reject if:
<p>Fuel System</p> <p>2. LPG Fuel System: visually inspect:</p> <p>a) tank</p> <ul style="list-style-type: none"> i. condition ii. label iii. approval iv. working pressure v. valve identification vi. mounting straps vii. mounting brackets viii. mounting bolts <p>b) remote 80% stop fill valve</p> <p>c) remote fill line</p> <p>d) fuel gauge</p>	<p><i>NOTE: Stains do not constitute a failure.</i></p> <ul style="list-style-type: none"> i. leaking, cracked, welding other than OEM ii. not labelled iii. not approved by recognized labelling bodies iv. less than 250 psig for external tanks and less than 312.5 psig for enclosed tanks v. valves not identified vi. cracked, loose, missing or improper type (i.e. chain) vii. insecure, damaged or missing viii. loose, missing, less than grade 5 or 12.7 mm (1/2") <p>b) missing, not approved and so labelled</p> <p>c) less than 9.5 mm (3/8") inside diameter, not type II or III or high pressure line, line has any quick coupler attached, frayed, cracked or damaged.</p> <p>d) missing or not working</p>

Item and Method of Inspection:**Reject if:****Fuel System**2. LPG Fuel System: *(continued)*

- | | |
|--|---|
| e) hydrostatic relief valve or
Sherwood valve | e) not present between each pair of shut-off
valves, not approved and so labelled |
| f) liquid fuel line | f) less than 9.5 mm (3/8") inside diameter,
not type II or III or high pressure line,
not seamless steel line or approved
copper sheathed line and so marked,
line has any quick coupler installed,
frayed, cracked or damaged |

NOTE: Motor vehicles adapted to allow
the use of LPG as their sole fuel
are exempt from Emission Control
Regulations.

Item and Method of Inspection:	Reject if:
<p>Tires and Wheels</p> <p>1. Tires: visually inspect:</p> <p>a) tread depth (With use of a tire tread depth gauge, measure the tread depth throughout a continuous circumferential band on the tread of all major grooves of the tire tread width)</p> <p><i>NOTE: (Do not measure at wear bar)</i></p>  <p style="text-align: center;">Acceptable</p>  <p style="text-align: center;">Reject (2/32" = 1.6 mm) Tire Tread Depth</p>	<p>a)</p> <p>i. less than 1.6 mm (2/32") of tread remain in any two adjacent and most worn major tread grooves of the tire, each being measured at two points of most wear and not closer than 15 inches circumferentially</p> <p>ii. two consecutive adjacent tread wear indicators are exposed</p>  <p>Any tire worn to the level of the tread wear indicators in any two or more adjacent tread grooves or when cord or fabric is exposed.</p> <p>Any tire worn to the point where less than 2/32 of an inch of tread design depth remains in any two or more adjacent major tread grooves exclusive of tie bars, or when cord or fabric is exposed.</p>

Item and Method of Inspection:	Reject if:
<p>Tires and Wheels</p> <p>1. Tires: <i>(continued)</i></p> <p>b) damage</p> <p>c) condition</p> <p>d) regrooving</p> <p>e) studded tires</p> <p>f) leaks</p>	<p>b) any cracks, cuts, scuffs or snags in excess of 1" exposing body cords in the tread area, or any cracks, cuts, scuffs or snags in the sidewall to the extent that body cords are damaged or exposed</p> <p>c) any bumps, bulges or lumps indicating separation of the tread, sidewall or bead area. Tire is undersized or overloaded</p> <p>NOTE: Sidewall ply splice bulges or indentations created during manufacture are not reason for rejection.</p> <p>d) any tire has been regrooved that is not marked <i>regroovable</i></p> <p>e) any vehicle except fire trucks are equipped with studded tires during May 1 to October 14 inclusive, in any year</p> <p>NOTE: Extensions or restrictions authorized by the Minister will be adhered to.</p> <p>f) any noticeable leak(s)</p>

Item and Method of Inspection:	Reject if:
<p>Tires and Wheels</p> <p>1. Tires: <i>(continued)</i></p> <ul style="list-style-type: none"> g) matching tire size, ie. diameter mismatching of two tires h) cupping i) repairs j) marking <p>NOTE: It is not necessary to inspect spare tires.</p> <p>2. Wheels:</p> <ul style="list-style-type: none"> a) rims b) nuts and studs 	<ul style="list-style-type: none"> g) different size tires on same axle, tires not all of the same type radial or bias h) tread no longer evident in cupped area i) tire has any <i>visible</i> breaks, boots, blowout patches, or is repaired by a plug in the tire sidewall j) marked <i>not for highway use</i> or <i>temporary use</i> <ul style="list-style-type: none"> a) loose, bent, cracked or damaged so as to affect the safe operation of the vehicle, any stud hole is elongated b) any nut or stud is loose, missing, cross threaded, defective, an improper type or less than flush with stud

Item and Method of Inspection:	Reject if:
<p>Lamps</p> <p><i>NOTE:</i> Repairs made to lenses by professional glass companies may be approved providing they do not distort the beam pattern.</p> <p><i>NOTE:</i> Headlamp aim must be verified at every inspection.</p> <p>1. Headlamps:</p> <p>a) condition</p> <p><i>NOTE:</i> A few vehicle manufacturers are presently equipping some of their vehicles with low beam headlamps of the Gaseous Discharge Light Sources Design (GDLS). These headlamps emit a light with a bluish hue which is in compliance with current Federal and Provincial requirements. Tinted headlamp bulbs, blue, yellow and rainbow versions available from some automotive parts stores are not certified for use on public roads.</p> <p>b) headlamp aim (aim must be checked by one of the following four methods)</p> <p>i. on board device</p>	<p>All lighting does not conform to Standard 108 of CMVSS. (Lenses must be DOT approved and so marked)</p> <p>headlamp, tail lamp, stop lamp, park lamp, turn signal, side marker lamp</p> <p>Any lamp is obstructed, missing, insecure, improperly mounted, fails to illuminate properly or any lens is broken, cracked, tinted, painted or covered so as to impair its effectiveness</p> <p>a) any headlamp has a lens, bulb or cover that is tinted or painted; any opaque half-shield is installed on the lamp; there is not at least two or four on the front as far apart as practical, not colourless; not clearly visible; not operated by a headlamp control; high/low beam indicator does not function; does not operate on both low and high beam; missing, insecure, incorrectly installed, has water inside of lamp (this does not include moisture from condensation) or is discoloured</p> <p>b)</p> <p>i. exceeds manufacturer's tolerances (see <i>Owner's Manual</i>)</p>

Item and Method of Inspection:	Reject if:
<p>Lamps</p> <p>b) headlamp aim (<i>continued</i>)</p> <p style="padding-left: 40px;">ii. scope type (photo-electric/ regloscope)</p> <p style="padding-left: 40px;">iii. screen type</p> <p>NOTE: If a headlight screen is used, there must be 25 feet of unobstructed floor space in front of the vehicle.</p> <p>NOTE: Type No. 1 (High beam) are checked and aimed on high beam. Type No. 2 (Low beam) are checked and aimed on low beam.</p>	<p style="padding-left: 40px;">ii. if tolerance on single filament lamps is not within 6 left to 6 right and/or 0 to 4 down</p> <p>NOTE: If reaiming is required set at 0 and 2 down.</p> <p style="padding-left: 40px;">if tolerance on double filament lamps is not within 15 to 21 right and/or 9 to 13 down</p> <p>NOTE: If reaiming is required set at 17 right and 11 down.</p> <p style="padding-left: 40px;">iii. if tolerance on single filament lamps, is not within 6" left to 6" right and/or 0" to 4" down</p> <p>NOTE: If reaiming is required set at 0" and 2" down.</p> <p style="padding-left: 40px;">if tolerance on double filament lamps is not within 0" to 6" right and/or 2" up to 2" down</p> <p>NOTE: If reaiming is required set at 2" right and 0".</p>

Item and Method of Inspection:	Reject if:
Lamps	<i>NOTE:</i> Any LED lights having over 25% not illuminated.
2. Park Lamps:	<ul style="list-style-type: none"> – not at least two facing front as far apart as practical and not displaying white, yellow or amber light
3. Turn Signal Lamps/Hazard Warning Lamps:	<ul style="list-style-type: none"> – not at least four, two facing front, two facing rear, as far apart as practical, (front amber or white, rear amber or red) does not flash properly; activating or self-cancelling mechanism does not function as designed
4. Side Marker Lamps/Reflectors:	<ul style="list-style-type: none"> – not at least four, two on each side, (front white, yellow or amber, rear red)
<i>NOTE:</i> Every vehicle or combination exceeding 7.5 metres in length shall display a white, yellow or amber intermediate light(s) on the left and right sides at intervals not to exceed 6 metres.	
5. Daytime Driving Lamps:	<ul style="list-style-type: none"> – not equipped if manufactured for the 1990 model year and later or fail to operate
6. Tail Lamps:	<ul style="list-style-type: none"> – not at least two facing rear and as far apart as practical, must display a red light
7. Stop (brake) Lamps:	<ul style="list-style-type: none"> – not at least two facing rear and as far apart as practical, must display a red light. Centre High Mount Brake Light fails to display a red light or is connected to the turn signal lamps
<i>NOTE:</i> All passenger vehicles manufactured after January 1, 1987 are required to be equipped with a centre high mounted brake lamp.	
8. License Plate Lamp(s):	<ul style="list-style-type: none"> – any license plate lamp(s) is missing, fails to operate as intended or does not produce sufficient white light to illuminate the entire plate

Item and Method of Inspection:	
Lamps	
<p>9. Auxiliary Lamps: (fog/driving)</p>	<ul style="list-style-type: none"> - not working, equipped with more than two (fog or driving lamps), mounted lower than 12" from a level surface to the centre of the lamp, not properly aimed or insecure
<p>10. Clearance Lamps/Reflectors: (if required) (not required on vehicles under 2.05 m/ 80" in width)</p>	<ul style="list-style-type: none"> - not equipped, not at least four located as far apart as practical at the widest part of the vehicle, not two located at the front white, yellow or amber and two at the rear red; any lamp is insecure or not working
<p>11. ID Lights: (not required on vehicles under 80" and width)</p>	<ul style="list-style-type: none"> - not equipped, (if required) not as close as practical to the top of vehicle; not amber in colour in front, not red in colour rear, insecure or not working
<p>NOTE: Overall width as defined by Transport Canada, means the nominal design dimension of the widest part of the vehicle with the doors and windows closed and wheels in the straight ahead position exclusive of signal lamps, marker lamps, outside rearview mirrors, flexible fender extensions and mud flaps.</p>	
<p>12. Interior Lamps: (signal and high beam indicators and dash lamps)</p>	<ul style="list-style-type: none"> - fail to illuminate when selected
<p>13. Back up Lamps:</p>	<ul style="list-style-type: none"> - not at least two (one on each side) at the rear of the vehicle, not white and clearly visible, illuminated in any position other than reverse

Item and Method of Inspection:	Reject if:
<p>Body</p> <p>1. Bumpers: (front and rear) (where originally equipped)</p> <p>a) condition</p> <p>b) protection</p> <p><i>NOTE: All passenger cars and station wagons shall be equipped with a front and rear horizontal bumper of the same type and design as originally equipped, or equivalent, with the top of the bumper not less than 14 inches and the bottom of the bumper not more than 22 inches when measured above the level ground surface. (Refer to section on Reconstructed Vehicles)</i></p> <p>2. Mudguards, Fenders, Quarter Panels and/or Mud Flaps:</p> <p>a) condition</p> <p><i>NOTE: Every motor vehicle shall be equipped with mudguards, fenders, quarter panels and/or mud flaps, adequate to reduce wheel spray or water from the roadway to the rear of the vehicle, unless the spray or splash is reduced effectively by the body of the vehicle.</i></p>	<p><i>NOTE: Every body component including every device thereon shall not be worn, torn, damaged or protruding to an extent likely to cause injury.</i></p> <p>a) missing, insecure, damaged or deteriorated to the extent that effectiveness is reduced</p> <p>b) does not provide same protection as originally equipped</p> <p>a) missing, insecure, damaged or deteriorated to the extent that effectiveness is reduced</p>

Item and Method of Inspection:	Reject if:
Body	
3. Hood:	
manually check hood operation and inspect:	
a) hood or engine cover	a) missing or insecure
b) latches	b) broken, missing, seized, inoperable or not as originally equipped
c) safety cables (if applicable)	c) broken, missing, insecurely attached
d) hinges	d) cracked, broken, missing, or excessively worn so door will not close properly
e) secondary latches (if applicable)	e) broken, missing, inoperable or not as originally equipped
4. Doors:	
a) operation	a) missing, broken or does not function properly
b) hinges	b) cracked, missing, seized or worn so door will not close properly
c) handles (inside and outside) latches and striker plate	c) missing, broken, insecure or does not function as designed
d) seals	d) missing, insecure or deteriorated to the extent that doors cannot be properly sealed

Item and Method of Inspection:	Reject if:
<p>Body</p> <p>5. Rocker Panels/Wheel Wells/Strut Towers</p> <p>a) condition</p> <p><i>NOTE: Welded repairs only required on unibody constructed vehicles.</i></p> <p>6. Floor Pans:</p> <p>a) condition</p> <p><i>Refer to *NOTE on page 39.</i></p> <p>7. Unit Body/Frame</p> <p>a) shock/spring tower</p> <p>b) frame rail/crossmembers</p> <p>c) repairs</p>	<p>a)</p> <p>i. integrity affected by deterioration</p> <p>ii. repairs not of the welded type</p> <p>iii. any non manufactured opening that permits exhaust entry into the occupants compartment</p> <p>a)</p> <p>i. rusted, corroded through or cracked to the point that seats, seat belt anchors or occupants would not be supported adequately.</p> <p>ii. repairs not of the welded type (stitch welds)</p> <p>iii. any non manufactured opening permits exhaust entry into the occupants compartment</p> <p>a) cracked, broken or rust perforation affecting integrity</p> <p>b) cracked, broken or rust perforation effecting integrity</p> <p>c) repair not of the welded type</p>

PART 2

**PASSENGER AND LIGHT
COMMERCIAL VEHICLES**

**12
SECTION**

Item and Method of Inspection:	Reject if:
<p>Body</p> <p>8. Seats:</p> <ul style="list-style-type: none">a) condition <p>9. Seat Belts:</p> <ul style="list-style-type: none">a) security b) operation<ul style="list-style-type: none">i. bucklesii. belt <p><i>NOTE:</i></p> <p style="text-align: center;">PASSENGER CARS</p> <p>All passenger cars manufactured after January 1, 1971 must be equipped with a seat belt for every seating position.</p> <p style="text-align: center;">MULTI-PURPOSE VEHICLES AND TRUCKS UNDER 10,000 LBS. GVW (4,536 KG)</p> <p>ALL MPVs and trucks under 10,000 lbs. GVW (4,536 kg) manufactured after July 1, 1972, must be equipped with a seat belt for every seating position designed by the manufacturer.</p>	<ul style="list-style-type: none">a) any seat anchor bolt is missing or is not securely fastened to the floor or appropriate body member. Seat fails to support occupant. Drivers seat does not adjust forward and aft <ul style="list-style-type: none">a) any seat belt anchor bolt is missing, is not securely fastened to the floor or appropriate body member or of the correct grade b)<ul style="list-style-type: none">i. fails to latch or unlatch properly, any sharp edges exposed ii. does not extend or retract, missing, shows evidence of seatbelt webbing cut, torn or otherwise damaged or has been modified <p><i>NOTE:</i> Check manufacturers' specifications, some manufacturers require belt to be replaced if any part of the belt replacement label is exposed.</p>

Item and Method of Inspection:	Reject if:
<p>Body</p> <p style="text-align: center;">OLDER VEHICLES</p> <p>Any vehicle, regardless of age, originally equipped with seat belts will be REJECTED if there is any evidence of the seat belt being removed unless the seat is also removed.</p> <p>10. Roof (Including Convertible), if installed</p> <p style="padding-left: 20px;">a) condition</p> <p>11. Trunk Lid/Hatch/Rear Door(s):</p> <p style="padding-left: 20px;">a) condition</p> <p style="padding-left: 20px;">b) seals</p>	<p>a) any defects (ie. holes, tears) or damage that would permit entry of weather related elements or exhaust</p> <p>a) missing or insecure</p> <p>b) missing, insecure or deteriorated to the extent that they do not seal properly</p> <p>*NOTE: The vehicle is defective or deteriorated to an extent that the door, windows, trunk lids, etc., cannot be fully closed and properly sealed or the floor pans, quarter panels, wheel wells and inner panels in either the occupant compartment or luggage area have openings sufficient to permit the entry of exhaust gas.</p>

PART 2

**PASSENGER AND LIGHT
COMMERCIAL VEHICLES**

12
SECTION

Item and Method of Inspection:	Reject if:
Body	
12. Speedometer:	– missing or does not function
13. Odometer:	– missing or does not function

Item and Method of Inspection:	Reject if:
<p>Coupling Devices (towing unit)</p> <p>1. Condition:</p> <p>2. Mounting:</p>	<ul style="list-style-type: none">- insecure, cracked, broken, missing, bent, seized or excessively worn a) insecurely attached, bolts of wrong type, loose or missing, cracked or broken welds b) 5th wheel mounted over any liner (except spray on) without spacers between frame and box

PART 3

**TRAILERS
(4500 kg or Less)**

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Tires and Wheels	3	7-9

Item and Method of Inspection:	Reject if:
<p>Brakes</p> <p>Brake Inspection requires wheel/drum removal, except where linings can be checked through inspection ports</p> <p><i>NOTE:</i> Wheel re-installation requires Torquing to Manufacturers specifications with a calibrated Torque Wrench</p> <p><i>NOTE:</i> All disassembly/re-assembly procedures are to be according to manufacturers recommended procedures</p> <p><i>NOTE:</i> No trailer with a gross weight (load and vehicle) in excess of 4,000 lbs. or 1,800 kg shall be operated on any highway unless such trailer is equipped with adequate brakes controlled by the operator of the towing vehicle.</p> <p>1. Hydraulic Brakes: (surge) visually inspect:</p> <p style="padding-left: 20px;">a) lines and hoses</p> <p style="padding-left: 20px;">b) master cylinder</p>	<p><i>NOTE:</i> Not equipped where required or does not operate in conjunction with the towing vehicle’s service brake system.</p> <p style="padding-left: 40px;">a) leaking, welded, cracked, insecure, improperly spliced, flattened, kinked creating a restriction, any hose is bulged, chafed or cracked exposing second ply or improperly installed. Hose crimp missing</p> <p><i>NOTE:</i> Connections must be double flared, compression unions are considered an improper splice.</p> <p style="padding-left: 40px;">b) leaking, insecure or bypassing</p>

PART 3

TRAILERS

1
SECTION

Item and Method of Inspection:	Reject if:
Brakes	
1. Hydraulic Brakes: (surge) <i>(continued)</i>	
c) master cylinder cover	c) missing, damaged, insecure, vent hole plugged, gasket missing or damaged, improper type
d) linings (pads/shoes)	d) i. any bonded pad/lining is less than 2/32nds (1.6mm) measured at thinnest point or O.E.M. spec ii. any riveted lining is less than 2/32nds (1.6mm) above rivet head at thinnest point or O.E.M. spec iii. lining is insecure or contaminated with oil or grease
e) wheel cylinders/calipers/slides	e) any visual evidence of leaks or damage, inoperative, insecure or missing
f) brake drums	f) i. broken or crack(s) extending to outer edge ii. exceeds manufacturers limit
g) rotor(s)	g) i. broken or crack(s) extending to outer edge ii. less than manufacturers minimum thickness

PART 3

TRAILERS

1
SECTION

Item and Method of Inspection:	Reject if:
Brakes	
1. Hydraulic Brakes: (surge) <i>(continued)</i>	
h) backing plates	h) loose or deteriorated to the extent that internal components are insecure
i) operation	i) any brake fails to function as intended in the applied or released position
2. Electric Brakes:	
a) wiring	a) shorted, cracked, peeled or improperly spliced, not secured properly
b) brake drums	b) i. broken or crack(s) extending to outer edge ii. drum diameter exceeds manufacturers limit
c) rotors	c) i. broken or crack(s) extending to outer limit ii. less than manufacturers minimum thickness
d) backing plates	d) loose or deteriorated to the extent that internal components are insecure
e) linings (pad/shoe)	e) i. any bonded pad/lining is less than 2/32nds (1.6mm) measured at the thinnest point or OEM Specification

PART 3

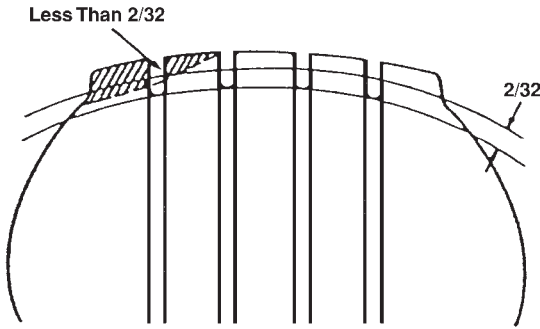
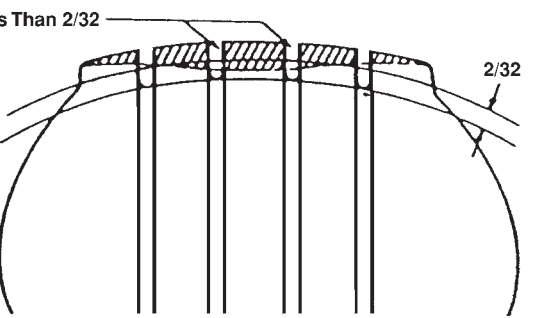
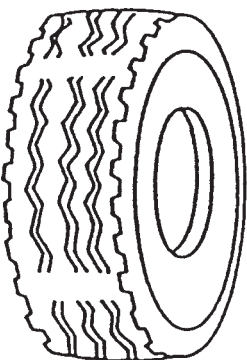
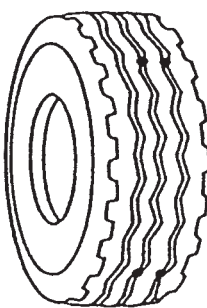
TRAILERS

1
SECTION

Item and Method of Inspection:	Reject if:
<p>Brakes</p> <p>2. Electric Brakes: <i>(continued)</i></p> <p>e) linings (pad/shoe) <i>(continued)</i></p> <p>f) operation</p> <p>3. Breakaway System:</p> <p>NOTE: A trailer with a gross weight in excess of 3,000 lbs (1,300 kg) shall be equipped with a breakaway system.</p> <p>a) operation</p> <p>NOTE: Trailer cord must be disconnected during this test.</p> <p>b) condition</p> <p>c) battery</p> <p>d) switch</p>	<p>ii. any riveted lining is less than 2/32nds (1.6mm) above rivet head at the thinnest point</p> <p>iii. lining is broken, insecure or contaminated with oil or grease</p> <p>iv. lining wear is extremely uneven</p> <p>f) any brake fails to function as intended in the applied or released position</p> <p>NOTE: Not equipped where required.</p> <p>a) does not function as designed</p> <p>b) any cable is frayed, broken, disconnected or missing</p> <p>c) discharged, insecure or missing</p> <p>d) insecure, inoperable, missing or damaged</p>

Item and Method of Inspection:	Reject if:
<p>Suspension</p> <p>NOTE: No vehicle shall have a suspension system which is worn or damaged to an extent that constitutes a danger to the safe operation of the vehicle.</p> <p>1. Shocks: (if equipped) visually inspect: with vehicle on a level surface. Push down on one corner of the vehicle and release.</p> <ul style="list-style-type: none"> a) condition b) mountings c) bushings d) attachments <p>2. Springs and Attachments: visually inspect:</p> <ul style="list-style-type: none"> a) leaf springs b) shackles c) hangers d) U-bolts/centre bolt/spring bolts e) bushings 	<ul style="list-style-type: none"> – vehicle rocks freely after release, indicating a loss of shock absorber function a) missing, disconnected, inoperative, broken or bent b) loose or broken c) loose or missing d) loose, broken or missing a) any leaf spring is cracked, broken, missing or repaired by welding b) loose, broken or missing c) loose, broken or missing d) loose, worn, broken, missing or improper type e) loose or missing

Item and Method of Inspection:	Reject if:
Suspension	
2. Springs and Attachments: (continued)	
f) coil springs	f) broken, missing or repaired by welding
g) axle strut (if equipped)	g) missing, bent, cracked, welded or loose bushings
h) torflex suspension	h) missing, bent, cracked, welded or insecure
3. Frame:	
visually inspect:	
a) frame rails/cross members	a) cracked, broken, rusted to a depth so as to weaken the frame, bent, twisted, broken welds, loose or missing rivets in any area that would affect suspension
<i>NOTE:</i> Welded repairs must be reinforced.	<i>NOTE:</i> Welded repairs are not reinforced.
<i>NOTE:</i> Wood is not an acceptable structural component	
4. Wheel Bearings:	
a) condition	a)
<i>NOTE:</i> Refer to Part 2 Section 7 of this manual for suspension tolerances	i. play measured at tire side wall exceeds 3mm (1/8")
	ii. upon wheel rotation any roughness or grinding is detected

Item and Method of Inspection:	Reject if:
<p>Tires and Wheels</p> <p>1. Tires: visually inspect:</p> <p>a) tread depth (with use of a tire tread depth gauge, measure the tread depth throughout a continuous circumferential band on the tread of all major grooves of the tire tread width)</p> <p><i>NOTE: (Do not measure at wear bar)</i></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Acceptable</p> </div> <div style="text-align: center;">  <p>Reject (2/32" = 1.6 mm)</p> <p>Tire Tread Depth</p> </div> </div>	<p>a)</p> <ol style="list-style-type: none"> i. less than 1.6 mm (2/32") of tread remain in any two adjacent and most worn major tread grooves of the tire, each being measured at two points of most wear and not closer than 15 inches circumferentially ii. two consecutive adjacent tread wear indicators are exposed <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>Any tire worn to the point where less than 2/32 of an inch of tread design depth remains in any two or more adjacent major tread grooves or when cord or fabric is exposed.</p>

Item and Method of Inspection:	Reject if:
<p>Tires and Wheels</p> <p>1. Tires: <i>(continued)</i></p> <p>b) damage</p> <p>c) condition</p> <p>NOTE: Flat spotting in Bias Ply tires due to sitting in cold temperatures is NOT a reason for REJECTION</p> <p>d) regrooving</p> <p>e) studded tires</p> <p>f) leaks</p> <p>g) matching tire size, ie. diameter mismatching of tires</p>	<p>b) any cracks, cuts, scuffs or snags in excess of 1" exposing body cords in the tread area or any cracks, cuts, scuffs or snags in the sidewall to the extent that body cords are damaged or exposed</p> <p>c) any bumps, bulges or lumps indicating separation of the tread, sidewall or bead area; tire is undersized or overloaded</p> <p>NOTE: Sidewall ply splice bulges or indentations created during manufacture are not reason for rejection.</p> <p>d) any tire has been regrooved that is not marked <i>regroovable</i></p> <p>e) any vehicle except fire trucks are equipped with studded tires from May 1 to October 14 inclusive, in any year</p> <p>NOTE: Extensions or restrictions authorized by the Minister will be adhered to.</p> <p>f) any noticeable leak(s)</p> <p>g) different size tires on same axle. Tires not all of the same type radial or bias</p>

Item and Method of Inspection:	Reject if:
<p>Tires and Wheels</p>	
<p>1. Tires: <i>(continued)</i></p>	
<p>h) cupping</p>	<p>h) tread no longer evident in cupped area</p>
<p>i) repairs</p>	<p>i) tire has any <i>visible</i> breaks, boots, blowout patches or is repaired by a plug in the tire sidewall</p>
<p>j) marking</p>	<p>j) marked <i>not for highway use</i> or <i>temporary use</i></p>
<p>k) weight rating (total tire weight rating not equal to or greater than registered weight of trailer)</p>	<p>k) total tire weight rating is not equal to greater than registered weight or trailer</p>
<p>NOTE: It is not necessary to inspect spare tires.</p>	
<p>2. Wheels:</p>	
<p>a) rims</p>	<p>a) loose, bent, cracked or damaged so as to affect the safe operation of the vehicle, any stud hole is elongated</p>
<p>b) nuts and studs</p>	<p>b) any nut or stud is loose, missing, cross threaded, defective, an improper type or less than flush with stud</p>

Item and Method of Inspection:	Reject if:
<p>Lamps</p> <p>1. Turn Signal Lamps/Hazard Warning Lamps:</p> <p>2. Side Marker Lamps/Reflectors: Required on all trailers.</p> <p><i>NOTE:</i>Every vehicle or combination exceeding 7.5 metres in length shall display a white, yellow or amber intermediate lamp(s) on the left and right sides at intervals not to exceed 6 metres.</p> <p>3. Tail Lamps:</p> <p>4. Stop (brake) Lamps:</p>	<p>Any of the following original equipment lamps, installed on any vehicle has been removed</p> <p style="text-align: center;">tail lamp, stop lamp, turn signal, side marker lamp</p> <p>Any lamp is obstructed, missing, insecure, improperly mounted, fails to illuminate properly or any lens is broken, cracked, tinted, painted or covered so as to impair its effectiveness</p> <ul style="list-style-type: none"> – not at least two facing rear, as far apart as practical; Does not display at the rear, amber or red light, does not flash properly – not at least four, two on each side, (front white, yellow or amber, rear red) – not at least two facing rear and as far apart as practical; must display a red light – not at least two facing rear and as far apart as practical; must display a red light

Item and Method of Inspection:	Reject if:
<p>Lamps</p> <p>5. License Plate Lamp(s):</p> <p>6. Clearance Lamps/Reflectors: (not required on vehicles under 2.05 m 80" in width)</p> <p>7. ID Lamps: (not required on vehicles under 80" in width)</p> <p>NOTE: Overall width as defined by Transport Canada, means the nominal design dimension of the widest part of the vehicle with the doors and windows closed and wheels in the straight ahead position exclusive of signal lamps, outside rearview mirrors, flexible fender extensions and mud flaps.</p>	<ul style="list-style-type: none"> – any license plate lamp(s) is missing, fails to operate as intended or does not produce sufficient white light to illuminate the entire plate – not equipped (if required), not at least four located at the widest part of the vehicle as practical, not two located at the front, white, yellow or amber and two at the rear red; any lamp is insecure or not working. – not equipped (if required), not as close as practical to the top of the vehicle, not red in colour, insecure or not working

PART 3

TRAILERS

5
SECTION

Item and Method of Inspection:	Reject if:
<p>Body visually inspect: (if equipped)</p> <ol style="list-style-type: none">1. Doors:2. Floor:3. Bumpers:4. Miscellaneous Body Components: (headboards, tie downs, loading ramps, side rails, bunk posts, stake pockets, etc.)5. Mud Flaps or Fenders: <p>NOTE: Every trailer shall be equipped with fenders, mud guards and/or mud flaps adequate to reduce water or wheel spray from the roadway to the rear of the vehicle, unless the spray or splash is reduced effectively by the body of the trailer.</p>	<ul style="list-style-type: none">– insecure, hinges mounted insecurely or worn so door will not close properly– unsafe in such a manner that cargo or person may fall through– insecure or exposed jagged edges– any body component is insecure– missing, insecure, damaged or deteriorated to the extent that the effectiveness is reduced

PART 3

TRAILERS

6
SECTION

Item and Method of Inspection:	Reject if:
Coupling Devices and Secondary Attachments	
<i>NOTE:</i> All coupling devices must be CSA/DOT Approved	
1. Mounting:	– insecurely attached, bolts loose or missing, cracked or broken welds
2. Latch:	i. fails to close and latch properly ii. jaws out of adjustment
3. 5th Wheel King Pin	
a) condition	a) i. wear exceeds manufacturers specifications ii. any part is insecure, cracked, broken, missing, bent, seized or excessively worn
4. Eye or Lunette: (trailer draw bar)	– deformed, cracked, repaired by welding

Item and Method of Inspection:	Reject if:
<p>Coupling Devices and Secondary Attachments</p> <p>9. Safety Catches:</p> <p>10. Draw Bar: (tongue)</p> <p>11. Gooseneck: (light application 5th wheel)</p> <p><i>NOTE:</i> Chains or cables must be connected to the towing vehicle and to the draw bar to prevent the draw bar from falling in the event of coupling failure.</p> <p><i>NOTE:</i> 5th wheel ball coupler hitches require secondary safety devices (ie cable, chain)</p>	<ul style="list-style-type: none"> – does not operate effectively or missing – insecure, broken, cracked, not of sufficient strength to withstand a force through its attachments equivalent to the gross weight of the trailer being towed – damaged, bent, out of alignment

PART 4

**MOTORCYCLES AND
MOTOR DRIVEN CYCLES**

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PART 4

**MOTORCYCLES AND
MOTOR DRIVEN CYCLES**

**1
SECTION**

Item and Method of Inspection:	Reject if:
<p>Windshield visually inspect: (if equipped)</p> <p>1. Condition:</p>	<ul style="list-style-type: none">- cracked, discoloured, scratched or has any support or stiffener device which obstructs the driver’s vision or is insecure

Item and Method of Inspection:	Reject if:
<p>Horn visually and audibly inspect:</p> <ul style="list-style-type: none">1. Operation: 2. Actuating Device: 3. Audibility: 4. Condition:	<ul style="list-style-type: none">– does not function as intended – not similar to original equipment, not accessible from driver’s position and is not of a self-cancelling design – not clearly audible under normal operating conditions – insecure or missing

Item and Method of Inspection:	Reject if:
<p>Mirror(s) visually inspect:</p> <p>1. Rearview Mirror:</p> <p style="padding-left: 20px;">a) presence</p> <p><i>NOTE: All motorcycles must be equipped with a left side rearview mirror.</i></p> <p style="padding-left: 20px;">b condition</p> <p style="padding-left: 20px;">c) attachment</p>	<p style="padding-left: 20px;">a) any mirror is missing that was originally installed by the manufacturer</p> <p style="padding-left: 20px;">b) broken, cracked, discoloured or reflective surface is peeled or pitted so as to obstruct the driver's vision</p> <p style="padding-left: 20px;">c) insecure or unable to maintain adjustment</p>

Item and Method of Inspection:	Reject if:
<p>Brakes visually and manually inspect:</p> <p>1. Lines, Hoses and Fittings:</p> <p>2. Master Cylinder:</p> <p>3. Master Cylinder Cover:</p> <p>4. Warning Indicators: (where applicable)</p> <p>5. Wheel Cylinder/Calipers:</p> <p>6. Pedal Pads:</p> <p>7. Brake Reserve:</p> <p>8. External Brake Components: (cotterpins, jam nuts, springs, rods, clevises or couplings, anchor pins, brake arm and cams, cables, hand lever and foot pedal, etc.)</p>	<p><i>NOTE: Anti-lock braking systems should be inspected according to the manufacturer's procedure.</i></p> <ul style="list-style-type: none"> - leaking, welded, cracked, insecure, improperly spliced, flattened, kinked creating a restriction; any hose is bulged, chafed or cracked exposing second ply or improperly installed; any component is deteriorated or damaged to the extent that failure is imminent. - fluid not at proper level, leaking, bypassing or insecure - missing, damaged, insecure, vent hole plugged, gasket missing or damaged, improper type - lamp fails to operate when the ignition switch is in the start position or is illuminated at all times - any visible evidence of leaks or damage; inoperable, insecure or missing - missing or worn smooth - upon first brake application under moderate force, 1/3 reserve cannot be maintained - any mechanical part is misaligned, excessively worn, broken, missing, frayed, seized, insecure, binding or locking devices are modified

Item and Method of Inspection:	Reject if:
Brakes	
9. Brake Shoes: (rotate wheels with brakes partially applied to detect worn linings)	– sounds denote metal to metal contact
10. Brake Pads:	– worn to less than 1/16", pad separation, broken or missing pieces
11. Brake Drum(s):	– evidence of any crack that extends to open edge of drum and opens upon brake application
12. Disc Brake Rotors:	– any crack extending to the edge or evidence of mechanical damage other than wear; any contamination on friction surface

Item and Method of Inspection:	Reject if:
<p>Steering visually and manually inspect:</p> <ol style="list-style-type: none">1. Forks:2. Bearings:3. Handle Bars:4. Handle Bar Grips:	<ul style="list-style-type: none">– altered by welding, loose or binding– improperly adjusted or defective– loose, bent, broken or damaged, higher than rider’s shoulders with rider in the normal driving position; rise exceeds 10"– loose, missing or damaged

PART 4

MOTORCYCLES AND MOTOR DRIVEN CYCLES

6
SECTION

Item and Method of Inspection:	Reject if:
<p>Suspension visually and manually inspect:</p> <p><i>NOTE:</i> No motorcycle shall have a suspension system which is worn or damaged to an extent that constitutes a danger to the safe operation of the vehicle.</p> <ol style="list-style-type: none">1. Fork Tube(s):2. Shocks:3. Frame:4. Suspension Play: (e.g. ball joint, bushings, etc.)5. Alignment:6. Rigid Frame:	<p><i>NOTE:</i> Wheel base must be at least 40 inches</p> <ul style="list-style-type: none">– actively leaking, damaged, insecure or does not rebound as designed– broken, missing, disconnected, insecurely attached and or the springs are broken or sagged excessively– bent, cracked, broken or has been welded to alter wheel base or any improper repair– play exceeds manufacturer’s specification– wheels are out of line by visual inspection– reject if vehicle not equipped with a suspension system

Item and Method of Inspection:	Reject if:
<p>Exhaust visually and audibly inspect:</p> <p>1. Muffler(s):</p> <p>2. Catalytic Converter: (if originally equipped)</p> <p>3. Manifold(s): (if equipped)</p> <p>4. Exhaust Pipe(s):</p> <p>5. Tail Pipe(s): (if equipped)</p> <p>6. Mounting Hardware:</p>	<ul style="list-style-type: none"> – loose, missing, leaking, improperly repaired (i.e. muffler tape) or is not equivalent to manufacturer’s original equipment; has any loose or missing baffles – missing, leaking, insecure or improperly repaired (i.e. muffler tape) – leaking, cracked, loose or missing – leaking, missing, improperly repaired or insecure – leaking, missing, insecure or improperly repaired – any improper hanger, clamp (i.e. wire, coat hanger) or any clamp is insecure or missing

Item and Method of Inspection:	Reject if:
<p>Fuel System visually inspect:</p> <ol style="list-style-type: none">1. Tank:2. Cap:3. Lines/Hoses:4. Throttle:5. Pump, Carburetor/ Injection System:	<ul style="list-style-type: none">– leaking, insecure or improper type– missing, does not prevent spillage or improper type– leaking, insecure, improper type or improperly routed– misaligned, binding or any component excessively worn, bent, broken, corroded or missing– physically damaged, insecure or leaking

PART 4

**MOTORCYCLES AND
MOTOR DRIVEN CYCLES**

**9
SECTION**

Item and Method of Inspection:	Reject if:
<p>Tires and Wheels</p> <p><i>NOTE:</i> With the use of a tread depth gauge, measure the major grooves of the tire tread.</p> <p>1. Tires: visually and manually inspect:</p> <ul style="list-style-type: none">a) tread depth b) damage c) condition d) leaks	<ul style="list-style-type: none">a) less than 1.6 mm (2/32") of tread remains in any major groove or tread wear indicators are exposed b) any cracks, cuts, scuffs or snags in excess of 1" exposing body cords in the tread area, or any cracks, cuts, scuffs or snags in the sidewall to the extent that body cords are damaged or exposed c) any bumps, bulges or lumps indicating separation of the tread, sidewall or bead area d) any noticeable leak(s)

Item and Method of Inspection:	Reject if:
<p>Tires and Wheels</p> <p>1. Tires: <i>(continued)</i></p> <p>e) cupping</p> <p>f) repairs</p> <p>g) marking</p> <p>2. Wheels: visually inspect:</p> <p>a) rims</p> <p>b) wheel bearing</p> <p>c) attachment devices</p>	<p>e) tread no longer evident in cupped area</p> <p>f) tire has any <i>visible</i> breaks, boots, blowout patches, or is repaired by a plug in the tire sidewall</p> <p>g) any markings prohibiting the tire for use on the highway</p> <p>a) loose, bent, cracked, warped or damaged so as to affect the safe operation of the vehicle; any wheel spokes are loose, cracked or missing</p> <p>NOTE: Wheels must have at least a ten inch rim</p> <p>b)</p> <p>i. loose or excessively worn</p> <p>ii. upon wheel rotation any roughness or grinding is detected</p> <p>c) any nut, stud, lug or bolt is loose, missing, damaged or an improper type; any nut is less than flush with stud or bolt</p>

Item and Method of Inspection:	Reject if:
<p>Lamps and Electrical</p> <p><i>NOTE:</i> Repairs made to lenses by professional glass companies may be approved providing they do not distort the beam pattern.</p> <p><i>NOTE:</i> Headlamp aim must be verified at every inspection.</p> <p>1. Headlamp(s):</p> <p style="padding-left: 20px;">a) condition</p> <p style="padding-left: 20px;">b) aim</p> <p style="padding-left: 40px;">i. screen type</p> <p><i>NOTE:</i> If a headlight screen is used, there must be 25 feet of unobstructed floor space in front of the vehicle. An approved photoelectric testing machine may also be used as long as equivalent results are achieved. Check for proper tire inflation and aim with rider in the seat.</p>	<p>Any of the following original equipment lamps, installed on any vehicle has been removed</p> <p style="padding-left: 40px;">headlamp, tail lamp, stop lamp, park lamp, turn signal, side marker lamp</p> <p>Any lamp is obstructed, missing, insecure improperly mounted, fails to illuminate properly or any lens is broken, cracked, tinted, painted or covered so as to impair its effectiveness</p> <p>All lighting does not conform to standard 108 of CMVSS (lenses must be DOT approved and so marked)</p> <p>a) any headlamp has a lens, bulb or cover that is tinted or painted; any opaque half-shield is installed on the lamp; high/low beam indicator does not function; lamp is not colourless; not clearly visible; not operated by a headlamp control; does not operate on both low and high beam; missing, insecure, incorrectly installed, has water inside of lamp (this does not include moisture from condensation) or is discoloured</p> <p>i. hot spot on high beam is not 0" left or right with a drop of 2" in 25 feet</p>

Item and Method of Inspection:	Reject if:
Lamps and Electrical	
2. Park Lamps: (if equipped)	<ul style="list-style-type: none"> – insecure, cracked to the extent that white light is exposed, broken, not displaying white, yellow or amber light and not facing forward
3. Turn Signal Lamps:	<ul style="list-style-type: none"> – not at least four, two facing forward, two facing rear, (front amber or white, rear amber or red) does not flash properly, insecure, cracked to the extent that white light is exposed, or, broken or missing; activating or self-cancelling mechanism does not function as designed
<p>NOTE: Any motorcycle, including trail motorcycles not originally equipped by the manufacturer with signal lights will not be rejected for lack of this equipment.</p>	
4. Hazard Warning Lamps: (if equipped)	<ul style="list-style-type: none"> – not at least four, two facing forward, two facing rear, (front amber or white, rear amber or red) does not function, insecure, cracked to the extent that white light is exposed, or, broken or missing
<p>NOTE: Signal and hazard lamps may be incorporated into a single unit.</p>	
5. Tail Lamp(s):	<ul style="list-style-type: none"> – not at least one facing and as close to the rear as practical, not red in colour; missing, broken, cracked to the extent that white light is exposed, or or insecure
6. Stop Lamp (brake):	<ul style="list-style-type: none"> – not at least one facing and as close to the rear as practical, not red in colour; missing, broken, cracked to the extent that white light is exposed, or to the extent that white light is exposed, or insecure
7. License Plate Lamp:	<ul style="list-style-type: none"> – fails to operate or does not illuminate the plate as intended; missing, broken, cracked to the extent that white light is exposed, or or insecure
<p>NOTE: Tail, brake and license plate lights may be incorporated into a single unit.</p>	

PART 4

**MOTORCYCLES AND
MOTOR DRIVEN CYCLES**

**10
SECTION**

Item and Method of Inspection:	Reject if:
Lamps and Electrical	
8. Side Reflectors/Lamps: (if equipped)	– not at least four, two front, one on each side (amber) and two rear, one on each side (red), broken, insecure or missing
9. Auxiliary Lamps:	– not working, equipped with more than two (fog or driving), not properly aimed, cracked, broken or insecure
10. Switches:	– fail to function as required
<i>NOTE:</i> Any motor driven cycle not originally equipped with a high/low switch is not required to have such device.	
11. Wiring:	– insulation chafed through or peeled, improperly routed or insecure
<i>NOTE:</i> Motor driven cycles are not required to be equipped with a stop lamp, license plate lamp or signal lamps.	

Item and Method of Inspection:	Reject if:
Body and Attachments	
1. Engine Mounting Brackets:	– cracked, broken or insecure
2. Fenders/Mudguards:	– missing, cracked insecure or of an inadequate design
3. Foot Rests:	– driver or passenger foot rests are missing, broken or insecure
4. Seat:	– missing or insecure
5. Passenger Hand Rail: (if equipped)	– missing, broken or insecure
6. Kick Stand or Centre Stand:	– missing, cracked, broken or insecure
7. Chain/Belt Guard: (if equipped)	– missing, insecure, cracked or broken
8. Fairing: (if equipped)	– insecure, broken or cracked exposing jagged edges

PART 4

**MOTORCYCLES AND
MOTOR DRIVEN CYCLES**

12
SECTION

Item and Method of Inspection:	Reject if:
<p>Coupling Devices (towing unit)</p> <p>1. Condition:</p> <p>2. Mounting:</p>	<ul style="list-style-type: none">- insecure, cracked, broken, bent, seized or excessively worn - insecurely attached, bolts loose or missing, cracked or broken welds

Item and Method of Inspection:	Reject if:
<p>Auxiliary Equipment (if originally equipped)</p> <p>1. Speedometer:</p> <p>2. Odometer:</p>	<p>– missing or does not function</p> <p>– missing or does not function</p>

Item and Method of Inspection:	Reject if:
<p>Power Train</p> <p>1. Chain/Belt:</p> <p>2. Sprockets:</p>	<ul style="list-style-type: none">- loose, excessively worn or not properly adjusted - bent, cracked, insecure, loose or excessively worn <p><i>NOTE:</i> Refer to manufacturers' specifications for tolerences.</p>

APPENDIX 1

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APPENDIX 1

Lower Control Arm Bushing Inspection - GM J/N/A Models



June 6, 2008

Mr. Patrick O'Malley
Acting Manager
Motor Vehicle Inspections
SNSMR
Street
City, NS, PC

Dear Mr. O'Malley

Subject: Lower Control Arm (LCA) Bushing Inspection – GM J/N/A Models

I am writing to clarify the rejection criteria for item 4g of Section 7 of the Nova Scotia Motor Vehicle Inspection Manual for Passenger and Light Commercial Vehicles. Currently, item 4g recommends rejecting a vehicle equipped with control arms that are: bent, cracked, have broken welds or have loose control arm shafts or bushings. The last criteria, 'loose bushings' – continues to raise concern from our service operations in Nova Scotia, as the interpretation of 'loose bushing' is leading to unnecessary Lower Control Arm (LCA) bushing replacements on the subject vehicles.

To help reduce these unnecessary repairs, GM Canada has developed the enclosed primer to help clarify the rejection criteria for LCA bushings used on GM J/N/A Models. As described in the primer, a LCA bushing that has partial bond separation between the rubber bushing and its outer metal sleeve does not require replacement. A bushing in this condition will continue to function as designed and will have no effect on the vehicle's operation or control.

Only after the above-mentioned rubber-to-metal bond has separated completely, does the LCA bushing require replacement. This will be evident to the driver in the form of a 'clunk' or 'bang' once the LCA begins to make contact with the engine cradle. Even when the bushing bond separates completely, the driver will not experience any degradation in vehicle operation or control as the bushing remains sandwiched in the sub-frame and held in place by the retaining bolt. The vehicle can be safely operated in this condition until the LCA bushing is replaced.

I trust this information will be helpful to your organization and ask that you share the enclosed primer with your inspection staff and update your inspection manual accordingly, thus saving GM customers the expense of repairing LCA bushings unnecessarily.

If you have any questions or require additional information, please feel free to contact me.

Yours truly,

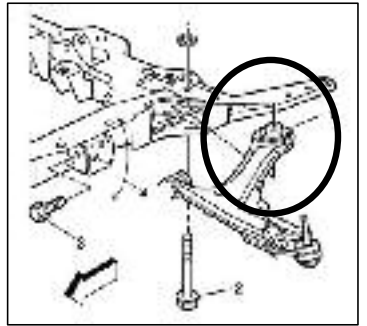
Phil Kling, P. Eng

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APPENDIX 1

Lower Control Arm Bushing Replacement - GM J/N/A Models

The LCA bushing is located at the rear of the front suspension lower control arm. The Bushing is identified as #1 in the diagram. The control arm is mounted in the front cradle with bolts #2 & #3. The movement of the arm will follow the arc indicated by #4 as it pivots on the front bushing attachment at #3. The rear bushing rocks in the mount as the retaining bolt #2 is mounted vertically.



This is a new bushing, prior to assembly into the control arm. The center sleeve is plainly visible, where bolt #2 passes through. There is an outer ring on the bushing, which is pressed into the control arm. The rubber bushing is bonded to both the sleeve and the outer ring.



This is a picture of a bushing with partial bond separation, as seen in the vehicle. The bushing will show signs of movement on the rubber surface. The surface may be shiny, and may have some lines worn into the rubber surface. In the bushing shown, the rubber continues to be bonded to one side of the outer ring. A bushing with partial bond separation will continue to function normally and does not require replacement. Vehicle control is not affected.



If there is total bond separation, the control arm will progressively drop until it comes to rest on the cradle. When this occurs, the customer will hear a bang or clunk in the front suspension. At this time, the bushing should be replaced.

Total bond separation will not affect the retention of the control arm to the vehicle, as the bushing is sandwiched in the sub frame and held in place with the bolt (2). The vehicle can be safely operated in this condition until the bushing is replaced.



Rev. May 2008

APPENDIX 1

Lower Control Arm Bushing Inspection - Ford Escape/Mercury Mariner



January 3, 2009

Mr. Paul K O'Malley
Manager, Motor Vehicle Inspections
Service Nova Scotia and Municipal Relations
Halifax, Nova Scotia

Subject: Lower Control Arm (LCA) Bushing Inspection - Ford Escape/Mercury Mariner

This writing is to clarify the rejection criteria for item #4 of Section 7 of the Nova Scotia Motor Vehicle Inspection Manual for Passengers of Light Commercial Vehicles. Currently, items 4 and 5 of item #4 require a vehicle equipped with rear-wheel drive to not have cracked, bent, broken, worn or loose lower control arm shafts or bushings. The inspection criteria, "loose bushing" has raised a concern with our service operations in Nova Scotia, as the interpretation of "loose bushing" is leading to unnecessary Lower Control Arm (LCA) bushing replacements on the subject vehicles.

To help resolve these unnecessary repairs, Ford Product Development is providing you those of the enclosed Lower Control Arm (LCA) Bushing Inspection Procedure to help clarify the rejection criteria for LCA bushing used on Ford Escape and Mercury Mariner. As described in the Inspection Procedure, a LCA bushing that has a maximum increase in play or separation between the LCA bushing and the sub-frame does not require replacement. A bushing with these conditions will continue to function as designed and will have no effect on the vehicle's operation or control. Bushings exhibiting these conditions have been evaluated and meet all functional requirements.

Only after the bushing exhibits cracks deeper than specified in the Inspection Procedure does the LCA bushing require replacement. The customer may notice a "clunk" or "bang" if the bushing has cracked to the point of allowing metal to metal contact between the LCA and the sub-frame. Even if the bushing were to separate completely, the vehicle will not experience any directional or vehicle operation issues as the bushing remains attached to the sub-frame and held in place by the retaining bolt. The vehicle can be safely operated in this condition until the LCA bushing is replaced.

For this information will be helpful to you, we request that you share the enclosed LCA Bushing Inspection Procedure with your inspection staff and update your inspection manual accordingly, thus saving Ford customers the expense of replacing LCA bushings unnecessarily.

If you have any questions or require additional information, please feel free to contact me.

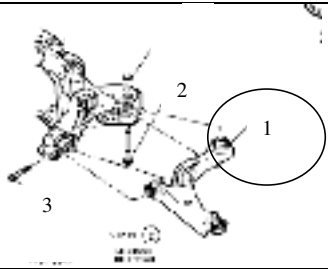


Yours truly,

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APPENDIX 1

Lower Control Arm Bushing Replacement - Ford Escape/Mercury Mariners

<p>The LCA bushing is located at the rear of the front suspension lower control arm. The bushing is identified as #1 in the diagram. The control arm is mounted in the front subframe with bolts #2 and #3.</p>	
<p>This is a new bushing prior to assembly into the control arm. Bolt #2 passes through the inner sleeve and the outer sleeve is pressed into the control arm. The rubber bushing is bonded to both the inner and outer sleeves.</p>	
<p>This is a generic bushing photo showing minor surface cracks that do not adversely affect the performance of the bushing. Bushings exhibiting surface cracks with a depth less than 10 mm are acceptable and will continue to function normally. These do not require replacement.</p>	
<p>This is a picture showing partial separation between the rubber and the outer sleeve. The bushing may show signs of movement on the rubber surface, making the surface shiny. Bushings with a separation or crack depth less than or equal to 10 mm are acceptable and will continue to function normally. These do not require replacement.</p> <p>Bushings with a separation or crack greater than 10 mm in depth should be replaced. The customer may hear a bang or clunk in the front suspension if there is enough separation for the arm to contact the subframe. This does not affect the retention of the control arm to the vehicle as the bushing is sandwiched in the subframe and held in place with the bolt. The vehicle can be safely operated in this condition until the bushing is replaced.</p>	