



**Manitoba  
Public Insurance**

# **Body Integrity Inspection Program Guidebook**



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## Stolen & Wrecked Vehicle Monitoring Program

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

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

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

This Body Integrity Inspection Program Guidebook outlines the criteria for determining vehicle compliance with the standards of safety and repair as prescribed in Manitoba Regulation 75/94, the Vehicle Safety Inspection Regulation.

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

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## Body Integrity Overview For Total Loss Vehicles Only

### Body Structural Integrity Inspection Standards

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

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

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

Irreparable components of the structure must be replaced.



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

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

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

## I. Eligible Vehicles And Requirements

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

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

### Exempt Vehicles from the BII Program

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

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

### Amalgamated Vehicle Requirements

The following are the requirements for amalgamated vehicles:

- Vehicles repaired using major components (frame or cab) from two or more vehicles are considered amalgamated vehicles.



- Owners of amalgamated vehicles are required to obtain a Manitoba Assigned Vehicle Identification Number (VIN) from Vehicle Standards & Inspections.
  - To apply for a Manitoba assigned VIN, contact a Vehicle Standards & Inspections office.
- Amalgamated vehicles constructed with a body/cab **and** frame/chassis of Irreparable vehicles will not qualify for a Manitoba assigned VIN or registration. One of the major components must have a status of Salvageable or Normal.
- Vehicles designated as Irreparable can never be registered again, but the parts from that vehicle can be re-used.

## II. Qualifying Stations

A Body Integrity Inspection Station must be:

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

## III. Body Integrity Station Requirements And Responsibilities

### Station Requirements

A Body Integrity Inspection Station must:

- Be a Manitoba Public Insurance Accredited repair shop in body and frame.



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

#### Station Responsibilities

A Body Integrity Inspection Station must:

- Maintain a valid and subsisting inspection station operators permit.
- Allow only authorized inspection mechanics to perform inspections.
- Ensure an initial inspection of the salvage vehicle occurs at the **Body Integrity Inspection Station**.
- Ensure that an accurate repair plan is approved by the authorized inspection mechanic during the initial inspection and **prior** to any repair process.
- Supply the repair procedures for structural components from Original Equipment Manufacturer (OEM), or a recognised repair procedure distributor (for example, Mitchell Tech Advisor, 'All Data'). The repair procedures for structural damage repair must be kept in each vehicle file.
- Ensure the inspection mechanic performs a **complete** and **thorough** inspection(s) on each vehicle presented for a body integrity inspection.
- **At your station**, perform a dimensional inspection **on each vehicle** presented for a body integrity inspection and have a print out of the dimensional inspection in the vehicle file.
- If **repairs are started or completed** before attending a Body Integrity Inspection Station, **contact Vehicle Standards & Inspections** for further instructions.



- Within 120 days of the initial inspection, perform a re-inspection if the customer so requests.
- Void the inspection certificate/form if a vehicle is not returned for re-inspection within 120 days from the initial inspection date.
- If the customer chooses not to complete the inspection process, return the customer supplied supporting documents and note in the **Remarks** section on the inspection certificate/form that the documents that have been returned.
- Notify Vehicle Standards & Inspections in writing immediately of any change to inspection personnel, station owners/directors/officers, business name, location/address or loss of Manitoba Public Insurance accreditation.
- Return all unused certificates/forms, vehicle files, wall certificate/permit, and sign to Vehicle Standards & Inspections; if the inspection station ceases its operations.
- Immediately notify Vehicle Standards & Inspections of missing inspection certificates/records/forms.
- Issue only body integrity forms/certificates assigned to your station.
- Ensure forms and documents required for the vehicle file are accurate and complete.
- Adequately secure all certificates/forms and vehicle files.
- At the inspection station, maintain and secure all vehicle files for a minimum of five years.
- Allow an authorized peace officer to access any information, documents, or employees related to the inspection of vehicles.

#### IV. Inspection Mechanic Requirements And Responsibilities

##### Inspection Mechanic Requirements

A qualifying inspection mechanic:

- Must be I-CAR Platinum recognized in the Steel Structural Technician (SST) I-CAR key role. If the inspection mechanic will be repairing aluminum body vehicles, they must be Platinum in the Aluminum Structural Technician (AST) I-CAR key role.
- Must be a Certified Journeyman Motor Vehicle Body Repairer.
- Completion of I-CAR Platinum designations are to be in line with training requirements mandated by Manitoba Public Insurance in the Light Vehicle Accreditation Agreement (LVAA).





- Must have a minimum six years total autobody repair experience. Each inspection mechanic must provide a photocopy of certificate(s)/transcript(s) and work history from present and/or past employers. Body integrity inspection mechanics for motorcycle only Body Integrity Inspection Stations must be an inspection mechanic authorized for motorcycles under the Light Vehicle Inspection Program.
- Must be able to process and complete the forms, which include the Inspection Certificate, Application for Rebuilt Vehicle Certification and the repair plan.
- Must attend a full day training course that is provided by Vehicle Standards & Inspection, if a new inspection mechanic.

#### Inspection Mechanic Responsibilities

An inspection mechanic:

- Must complete an Initial Inspection of the salvageable vehicle at the inspection station prior to repairs being performed on the vehicle.
- Must approve the Application for Rebuilt Vehicle Certification form and take four color photographs once the initial body integrity inspection has been **completed** and must ensure the customer supplied documents for rebuilding are submitted **prior** to commencing the body integrity inspection.
- Must review and approve the repair plan, provide OEM equivalent repair procedures for any required structural repairs and ensure the customer's rebuilder has the tools and training to perform any structural repairs.
- Must inspect repaired components prior to concealment. This may necessitate sequential inspections throughout the rebuilding process. These sequential inspections do not need to be performed at the inspection station. If a repair is concealed prior to inspection, disassembly to allow for an appropriate inspection is required.
- Must perform a **complete** and **thorough** inspection(s) on each vehicle presented for a body integrity inspection. **Must perform a complete dimensional inspection on each vehicle presented for a body integrity inspection.**
- Shall sign the inspection certificate only when all items, **including four wheel alignments**, meet or exceed the required standards.
- Must participate in a station audit/complaint resolution process when requested by a peace officer.



## V. Body Integrity Inspection Certificate Vehicle File

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

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

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

- Documented proof vehicle passed a structural dimensional inspection
- Documented proof vehicle passed a four wheel alignment
- Air bag /occupant restraint systems receipts

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

### Proof of Ownership And Vehicle Status

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

### Application Form

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



**The application must:**

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

The term Remove and Replace (R & R) does not describe the details needed to determine the acceptability of repairs.

#### Vehicle Identification Number (VIN) Verification

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

#### Air Bag/Occupant Restraint Systems Receipts

In every case where an air bag/occupant restraint system is replaced during the rebuild process, a copy of the purchase receipt must be kept in the vehicle file. Recycled components may be used but the receipt must indicate the VIN of the donor vehicle. The inspection mechanic must confirm the components are not part of a vehicle recall notice. A scan of the air bag/occupant restraint system must be performed to prove functionality. The date, the Vehicle Identification Number (VIN) of the vehicle must be on the document and the name and address of the shop performing the work, if performed somewhere other than the inspection station. Off-site locations must be approved by the inspection mechanic and be included in the repair plan.

**Note:** Air bags and air bag systems are not cause for rejection on light vehicle inspections.

#### Four Photographs Taken Prior To The Rebuilding Process



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

#### Wheel Alignment

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

#### Structural Dimensional Inspection

**In all cases,** the inspection mechanic must verify the structural components of the vehicle are within specification. This verification must take the form of a printout on which it **clearly shows** that the alignment is within manufacturer's tolerances. The date and the Vehicle Identification Number (VIN) of the vehicle must be on the document. A copy is to be kept in the vehicle file. Additional Notations: If the owner is unable to meet any of the application process requirements, or has provided a vehicle that has been repaired the body integrity inspection shall not be performed unless the station obtains written authorization from Vehicle Standards & Inspections. A copy of the authorization must be retained in the vehicle file.

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

#### Completion Of The Body Integrity Inspection Certificate/Form

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

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

- Date inspection started
- Station number, name, and phone number
- The vehicle owner's name, address, and phone number



- All vehicle information (year, make, model, Vehicle Identification Number (VIN), odometer reading and license number if affixed).

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

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

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

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

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

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

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

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

#### Certificate Distribution

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

- **Registrar's Manitoba Public Insurance Copy (white):** To vehicle owner for presentation to the insurance agent at time of registration



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

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

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

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

If these certificates/forms are subsequently found, contact Vehicle Standards & Inspections Winnipeg for further instructions.

#### Inspection Certificate Order Forms

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

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

Vehicle Standards and Inspections  
1981 Plessis Road, Bldg. A  
Winnipeg MB

#### Inspection Station Audits



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

The results of the station audit will be discussed with the appropriate station personnel and may result in flagging points.

### Flagging Point System

An accumulation of 20 flagging points will generate a station review and could result in sanctions against the inspection station or inspection mechanic. A review may result in no action, a warning, probation, suspension, decertification, loss of Manitoba Public Insurance accreditation, or prosecution.

A record of all points assessed will be kept in the station file. Flagging points will be rescinded provided that the same infraction does not occur within one year from the date of notification.

Flagging Point Schedule		Points
a)	Failure to allow access to any information, documents or employees when requested by any persons authorized to conduct investigations related to the inspection of vehicles.	20
b)	Failure to perform a re-inspection if the customer so requests within 120 days of the previous inspection.	20
c)	Inspection certificates/forms pre-signed by inspection mechanic.	20
d)	Allow unauthorized persons to perform inspections.	20
e)	Issuing a fraudulently completed certificate/form.	20
f)	Failure to conduct an actual physical inspection of a vehicle indicated on the inspection certificate/form (doing paper inspections).	20
g)	Blatant misuse of certificates/forms to generate unnecessary repairs or avoid repairs.	20
h)	Failure to perform a dimensional inspection on the station premises for each vehicle presented for a	20



	body integrity inspection.	
i)	Poor quality of inspection.	10, 20
j)	Failure to return the owner supplied supporting documents, if the owner chooses not to complete the inspection process.	10, 20
k)	Failure to reasonably secure all certificates/forms from theft, loss or misuse.	10, 20
l)	Failure to notify vehicle standards and inspections in writing within five days of any change to inspection personnel, station owners/directors/officers, business name, address, or loss of Manitoba Public Insurance accreditation.	10, 20
m)	Failure to maintain a complete and accurate vehicle file, which contains all the required documents for each body integrity inspection performed.	10, 20
n)	Failure to notify vehicle standards office of missing inspection certificates/forms.	10, 20
o)	Failure to record the public Vehicle Identification Number on the inspection certificate.	10
p)	Clerical work deficient	5, 10
q)	Issue body integrity certificates/forms not assigned to your station.	5
r)	Failure to void the certificate when a vehicle is not returned within 120 days from the previous inspection.	5





## Terminology

**Amalgamated vehicles:** A vehicle constructed using major components from 2 or more vehicles. Major components are body/cab or frame/chassis.

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

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

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

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

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

**OEM:** Vehicle's Original Equipment Manufacturer.

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

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

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

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

**VSI:** Vehicle Standards & Inspections