VIP eForm

Version 2.1.0

Quick Reference Guide

BRITISH COLUMBIA
The Best Place on Earth

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Introduction

The **VIP eForm Quick Reference Guide** provides users with a detailed breakdown of each Inspection form field, organized by Inspection Screen. It is intended as a reference tool, a means of quickly identifying what should be entered in a particular field and any business rules that may apply. Business Rules are identified by a "**TIP:**" prefix.

For a complete description of how to use the VIP eForm System, including details on accessing the system, please refer to the **VIP eForm User's Guide**.

For up-to-date information on known issues and compatibility problems please refer to the CVSE VIP e-Form System - Known Issues webpage located here: http://www.th.gov.bc.ca/cvse/e-form_issues.htm.

1. VIP Online Home screen

Important Links *(highlighted in yellow)*

VIP eForm Enhancements and Fixes
Click this link to find out about improvements to the VIP Online system.

Commercial Vehicle Inspection eForm (CVSE0014)
Click this link to begin a CVIP inspection.

Private Vehicle Inspection eForm (CVSE0013)
Click this link to begin a PVIP inspection.

Search for Inspection Reports
Click this link to retrieve for Inspection Reports completed by the user's facility or business.

Getting Started *(highlighted in green)*

VIP eForm User's Guide
Click this link to view and print the User's Guide.

VIP eForm Quick Reference Guide
Click this link to view and print the Quick Reference Guide (this document).

Air Brakes FAQ
Click this link to view and print the Air Brakes Frequently Asked Questions document.

CVIP Brake Inspection Worksheet
Click this link to view and print the Brake Inspection worksheet that can be used in conjunction with a Draft Inspection report.

Useful Links *(highlighted in green)*

Known Issues/Problems

Click this link to view a list of known issues and approved workarounds.

VIP System Maintenance

Click this link to view a list of VIP eForm System updates.

CVSE VIP Webpage

Click this link to visit the Vehicle Inspections webpage that contains information regarding the VIP program, including a link to other Vehicle Inspection Forms (eg. renewal forms and order forms).

Blank Forms (PDF) *(highlighted in green)*

Commercial Vehicle Inspection (CVSE0014)

Click this link to view and print a blank CVIP inspection form.

Private Vehicle Inspection (CVSE0013)

Click this link to view and print a blank PVIP inspection form.

Structural Integrity (MV3201)

Click this link to view and print a blank Structural Integrity form.

2. Identify Facility, Inspector and Inspection Class screen

Draft Inspection Report (optional)

To retrieve a Draft Inspection Report enter the Draft Inspection Report Number here and complete the remaining fields.

TIP: The Inspection Date entered must be the date of the Draft Inspection Report.

TIP: The Facility and Inspector numbers entered must be the same as entered on the Draft Inspection Report.

Inspection Date (mandatory)

Enter the date (YYYY-MMM-DD HH:MM) or click the calendar icon and select the date with the mouse.

TIP: Date must be within 14 days of current date and cannot be a future date.

Facility (mandatory)

Enter the facility number and license of the facility conducting the inspection. If the user's business has only one facility its number and license will appear automatically.

TIP: The facility legal owner must match the legal owner of the BCeID used to access the VIP eForm System.

TIP: The facility must be active and licensed on the day specified in the Inspection Date field.

TIP: If retrieving a Draft Inspection Report, enter the same Facility number as entered for the Draft Inspection Report.

Inspector (mandatory)

Enter the inspector number and license of the inspector conducting the inspection.

TIP: The inspector must be active and licensed on the day specified in the Inspection Date field.

TIP: If retrieving a Draft Inspection Report, enter the same Inspector number as entered for the Draft Inspection Report.

Inspection Class (mandatory)

Choose the appropriate Inspection Class from the drop-down menu.

TIP: The Facility and Inspector must be authorized to inspect this class of vehicle.

Inspection Type (mandatory)

Choose the appropriate Inspection Type from the drop-down menu.

TIP: Re-Inspections

- Only the Inspection Results may be changed.
- Must be completed within 30 days of the original inspection date.
- Must be conducted by the same facility that conducted the original inspection.
- Must choose "Not Applicable" as Reason for Inspection.
- Provide the original Confirmation Number when prompted.

TIP: Replacements

- Only the Decal Number may be changed.
- Can only be completed during the time period when the decal is valid (i.e. 6 months or 12 months from the inspection).
- Must choose "Not Applicable" as Reason for Inspection.
- Provide a Reason Note, the original Confirmation Number and the original Inspection Date when prompted.
- Can be completed by any Designated Inspection Facility even if the original inspection was completed elsewhere.

Reason for Inspection (mandatory)

Choose the appropriate Reason for Inspection from the drop-down menu.

TIP: Correction

- To process a Correction, the original Inspection Type must be "Complete" and original Inspection Result must be "Pass".
- Must be completed within 30 days of the original inspection.
- Must be conducted by the same facility that conducted the original inspection.
- Inspection Date entered must be the same as the original Inspection Date.
- Provide a Reason Note and original Confirmation Number when prompted.
- The following information can be corrected:
    - Inspector Number
    - Vehicle Info (only unit/fleet number, plate number and odometer)
    - Owner information
    - Brake Component information (e.g. measurements, but not brake type)
    - Decal Number
    - Decal Expiry Date (only for CVIP and only if original inspection reason was not annual or semi-annual)
- Registration Number, VIN, Fuel Type and Brake Type cannot be changed.

TIP: Not Applicable

- Must be selected when Inspection Type is "Re-inspection" or "Replacement".
- Provide a Reason Note, original Confirmation Number and original Inspection Date when prompted.
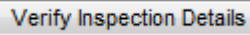
TIP: Other

- Provide a Reason Note when prompted.

TIP: Rebuilt from Salvage

- Can only be conducted on Class 1 vehicles.
- Provide Salvage Repair Facility Name, Telephone Number and Licensed Autobody Technician Name when prompted.

TIP: Specialty Vehicle (PVIP only)

- Provide Vehicle Condition when prompted.

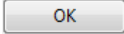**Verify Inspection Details** **Button**

Click this button once the fields above are completed. If no additional information is required, the *Identify Vehicle* screen will be displayed.

TIP: If additional information is required, it must be entered in the appropriate fields. Click the **Continue** button to proceed to the *Identify Vehicle* screen.

TIP: License Renewal Reminders

- Upon clicking Verify Inspection Details, a Renewal Reminder Notice will appear in a pop-up window if the Facility or Inspector license is within 45 days of expiring. See Section 11 (License Renewal Reminder Notices) for details.

- Press the **OK** button to clear the message(s) from the screen.

3. **Identify Vehicle screen**

Vehicle Jurisdiction (mandatory)

Choose the appropriate Vehicle Jurisdiction from the drop-down menu.

TIP: "New" must be selected if the vehicle has never been registered in any jurisdiction or if a new VIN plate is being installed.

Registration Number (mandatory for BC registered vehicles)

Enter the 7-digit B.C. Registration Number (REGI).

TIP: If the Vehicle Jurisdiction is anything other than BC, the Registration Number should be left blank.

VIN (mandatory)

Enter the Full Vehicle Information Number for non-BC vehicles (max. 17 characters).

TIP: If Vehicle Jurisdiction is BC, only the last 6 digits of the VIN need to be entered.

Continue Button

Click this button to proceed to the *Provide Vehicle Information* screen.

Previous Button

Click this button to proceed to the previous screen. This applies to each screen where this button appears.

Cancel Button

Click this button to proceed to cancel the process of entering an inspection and return to the Vehicle Inspection Program Online Home page. This applies to each screen where this button appears.

4. Provide Vehicle Information screen

Unit/Fleet Number (optional)

A Unit or Fleet Number, if applicable, may be entered here (max. 10 characters).

Plate Number (optional)

For BC vehicles, the Plate Number will be returned from ICBC, otherwise the Vehicle Plate Number may be entered (max. 10 characters).

Licensed GVW (optional)

For BC vehicles, the GVW will be returned from ICBC, otherwise enter the Licensed GVW in kilograms (max.7 digits, numbers only).

TIP: The Licensed GVW returned by ICBC cannot be modified.

Vehicle Year (mandatory)

For BC vehicles, the Vehicle Year will be returned from ICBC, otherwise enter the Vehicle Year (max. 4 characters).

TIP: The Vehicle Year returned by ICBC cannot be modified.

Make (mandatory)

For BC vehicles, the Make will be returned from ICBC, otherwise enter the Make (max. 10 characters).

TIP: The Make returned by ICBC cannot be modified.

Model (optional)

Vehicle Model may be entered here (max. 5 characters).

Body Style (optional)

For BC vehicles, the Body Style will be returned from ICBC, otherwise the Body Style may be entered (max. 5 characters).
TIP: The Body Style returned by ICBC cannot be modified.

Odometer (mandatory)

Enter the Odometer reading (max. 7 characters) and select "KM" or "Mile" from the drop-down menu.

Fuel Type (mandatory)

For BC vehicles, the Fuel Type will be returned from ICBC, otherwise choose the Fuel Type from the drop-down menu.

Brake Type (mandatory)

Choose the Brake Type from the drop-down menu.
TIP: For trailers with no brakes equipped, select "No Brakes".

Name 1 (mandatory)

Enter the Vehicle Owner / Lessee Name (max. 30 characters).

Name 2 (optional)

If applicable, enter a second Vehicle Owner / Lessee Name (max. 30 characters).

Address 1 (mandatory)

Enter the first line of the Vehicle Owner / Lessee Address (max. 30 characters).

Address 2 (optional)

If applicable, enter the second line of the Vehicle Owner / Lessee Address (max. 30 characters).

Address 3 (optional)

If applicable, enter the third line of the Vehicle Owner / Lessee Address (max. 30 characters).

City (mandatory)

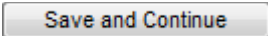Enter the Vehicle Owner / Lessee City (max. 20 characters).

Owner Jurisdiction (mandatory)

Choose the appropriate Owner Jurisdiction from the drop-down menu.

Postal Code (mandatory)

Enter the Vehicle Owner / Lessee Postal Code (max. 6 characters, no space).
TIP: If Owner Jurisdiction is in the USA the postal (zip) code must be in the format "99999" or "99999-9999".

Save and Continue Button

Click this button to save data entered to this point and proceed to the *Enter Inspection Item Results* screen.

5. Enter Inspected Item Results screen (CVIP)

Your Draft Inspection Report Number (optional)

This number can be used to retrieve the inspection information entered to this point. Make a note of this number or print out the Draft Inspection Report (the draft inspection report number is printed at the top of the report).

TIP: The user can exit the application here, perform the inspection, retrieve the Draft Inspection using this number, and then enter the inspection results.

Print a Draft Inspection Report (optional)

Click the PDF icon , circled in the image above, to preview the Draft Inspection Report in a separate browser window.

This report may be printed for use during the physical inspection.

Work Order Number (optional)

A Work Order Number may be entered here, if applicable (max. 15 characters).

Inspected Item Results (mandatory)

Choose an inspection item result from the drop-down menu for each section.

TIP: All sections must have an inspection result.

TIP: If an inspection item result is "Fail", "Repair Same Day", "Pass with Caution" or "Out of Service" a comment must be entered. Comments are optional when the inspection item result is "Pass".

Pressure Fuel Results (mandatory for vehicle with pressure fuel)

Pressure Fuel results are mandatory if Fuel Type is Butane, Diesel-Butane, Natural Gas, Propane, Diesel-Natural Gas, Propane-Natural Gas, Diesel-Propane, Gasoline-Natural Gas or Gasoline-Propane.

Choose an inspection item result from the drop-down menu for either Liquid Propane Gas or Compressed Natural Gas, but not both.

TIP: If a Pressure Fuel Inspection result is entered, an Inspector Number and License Number must be entered in the Inspector Number field. The Inspector must be active and have a Pressure Fuel endorsement.

TIP: If a vehicle has Pressure Fuel, the whole vehicle must be inspected at a facility with a Pressure Fuel endorsement.

TIP: If an inspection item result is "Fail", "Repair Same Day", "Pass with Caution" or "Out of Service" a comment must be entered. Comments are optional when the inspection item result is "Pass".

TIP: If the vehicle is not a Pressure Fuel vehicle, no inspection item result needs to be selected. The fields will automatically be populated with "Not Applicable".

Continue Button

Click this button to proceed to the *Enter Brake Item Results* screen.

6. Enter Brake Item Results screen (CVIP only)

NOTE: Please be sure to read the Air Brakes FAQ located here:
http://www.th.gov.bc.ca/cvse/vehicle_inspections/PDF/AirBrakesFAQ.pdf

Number of Axles (mandatory)

The default number of axles is 3. To change this enter the new number in the box, press the <TAB> key (or click the mouse anywhere outside the input box) and click the [OK] button when the confirmation dialog box appears. The screen will refresh with the correct number of axles.

TIP: The number of axles must be between 1 and 9.

Air Brake Chamber Type, Size and Push Rod Stroke Measurements (mandatory if Brake Type is Air or Air over Hydraulic)

TIP: This section will not appear on the screen if Brake Type is Hydraulic or Electric.

For each and every axle:

Type (mandatory)

Choose the appropriate Air Brake Chamber Type from the drop-down menu.

Size (mandatory)

Choose the appropriate Air Brake Chamber Size from the drop-down menu.

TIP: "N/A" is the only valid value when Chamber Type is Disc, Wedge or Other.
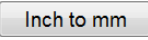
Slack Adjustment (mandatory)

Choose the appropriate Slack Adjustment Type from the drop-down menu.

Left and Right (mandatory unless Chamber Type is Other)

Enter the Left and Right Push Rod Stroke measurements, in millimetres. A decimal point is permitted but special and alpha characters are not.

TIP: These are optional if Chamber Type is Other.

TIP: Up to 3 decimal places can be included for measurement accuracy.

TIP: Click the [Inch to mm] button to view a conversion chart / calculator.

Comments (optional)

Comments may be entered in the Comment field.

Air Brake Camshaft Rotation Measurements (mandatory if Brake Type is Air or Air over Hydraulic)

TIP: This section will not appear on the screen if Brake Type is Hydraulic or Electric.

For each and every axle:

Left and Right (mandatory unless Chamber Type is Disc, Roto, Wedge or Other)

Enter the Left and Right Camshaft Rotation measurements in degrees.

TIP: Special characters, including decimal points, and alpha characters are not permitted.

TIP: These are optional if Air Brake Chamber Type is Disc, Roto, Wedge or Other.

Comments (optional)

Comments may be entered in the Comment field.

Brake Lining/Pad Measurements (mandatory)

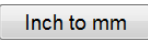### For each and every axle:

Lining/Pad (mandatory)

Choose "Lining (Shoe)" or "Pad" from the drop-down menu.

Left and Right (mandatory)

Enter the Left and Right Lining (Shoe) or Pad measurements, in millimetres. A decimal point is permitted but special and alpha characters are not.

TIP: Up to 3 decimal places can be included for measurement accuracy.

TIP: Click the [Inch to mm] button to view a conversion chart / calculator.

Comments (optional)

Comments may be entered in the Comment field.

Rotor Thickness or Drum Inside Diameter Measurements (mandatory if Brake Type is Hydraulic, Electric or Air over Hydraulic)

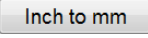**For each and every axle:**

Rotor/Drum (mandatory)

Choose "Rotor" or "Drum" from the drop-down menu.

Left and Right (mandatory)

Enter the Left and Right Rotor or Drum measurements, in millimetres. A decimal point is permitted but special and alpha characters are not.

TIP: If the Brakes are new and the drums have not been pulled, enter "0" in both the Left and Right measurement boxes and add a comment indicating drums were not pulled.
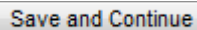
TIP: Up to 3 decimal places can be included for measurement accuracy.

TIP: Click the [Inch to mm] button to view a conversion chart / calculator.

Comments (mandatory if Left and Right Rotor/Drum measurements = 0)

Comments may be entered in the Comment field.

TIP: A comment is optional unless Left and Right Rotor/Drum measurements = 0.

[Save and Continue] **Button**

Click this button to proceed to the *Inspection Report Preview* screen.

7. Enter Inspection Item Results screen (PVIP)

Your Draft Inspection Report Number (optional)

> This number can be used to retrieve the inspection information entered to this point. Make a note of this number or print out the Draft Inspection Report (the draft inspection report number is printed at the top of the report).
>
> **TIP**: The user can exit the application here, perform the inspection, retrieve the Draft Inspection using this number, and then enter the inspection results.

Print a Draft Inspection Report (optional)

> Click the PDF icon, circled in the image above, to preview the Draft Inspection report in a separate browser window. This report may be printed for use during the physical inspection.

Work Order Number (optional)

> A Work Order Number may be entered here, if applicable (max. 15 characters).

Inspected Item Results (mandatory)

> Click the Inspection Result radio button next to the appropriate inspection item.   "Not Applicable" items do not require a radio button to be selected. If no radio button is selected, the Inspection Result will automatically be assigned as "Not Applicable"
>
> **TIP:** If an Inspection Result is "Fail" or "Repair Same Day", a comment must be entered. Comments are optional when the inspection result is "Pass" or "Not Applicable".

Continue Button

Click this button to proceed to the *Inspection Report Preview* screen.

8. Inspection Report Preview screen

Inspection Comments (optional)

Enter general inspection comments (max. 250 characters).

Decal Number (mandatory if Inspection Result is "Pass")

Enter the Decal Number (max. 7 characters).

TIP: Decal Number is optional if CVIP Inspection Result is "Fail".

TIP: The Decal Number field will not appear if the CVIP Inspection Result is "Out of Service" or if the PVIP Inspection Result is "Fail".

TIP: The Decal Number format is AAXXXXX, where AA is a two-letter alphanumeric prefix followed by a 5 digit number.

Decal Expiry Date (mandatory)

If the Decal Expiry date is not already pre-populated, select the correct expiry date from the drop-down list showing a 6 month or 12 month expiry date.

TIP: For a Pass PVIP, the Decal Expiry Date will always be pre-populated since only a 12 month expiry date is possible.

TIP: For a Pass CVIP, the Decal Expiry Date will be pre-populated if Inspection Reason was annual or semi-annual.

TIP: Decal Expiry dates do not apply to CVIP "Out of Service" or PVIP "Fail" inspections.

Completed Date/Time (mandatory)

Enter the Date/Time the inspection was completed (YYYY-MMM-DD HH:MM) or click the calendar icon and select the date/time with the mouse.

Submit Inspection Button

Click this button to submit the inspection to the VIP eForm System and to proceed to the *Inspection Report Confirmation* screen.

9. Inspection Report Confirmation screen

View the Final Inspection Report (mandatory)

The Final Inspection Report must be reviewed and printed. To review and print the Report, click on the capitalized link "YOU MUST PRINT THE INSPECTION REPORT (PDF)" or on the PDF icon beside the link. The Report will open in a separate browser window.

TIP: If errors are identified during review of the Final Inspection Report, the correction process described above (see Identify Facility, Inspector and Inspection Class Section) can be used to correct certain errors.
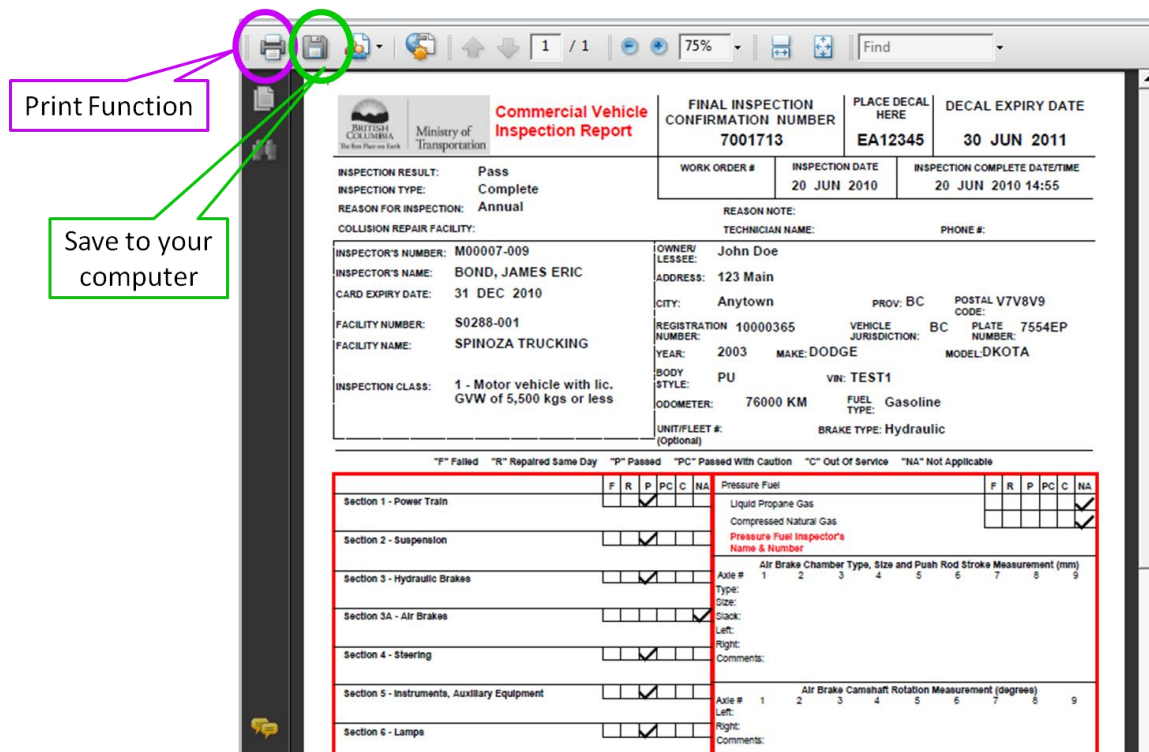
Print the Final Inspection Report (mandatory)

Click the Printer icon (the left-hand icon circled in the screen above) to print the Final Inspection Report. Print and sign two copies of the report and provide one to the driver.

TIP: If the Final Inspection Report does not print, use the Search for Inspection Report function on the main VIP Online Home page (see Section 10 below) to re-open and print the Final Inspection Report.

TIP: A copy of the Final Inspection Report may be saved to the facility's computer for future reference by clicking the Save icon (the right-hand icon circled in the screen above).

Return to VIP Online Home **Button**
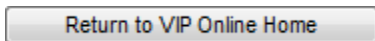
Click this button to end the inspection process and return to the *VIP Online Home* page.

10. Search for Inspection Reports

Accessing Search Function for Inspection Reports (optional)

To find and view a Final Inspection Report previously conducted by the user's Facility or Business, click on the "Search for Inspection Report" link found on the lower left side of the *VIP Online Home* page, as circled in the screen above.

TIP: Only Final Inspection Reports can be searched for and retrieved through this function. Draft Inspections Reports can only be accessed when entering a CVIP or PVIP eForm.
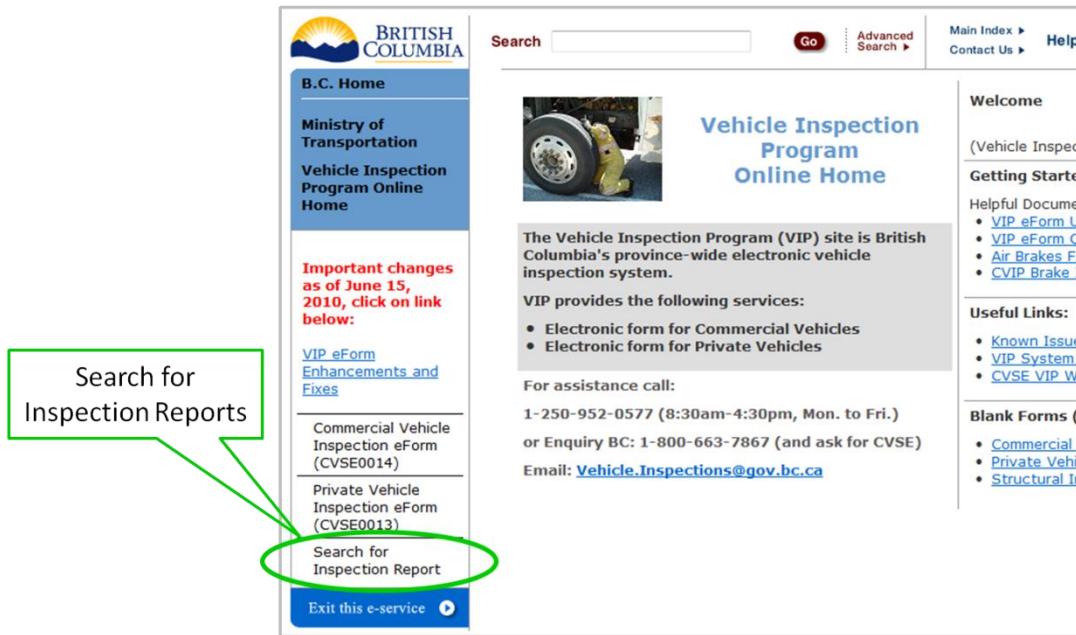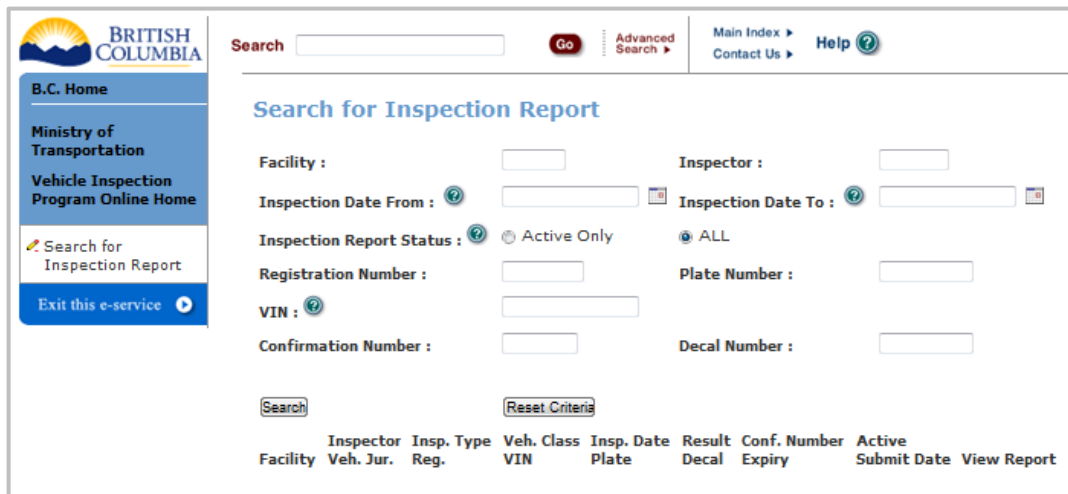

Facility (mandatory)

Enter Facility number here. The facility license number is not required. If the user's business has only one facility, the facility number will appear automatically and cannot be edited.

TIP: Only facilities associated with the user's business can be entered.

TIP: The facility must be active and licensed on the day specified in the Inspection Date field.

TIP: Only the facility number field is mandatory. All other fields are optional and can be used to refine the search.

Inspector (optional)

Enter the Inspector number that conducted the inspection. The Inspector license number is not required.

Inspection Date From (optional)

Enter the start of the date range to be searched by typing in the date (YYYY-MMM-DD) or click the calendar icon and select the date with the mouse.
TIP: If the search criteria do not include the confirmation number or decal number, it is recommended that a date range be included.
TIP: If only the "Inspection Date From" is included, the search will return all results from that date to the current date.

Inspection Date To (optional)

Enter the end of the date range to be searched by typing in the date (YYYY-MMM-DD) or click the calendar icon and select the date with the mouse.
TIP: If the search criteria do not include the confirmation number or decal number, it is recommended that a date range be included.

Inspection Report Status (mandatory)

Select the Status of the Inspection Report(s) to be retrieved.
TIP: Default status is "ALL".
TIP: Inspections that show as "Inactive" are a) Failed inspections where a re-inspection has been completed and b) original inspections that have been corrected or had replacement decals issued.

Registration Number (optional)

Enter the Vehicle Registration Number (REGI). This is 7-digits if the Vehicle Jurisdiction is BC.
TIP: Registration number should not be used for non-BC vehicles.
TIP: If a vehicle was not registered in BC at the time of inspection, different search criteria should be used (e.g. decal number or confirmation number) to retrieve the inspection report.

Plate Number (optional)

Enter the Vehicle Plate Number (max. 10 characters).

VIN (optional)

Enter the full or partial Vehicle Information Number (max. 17 characters).
TIP: To search for a partial VIN, the symbol "%" must be entered before the last 6 digits of the VIN.
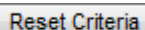
Confirmation Number (optional)

Enter the Confirmation Number of the Final Inspection Report to be retrieved.
TIP: This is the fastest search option and will only retrieve one report.

Decal Number (optional)

Enter the Decal Number associated with the Final Inspection Report to be retrieved.

Reset Criteria Button

Click this button to remove all entered criteria in the search fields and start a new search.
TIP: If the user's business has only one facility, the facility number will not be removed from the Facility field, and it cannot be edited.

Search Button

> Click this button to conduct an Inspection Report search based on the criteria entered.
>
> **TIP:** It may take a few moments to conduct the search.
>
> **TIP:** If no Reports are found, a message stating "No Results Returned" will be displayed. Changing search criteria may help to complete the search.

View and Print Report

> Click on the PDF icon in the right hand View Report column to view and print returned Inspection Reports.
>
> **TIP:** A message will appear indicating how many records (Reports) were found in the search.
>
> Varying the search criteria may change the number of records found.

11. License Renewal Reminder Notices
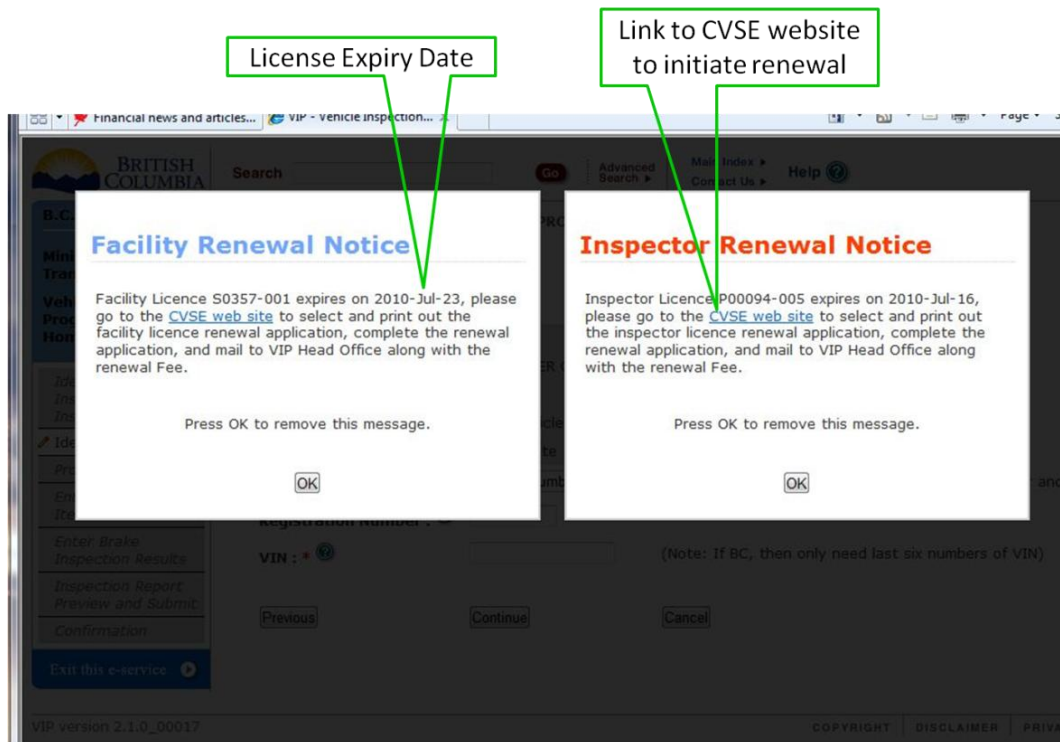
License Renewal Notices

A Renewal Notice will be displayed when an Inspector or Facility license is within 45 days of expiry. Renewal Notices appear upon clicking the [Verify Inspection Details] button on the *Identify Facility, Inspector and Inspection Class* screen.

TIP: As shown in the screen shot above, a separate Renewal Notice is displayed for Inspectors and Facilities; if both are within 45 days of expiry both notices may appear at the same time.

TIP: Renewal Notices are displayed once during each of the following periods before the license expires: 31-45 days, 16-30 days, and 0-15 days.

TIP: License renewals are no longer mailed out. These on-screen Renewal Notices are the only renewal reminders Facilities and Inspectors will receive. The person completing the data entry should inform the Facility or the Inspector, as appropriate, the first time the renewal notice appears.

TIP: Renewal forms can be accessed by clicking on the "CVSE Web Site" link, underlined in blue, inside the Renewal Notice window.