



Vehicle Inspection Directive Pursuant to Section 100.7 of the Highway Traffic Act

Schedule 5

Inspection Procedures and Equipment & Performance

Standards for Issuance of Structural Inspection

Certificates (SICs)

Version 1.1

Pursuant to subsection 100.7(5) of the Highway Traffic Act, it shall be deemed to be a term and condition of every Performance Contract that the Vehicle Inspection Centre operator shall comply with all applicable directives.

King's Printer for Ontario 2026

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Section 1: Technician Inspection Qualifications

Technicians will only be permitted to perform inspections according to their Certificate of Qualification. See [Appendix 5E](#).

310B Technicians may perform Structural Inspections on:

- Salvage branded motor vehicles (built 1981 or later)

Section 2: Structural Inspection Standards

The standards for the Structural Safety Inspection are set out in this Schedule 5 and the following legislation:

- O. Reg. 376/02 <https://www.ontario.ca/laws/regulation/020376>

Section 3: Inspection Procedures – Tablet Data Entry

3.1 Application

This Directive, Schedule 5 only applies to **salvage, rebuilt out of province and reassembled motor vehicles**. Vehicles outside of this must not get a structural inspection.

Structural Inspections need to be performed on salvage branded motor vehicles, rebuilt out of province vehicles being registered in Ontario, and on re-assembled motor vehicles. For vehicle registration inquiries related to re-assembled vehicles, please contact the Special Enquiry Unit at the ServiceOntario Contact Centre at (416) 235-2999, or the toll-free line at 1-800--387-3445.

The definitions below outline the three vehicle inspection types that can be inspected under this Directive:

Structural for Salvage means, with respect to a vehicle, a vehicle that,

- a) is a total loss and has incurred damage requiring replacement of one or more of the structural assemblies listed in Parts 1, 2, 3 and 4 of the Schedule, but is not irreparable,
- b) is classified by the Registrar as salvage under subsection 199.1 (11) of the Act, or
- c) is a motor vehicle assembled using the body of a motor vehicle with a model year of 1981 or later and the chassis frame assembly of another motor vehicle, both of which were manufactured utilizing a full frame assembly as part of the vehicle's structure.

The image below outlines an example of an ownership for a salvage motor vehicle in Ontario.

Province of Ontario
PAS - UNF
Province de l'Ontario
PLATE PLAQUE
Issued pursuant to the Highway Traffic Act / Délivré en vertu du Code de la route
PERMIT - VEHICLE PORTION / CERTIFICAT D'IMM. - VÉHICULE
BRAND - SALVAGE
UNPLATED
V.I.N. N.I.V. TESTBRANDSAL1
MAKE MARQUE CHRY
MODEL MODÈLE SUN
YEAR ANNÉE 98
BODY TYPE TYPE DE CARROSSERIE 2D
CYL. 08
POWER CARBURANT G
COLOUR COULEUR BLU
VEH. WT. POIDS kg
S.S.C. NO. N° DE C.S.
NAME NOM
ADDRESS ADRESSE
MAILING ADDRESS ADRESSE POSTALE
OFFICE / BUREAU
EFF. DATE / ENTRÉE EN VIGUEUR
PERMIT NO. / N° DE CERTIFICAT
FOLD HERE / PLIER ICI
COPY - COPIE
RETURN AND DESTROY

Re-built Out of Province

An out of province vehicle classified by its home jurisdiction as equivalent to “Rebuilt” is exempt from certain Structural Inspection requirements if:

The vehicle's permit for which was issued by a jurisdiction listed in Column 1 of Table 3 and that is classified by that jurisdiction with a classification that is set out in Column 2 of the Table as equivalent to rebuilt for that jurisdiction.

The vehicle's classification aligns with Ontario's "Rebuilt" designation.

Re-assembled Motor Vehicles means a re-assembled motor vehicle is classified as a vehicle that has been assembled using the body of a motor vehicle with a model year of 1981 or later and the chassis frame assembly of another motor vehicle, both of which were manufactured utilizing a full frame assembly as part of the vehicle's structure. This vehicle type will have a purple registration with the word 'REASSEMBLED' across it.

The image below outlines an example of an ownership for a re-assembled motor vehicle in Ontario.

The image shows two examples of Ontario vehicle permits for re-assembled vehicles. Both permits are purple and feature a large diagonal 'REASSEMBLED' watermark. The left permit is for a vehicle with a permit number RVXXXXXX and a date of 01/01/2026. The right permit is for a vehicle with a permit number RVXXXXXX and a date of 01/01/2026. Both permits include fields for vehicle details, permit information, and a signature line for the owner.

3.2 Technicians

Only registered Technicians with 310B Certificate of Qualification from Skilled Trades Ontario (STO) are permitted to perform Structural Inspections. See [Appendix 5E](#) for a full listing of certifications required to perform each Inspection Type. Apprentices are not eligible to perform inspections or operate Tablets. Technicians shall be proficient in recording specific measurements as they relate to chassis and suspension.

3.3 Login to Inspection Tablet

On the first Tablet login of each day, Technicians will receive a multi factor authentication text or email with a security code to enter into their Tablet.

Tablets must only be used by the Technician who is logged in. The Technician cannot authorize, collaborate, or delegate other staff to complete inspections, inspection components or enter inspection results into the Tablet. When taking pictures during an inspection, it can be helpful to have someone assist by holding tools or components. A registered journeyman or apprentice can help with this. However, the inspecting Technician is responsible for the quality and accuracy of the information and photos and is the only one allowed to use the tablet for entering inspection data. The Technician's username and password or logged-in Tablet are not to be shared or used by anyone except the Technician who logged-in to the Tablet.

3.4 Technician Messages

Technicians are required to read and acknowledge any messages displayed on the Tablet before they can begin an inspection.

3.5 Vehicle Specific Inspection Messages

Technicians are required to read and acknowledge any vehicle specific, or Auditor specified inspection messages, requirements, or warnings displayed on the Tablet before they can begin an inspection.

3.6 Select Vehicle Type

The Tablet will display the types of vehicles eligible for Structural Inspection based on Sec. 8 of O. Reg. 376/02 which lists exempt vehicles.

3.7 Vehicle Identification

Follow the screen prompts on the Tablet to perform vehicle identification correctly.

All vehicle information entered into the Tablet must match the vehicle being inspected.

Photos must be clear, properly focused, and without any obscuring glare from the flash.

The Technician must verify that the VIN in the screen showing the compliance label photo, and the VIN entered or manually scanned by the Technician match. If the VINs do not match, refer to sections 5.1 and 5.2.

If there is no Compliance Label, the photo of the VIN plate on the Dashboard or chassis must meet requirements noted above.

3.8 Vehicle Identification Photos and Licence Plate

The Tablet will prompt the Technician to:

1. Take a photograph of the licence plate and vehicle make of the vehicle.
2. Manually enter the licence plate data or indicate that the vehicle is not plated.

The Technician must also capture photographs that clearly document any damage to the front, rear, and sides of the salvage motor vehicle before rebuilding. If the vehicle was rebuilt at a premises other than the Vehicle Inspection Centre (VIC) and photographs were not taken, a photograph of a written statement from the insurer or other person who declared the vehicle a total loss must be taken, confirming that such photographs are unavailable.

If a photograph is unclear, the Technician must re-take the photo. Select only photos that are properly lit and in focus. See [Appendix 5D](#) for examples of acceptable photos.

3.9 Vehicle Photos

Four different colour photographs clearly showing **all four sides of the vehicle in its current state at that time of inspection**:

- Photo 1: Front of the vehicle
- Photo 2: Rear of the vehicle
- Photos 3 and 4: Two colour photographs of both sides of the vehicle (one photograph per side)

3.10 Frame Alignment Bench Photos

The Tablet will prompt the Technician to capture up to 3 photos of the salvage motor vehicle taken in a frame alignment bench, that include the measuring equipment in place.

3.11 Wheel Alignment Results Photos

The Tablet will prompt the Technician to capture up to 3 photos of the vehicle wheel alignment results/report including a photograph of a statement that the wheel alignment meets the manufacturer's specifications, including:

- the vehicle identification number,
- the applicable manufacturer's specifications,
- the actual final measurements taken from the vehicle,
- the name, address, and signature of the person (including if completed at another VIC location) who is making the statement and,
- the trade certification number under the Building Opportunities in the Skilled Trades Act, 2021,

These must be provided as evidence that the alignment meets the manufacturer specifications.

3.12 Frame Alignment Results Photos

The Tablet will prompt the Technician to capture up to 5 clear photos documenting the Frame alignment results, ensuring that key details are visible, including the Technician's evidence that show:

- The frame alignment results,
- The Technician's name and trade code clearly visible.

- Close-up view showing evidence that the frame alignment meets manufacturer specifications, such as measurement readouts or alignment markers.
- Additional detailed images of the frame alignment result, capturing various angles and key components to confirm alignment is within required manufacturer specifications or industry standards.

3.13 Vehicle Compliance Label Photos

Photograph the compliance label showing GVWR and VIN. For vehicles with multiple compliance labels, photograph the label that matches the VIN on the registration. If the label is too large for one (1) photo, take up to three (3) photos. If the compliance label is missing, use the VIN plate on the dashboard or chassis. You may also include notes describing the photos. A photo of the Vehicle Permit /vehicle registration is not acceptable.

3.14 General Inspection Procedures

Technicians are required to:

- Follow and comply with all Tablet screen prompts, instructions, messages, and warnings.
- Take measurements with appropriate devices, that are calibrated and in working order. Please refer to the [Appendix 5F](#) for a complete list of required tools.
- Photograph and provide all required documentation/measurements. See [Appendix 5D](#) for examples of good photos.
- Identify components or systems that fail or have been repaired to meet Inspection Standards.
- Record Inspection information on the Tablet.

3.15 Instrument Cluster Photo with Odometer

Photograph the instrument cluster with the odometer information displayed. The instrument cluster photograph must match the manually entered odometer reading. The software will allow the inspector to select odometer readings to be entered in Miles or Kilometres.

The vehicle odometer reading must be entered accurately. If the odometer is not working or is unreadable, please enter a value of 0.

3.16 Connect Tablet to Diagnostic Link Connector

The Tablet may require the Technician to connect the OneOBD device to vehicles manufactured with Diagnostic Link Connectors. This will download the vehicle's electronic fingerprint and safety related information.

Section 4: Inspection Requirements for Salvage, Out of Province, and Re-assembled Vehicles

4.1 Required Documents Submission for Structural Inspection Certificate (SIC) for Salvage Vehicles

A Vehicle Inspection Centre (VIC) (the Technician), shall, submit the following information and documents by obtaining a clear image through the tablet during the inspection and issuance of a Structural Inspection Certificate (SIC) in respect of a motor vehicle. Should any required information be missing/unavailable, the VIC is responsible for contacting the Vehicle Inspection Centre Assistance Line at 1-833-420-2110 to determine the appropriate next steps. This section only applies for salvage branded motor vehicles and not for reassembled or rebuilt vehicles:

- The completed Rebuilt Vehicle Parts Audit Form must contain (refer to Appendix to view example of Rebuilt Vehicle Parts Audit Form);
 - The name and address of the person who carried out the rebuilding of the salvage motor vehicle.

- The name and address of the vehicle owner, if different from that of the person who carried out the rebuilding.
- The vehicle identification numbers of the vehicles that the major components came from.
- The **estimate** of repairs required, as prepared by the insurer or other person who declared the vehicle a total loss, or documentation, provided by the insurer or other person who declared the vehicle a total loss, that fully describes the damaged components and the extent of their damage.
 - Must include:
 - The name and address of the insurer of the vehicle who paid out the claim for the salvage motor vehicle,
 - or the name and address of the person, other than an insurer, who declared the vehicle a total loss.
 - Requirements A and B are not required for Reassembled Motor Vehicles.

4.2 Failure to Submit Required Documents

Failure to submit the necessary documents within the specified timeframe may result in the SIC not being processed, and or further enforcement measures, including charges under relevant legislation.

4.3 Inspection Procedures – Physical Inspection

The Technician will perform the inspection and record required results on the Tablet. All sections must be completed in any order in accordance with schedule 9.

4.4 Required Documents for Out of Province Vehicles

An out-of-province vehicle that has been classified as equivalent to a “rebuilt” vehicle in its home jurisdiction is **exempt** from the standard Structural Inspection requirements in Ontario, provided the vehicle meets the following conditions:

- The vehicle's permit for which was issued by a jurisdiction listed in Column 1 of Table 3 and that is classified by that jurisdiction with a classification that is set out in Column 2 of the Table as equivalent to rebuilt for that jurisdiction.
- The vehicle is classified by that jurisdiction in a manner that is equivalent to Ontario's "Rebuilt" classification.

Documentation to be submitted:

The VIC must submit the following documents by obtaining a clear image through the vehicle inspection tablet during a Structural Inspection. These documents are available for the Director's review.

- The completed Rebuilt Vehicle Parts Audit Form must contain;
 - The name and address of the vehicle owner,
 - The vehicle identification numbers of the vehicles if any additional repairs are required,
- The Structural Inspection Certificate issued by the jurisdiction where the vehicle was originally classified, **or**
- The vehicle permit issued by the other jurisdiction, indicating the vehicle's classification as equivalent to a rebuilt vehicle under Ontario's standards.

Verification by Technician:

The Technician performing the inspection in Ontario must verify the identity of the vehicle by cross-checking the submitted documents with the vehicle itself to confirm it is the same vehicle described in those documents.

4.5 Inspections on Reassembled Vehicles

If the motor vehicle for which the Structural Inspection Certificate is issued is a reassembled motor vehicle, the VIC is not required to send to the Director the following:

- The name and address of the insurer of the vehicle who paid out the claim for the salvage motor vehicle, or the name and address of the person, other than an insurer, who declared the vehicle a total loss.
- The estimate of repairs required, as prepared by the insurer or other person who declared the vehicle a total loss, or documentation, provided by the insurer or other person who declared the vehicle a total loss, that fully describes the damaged components and the extent of their damage.
- A list of the major components used in rebuilding the vehicle, including the name of the supplier, the date of their purchase from the supplier by the person who carried out the rebuilding and the vehicle identification numbers of the vehicles that the major components came from.
- The invoice for the purchase of each major component used in rebuilding the vehicle, clearly showing the information set out in the previous bullet.
- The invoice for the purchase of a vehicle chassis, clearly showing the vehicle identification number of the vehicle from which, the chassis came.
- Two colour photographs clearly showing the damage to the front, rear and sides of the salvage motor vehicle, taken before rebuilding it, or, if the vehicle was rebuilt at premises other than the motor vehicle inspection station and photographs were not taken, a written statement by the insurer or other person who declared the vehicle a total loss that such photographs are not available, if the VIC sends to the Director photographs in sufficient number to display all of the major components that were used in reassembling the vehicle.
- A copy of the **Invoice** for major components, which must contain:
 - a list for the purchase of the major components used in rebuilding the vehicle, including the name of the supplier,
 - date of their purchase from the supplier by the person who carried out the rebuilding,

- parts obtained from used vehicles, must include the vehicle identification numbers of the vehicles that the major components came from.
- If applicable, the **invoice** for the purchase of a vehicle chassis, clearly showing the Vehicle Identification Number (VIN) of the vehicle from which, the chassis came. This is not required for Reassembled Motor Vehicles, if the components and chassis for the reassembled vehicle are acquired from a donor vehicle registered to the owner of the reassembled vehicle.

Section 5: Vehicle Identification Number (VIN) and Vehicle Registration

5.1 Vehicle Identification Number (VIN)

The Technician must ensure that the VIN on the vehicle being inspected matches the VIN scanned or manually entered into the tablet. Tablet software will check the VIN for errors and may display error messages.

If the VIN is correct, press Proceed.

If the VIN is incorrect, the Technician must select “Re-enter” and enter the VIN until no error message is received. Upon VIN entry, data fields will be automatically populated by the VIN decoder.

During manual VIN entry, the Technician must ensure that the VIN is entered exactly as it appears on the vehicle. While most vehicles use the standard 17-character VIN format, some older vehicles (generally pre-1981) and certain specialty vehicles may have fewer than 17 characters. The system will accept VINs with fewer than 17 characters in these cases.

5.2 VIN and Vehicle Identification

All vehicles must have a Vehicle Identification Number (VIN) that matches the VIN recorded on the Vehicle Permit/Registration. If the VIN is missing from the vehicle or does not match the Vehicle Permit, the vehicle **must not** be inspected. In such cases, the registered owner must be directed to ServiceOntario (1-800--387-3445) to correct

the VIN or the Vehicle Permit before the inspection can proceed. A photograph of the Vehicle Permit is not a substitute for a photo of the VIN plate on the windshield or the Statement of Compliance Label.

Technicians are responsible for ensuring the VIN entered during the issuance of an Inspection Certificate is accurate. Once submitted, VIN errors cannot be corrected, and if a certificate is refused at a ServiceOntario centre due to any inspection error, the Technician must provide corrective action at no cost to the customer.

When completing the Vehicle Information Summary, scanning the VIN barcode with the Tablet will populate most vehicle information fields. Any remaining mandatory fields must be entered manually, and the Technician must correct any errors generated by the VIN decoder. Failure to correct decoder-supplied errors will result in an audit.

Section 6: Inspections

6.1 Tablet Entry of Actual Structural Inspection Results

The physical Structural Inspection will be performed following the Structural Inspection Standard in the 4 major sections of the standard: Chassis Alignment, Structural Components, Body, and Wheel Alignment. Technicians will be required to select one of three inspection results: Pass, Fail, or Repaired. Technicians will conduct the vehicle inspection and enter data only for those components or systems that fail to meet standards or have been repaired to meet the standards. Technicians are not required to enter information regarding systems or components that Pass or are not applicable.

The only exception to the above occurs when a Technician is being audited. The Technician may be audited on a specific section of the Inspection procedure and in such cases will be required to select Pass where applicable. When the vehicle under audit is not equipped with components or systems that are part of the audit requirement, the Technician will be required to select Pass.

Section 7: Vehicle Inspection Reports (VIR)

7.1 Structural Vehicle Inspection Reports (VIR)

Structural Vehicle Inspection Reports (**VIR**) are generated by the Tablet following a Structural Inspection.

7.2 Structural Inspection Certificates

Structural Inspection Certificates are automatically uploaded to ServiceOntario.

Structural Inspection Certificates are issued after an Inspection of a salvage motor vehicle that has been rebuilt in compliance with the inspection requirements and performance standards set out in this Schedule.

7.3 Tablet Emails Structural VIRs

Technicians or VICs are required to offer to send electronic Structural VIRs to the customer's email address. Technicians are required to enter the customer's email address (if provided) into the Tablet during the Structural Inspection and the Structural VIR will be automatically emailed to the customer. Customers shall be advised that they may obtain their Structural VIR from the Public Website.

The Tablet will automatically email all Structural VIRs to the VIC owner and any Delegates for their records.

7.4 Failed Structural Vehicle Inspection Reports (VIRs)

Vehicles that Fail to meet the Inspection Standards will result in Structural VIRs that cannot be used for vehicle transactions at ServiceOntario.

7.5 Re-inspections Following a Failed Initial Inspection

A re-inspection is a limited vehicle Inspection performed by the same Vehicle Inspection Centre that issued an initial Fail result. Inspections can be limited to the previously failed component(s). Technicians will have the option to fail the vehicle for any other compliance issue.

The Technician who completes the Re-Inspection will be responsible for the complete inspection result.

Appendix 5A – Inspection Requirements and Performance Standards for Salvage Motor vehicles

- Section 1 – CHASSIS ALIGNMENT
- Section 2 – STRUCTURAL COMPONENTS
- Section 3 – BODY
- Section 4 – WHEEL ALIGNMENT

Section 1 – CHASSIS ALIGNMENT

- (1) The alignment of each chassis control point and reference point shall be within three millimetres of the original equipment manufacturer's specifications, or within the standard of variance established by the original equipment manufacturer if that standard is greater than three millimetres.

Section 2 – STRUCTURAL COMPONENTS

- (1) All structural joints of all repaired or replaced chassis components must be accessible for inspection, and all such joints shall be clean, and free of sealant and of soundproofing or rust-proofing materials at the time of inspection.
- (2) All components of the chassis shall be inspected and, (a) no structural component of the chassis shall be missing, broken, cracked, loose, buckled, or perforated by corrosion; (b) the method of assembly or installation of any structural component of the chassis shall comply with the original equipment manufacturer's requirements, and no fastener used for this purpose shall be missing, loose or misaligned and (c) the method of attachment of any suspension or steering component to the chassis shall comply with the original equipment manufacturer's requirements, and no fastener used for this purpose shall be missing, loose or misaligned.
- (3) No mount shall be missing, shall be incorrect for the vehicle, shall have loose,

missing, or incorrect fasteners, or shall be broken.

- Subsection (1) does not apply to a motor vehicle imported into Ontario, the permit for which was issued by a jurisdiction listed in Column 1 of Table 3 and that is classified by that jurisdiction with a classification that is set out in Column 2 of the Table as equivalent to rebuilt for that jurisdiction.

Table 3

Table 3

Column 1 Jurisdiction	Column 2 Equivalent to Rebuilt
Canada	Canada
Alberta	Repaired
British Columbia	Rebuilt
Manitoba	Rebuilt
New Brunswick	Rebuilt
Newfoundland and Labrador	Rebuilt
Nova Scotia	Rebuilt
Prince Edward Island	Rebuilt
Quebec	Reconstruit
Saskatchewan	Rebuilt
United States of America	United States of America
Alabama	Reconstructed
Alaska	Reconstructed Vehicle
Arizona	Restored Salvage
Arkansas	Reconstructed, "REC"
California	Salvage, or Salvaged, or Rebuilt

Column 1 Jurisdiction	Column 2 Equivalent to Rebuilt
Colorado	Code “R,” Rebuilt
Connecticut	Code “A”
Florida	Rebuilt
Georgia	Rebuilt
Idaho	Reconstructed vehicle
Illinois	Reconstructed vehicle
Indiana	Rebuilt Vehicle
Iowa	Prior salvage
Kentucky	Rebuilt vehicle
Massachusetts	Reconstructed
Michigan	Rebuilt
Minnesota	Prior salvage, Rebuilt
Missouri	Prior Salvage
Montana	Rebuilt Salvage
Nebraska	Previously salvaged
Nevada	Rebuilt
New York	Rebuilt salvage
North Carolina	Code “SVR”
North Dakota	Previous salvage
Ohio	Rebuilt Salvage
Texas	Reconditioned, Rebuilt salvage
Vermont	Rebuilt

Column 1 Jurisdiction	Column 2 Equivalent to Rebuilt
Virginia	Salvage rebuilt
West Virginia	Reconstructed
Wisconsin	Repaired salvage
Wyoming	Code "R"

SECTION 3 – BODY

- (1) All doors, latches and hinges, and all sliding mechanisms on the hood and on a door, shall be inspected and,
- a) no such latch or hinge, or any non-electrical component of a side door sliding mechanism, shall be missing, incorrect for the vehicle, or be damaged, assembled or misaligned so as to affect the proper opening or closing of the hood or a door, or the proper securement of the hood or door in the closed position.
 - b) all such latches, hinges and sliding door components must be securely mounted to the body structure, hood or door in the same manner used by the original equipment manufacturer, and no fastener used for this purpose shall be missing, loose or misaligned.
 - c) all flexible sealing material on all passenger and cargo doors and hatches shall be in a position, and of a condition and design, so as to function as intended by the original equipment manufacturer to prevent the entry of exhaust fumes into the interior of the vehicle, and no such material shall be missing.
 - d) no bumper or associated shock absorbing mechanism or structure or supporting structure shall be missing, collapsed, inoperative, or incorrect for the vehicle, and the method of assembly and installation shall comply with the original equipment

manufacturer's requirements, and no fastener used for this purpose shall be missing, loose or misaligned.

- e) all doors shall be correct for the vehicle, and none shall be missing.

Section 4 – WHEEL ALIGNMENT

1. Where the motor vehicle inspection station is properly equipped to do so, the alignment of all wheel positions shall be inspected at the motor vehicle inspection station, and all such alignment shall be within the original equipment manufacturer's specifications (see example in Appendix 5D).
2. If the wheel alignment is inspected at a premises other than the motor vehicle inspection station: a photograph of a statement that the wheel alignment meets the manufacturer's specifications, including the statement of the vehicle identification number of the vehicle, the applicable manufacturer's specifications, the actual measurements taken for the vehicle, the name, address and signature of the person at the other premises who is making the statement, and their trade certification number under the Building Opportunities in the Skilled Trades Act, 2021, must be provided.

Appendix 5B – Contact List

Public Contact Centre Services

Public Contact Centre Services at 1-833-420-2103 or info@driveonportal.com

The Contact Centre is staffed by people trained on all aspects of the DriveON Program. All consumer or public inquiries, such as EIC reprints and all consumer complaints, including smoking vehicle reports, that cannot be answered by VIC staff should be directed to the Contact Centre.

The Contract Centre also provides information on VIC accreditation procedures and general program information for VICs joining the program. The hours of operation are Monday to Friday from 8:00 am to 6:00 pm, Saturday and Sunday 9:00 am to 3:00 pm.

Vehicle Inspection Centre Assistance Line

Vehicle Inspection Centre Assistance Line at 1-833-420-2110 or VIC@driveonportal.com

VICs are to use this contact phone number, email, or chat for most of their day-to-day issues. This is a free Technician technical information service to assist with any of the following:

- Standard Operating Procedures
- New VIC Accreditation
- Training Department
- Inspection Equipment communication issues
- Banking Information questions regarding test fee payments
- Lockout of the Inspection Equipment

Vehicle Registration

Vehicle owners that may have inquiries about their vehicle registration or if their vehicle is missing a vehicle identification number (VIN), may be directed to [ServiceOntario](#) at 1-800--387-3445, or to visit a [ServiceOntario](#) location.

Appendix 5C – Definitions

310B means the Ontario Certificate of Qualification as per the Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28. c. 22, Journeypersons Class (JP), 310B - Auto Body & Collision Damage Repairer.

Accessible Vehicle means a passenger vehicle, other than a bus,

- a) that is designed or modified to be used for the purpose of transporting persons with disabilities and is used for that purpose, whether the vehicle is also used to transport persons without disabilities, and
- b) that is operated,
- c) for compensation by, for or on behalf of any person, club, agency, or organization, or
- d) not for compensation by, for or on behalf of any person, club, agency, or organization that holds itself out as providing a transportation service to persons with disabilities.

Auditor means the vendor's program compliance assurance personnel responsible for reviewing specific Inspection records to detect non-compliance with the Directive or SOP by Vehicle Inspection Centres, Technicians and or vehicles.

Certificate means:

- A document with a VICN issued by a VIC that can be used to change the vehicle brand from SALVAGE to REBUILT for vehicle transfer and registration purposes at ServiceOntario.
- Confirms a vehicle passed the Structural Inspection by meeting all required standards and is date stamped when all Inspection requirements are met.

Certificate of Qualification means a valid STO certification under the Building Opportunities in the Skilled Trades Act which is neither suspended nor revoked.

Highway Traffic Act [Highway Traffic Act, R.S.O. 1990, c. H.8 | ontario.ca](#)

Reassembled Motor Vehicle means a motor vehicle that has been assembled using the body of a motor vehicle with a model year of 1981 or later and the chassis frame assembly of another motor vehicle, both of which were manufactured utilizing a full frame assembly as part of the vehicle's structure. This vehicle type will have a purple registration with the word 'REASSEMBLED' across it.

Rebuilt Vehicle means, with respect to a vehicle, a vehicle that was classified as salvage, complies with the regulations, and has been issued a Structural Inspection Certificate.

Re-Inspection means a limited Inspection performed by the same Vehicle Inspection Centre that issued an initial failure result. Inspections can be limited to the previously failed component(s). Technicians will have the option to fail the vehicle for any other compliance issue. The vehicle owner will not be charged for the re-inspection. The vehicle owner may be charged where wheels are required to be removed.

Salvage Vehicle means, with respect to a vehicle, a vehicle that,

- a) is a total loss and has incurred damage requiring replacement of one or more of the structural assemblies listed in Parts 1, 2, 3 and 4 of the Schedule, but is not irreparable,
- b) is classified by the Registrar as salvage under subsection 199.1 (11) of the Act, or
- c) is a motor vehicle assembled using the body of a motor vehicle with a model year of 1981 or later and the chassis frame assembly of another motor vehicle, both of which were manufactured utilizing a full frame assembly as part of the vehicle's structure.

SIC means a **Structural Inspection Certificate** which is the certificate issued after an Inspection of a salvage motor vehicle that has been rebuilt in compliance with the inspection requirements and performance standards set out in Schedule 5 of the Directive.

Structural VIR means a Structural Vehicle Inspection Report which is the document issued by a Vehicle Inspection Centre following a Structural Inspection that contains the structural component and performance standards information collected on the date the document was issued.

STO or **Skilled Trades Ontario** replaces the Ontario College of Trades and is used to promote the trades and develop training standards.

Statement of Compliance Label means a label applied by the vehicle manufacturer as required by the Motor Vehicle Safety Act that the vehicle complies with all applicable motor vehicle safety standards in effect on the date of manufacture and is usually found inside of the driver's door pillar.

Technician means a person who has successfully completed training provided by Skilled Trades Ontario and is registered with DriveON. All Structural Inspections must be conducted by Technicians according to their Skilled Trades Ontario Certificate of Qualification as per the Building Opportunities in the Skilled Trades Act, 2021 and excludes Technicians that have been denied registration by DriveON or whose registration has been suspended or revoked.

VIC means **Vehicle Inspection Center** which is a vehicle service station with a Performance Contract and provides Inspection services.

VICN means **Vehicle Inspection Certificate Number** which is the unique number applied to a SIC for registration purposes.

VIN means **Vehicle Identification Number** which is most commonly a 17-character combination of numbers and letters (excluding I, O, Q) that can be used to help identify the make, model, model year and engine size of a vehicle.

VIR means **Vehicle Inspection Report** which is the document issued by a Vehicle Inspection Centre following a vehicle inspection that contains the vehicle emissions and/or safety equipment and performance standards information collected on the date the document was issue.

Appendix 5D – Examples of Proper Inspection Photographs

Technicians are responsible for ensuring Inspection photos are taken properly. Inadequate photo quality (e.g., blurry) may result in compliance action against the VIC. Technicians should re-take photos or take additional photos if the quality of the initial photos is questionable.

Photo Quality Requirements:

Inspection photos must be:

- clear, sharp and in focus
- no shadows, glare, or flash reflection



example of a good photo



example of a bad photo

Compliance Label Photo

Photos must include:

- VIN
- GVWR



example of a good photo



example of a bad photo

Vehicle Instrument Cluster Photo

Photos must include:

- Odometer
- Malfunction Indicator Light (MIL); if illuminated
- Fuel Level



example of a good photo



example of a bad photo

Vehicle Pre-repair Photo

Photos must include:

- Any damage to the front of the salvage motor vehicle before rebuilding



example of a good photo

Vehicle Pre-repair Photo

Photos must include:

- Any damage to the rear of the salvage motor vehicle before rebuilding.



example of a good photo

Vehicle Pre-repair Photo

Photos must include:

- Any damage to the sides of the salvage motor vehicle before rebuilding



example of a good photo

Frame Alignment Results Photos

The photograph of the measured area should reflect the damaged area of the vehicle (all measurements need to be within the manufacturer's specification or industry standard)

- This photograph must also include the Technician's trade code, signature, and a statement outlining the vehicle is within the manufacturer's specification or industry standard

Measurements are within manufacturer specifications

Body Repair Centre: *[Signature]*

Make: NISSAN_USA
Reg Number: *[Blank]*

Surname: *[Blank]*
Model: NV200 VAN
Chassis: *[Blank]*

Order Date: 11/3/2022
Repair Order number: *[Blank]*
Number: 369

Year: 2014-2021

MEASUREMENTS TAKEN AFTER REPAIR Copyright ©

The arrow indicates direction of pull.

5	6	3	4	9	10	13	14	21	22	19	20	25	26	33	34	41	42				
1	2	8	11	15	18	23	24	27	28	29	30	31	32	35	36	37	38	39	40	43	44
2	6	4	8	18	10	14	20	22	24	26	28	30	32	34	38	40	42				
1	5	3	11	15	9	13	19	21	23	25	27	29	31	33	37	39	41				
5	6	3	4	9	10	13	14	21	22	19	20	25	26	33	34	41	42				
1	2	8	11	15	18	23	24	27	28	29	30	31	32	35	36	37	38	39	40	43	44
				OK	OK	OK	OK	OK	OK												

example of a good photo

Wheel Alignment Results Photos

Photograph of the salvage motor vehicle wheel alignment results

- Photograph must include Technician name, trade code, and signature. Wheel alignment must be within the manufacturer's specification.

Customer: _____
Company: _____

License No: _____
Odometer: _____

Vehicle: _____
VIN: _____

Date: _____
Technician: _____
Order No.: _____

LEFT						RIGHT					
FACTORY SPECIFICATION						FACTORY SPECIFICATION					
	INITIAL	Min	Preferred	Max	FINAL	FINAL	Min	Preferred	Max	INITIAL	
FRONT TOE	- 1/16"	0"	3/64"	3/32"	1/64"	1/64"	0"	3/64"	3/32"	1/64"	
FRONT CAMBER	-0.26°	-0.85°	-0.10°	0.65°	-0.24°	-0.14°	-0.85°	-0.10°	0.65°	-0.22°	
FRONT CASTER	3.68°	2.40°	3.40°	4.40°	3.62°	3.83°	2.80°	3.80°	4.80°	3.42°	
REAR TOE	1/32"	----	----	----	1/32"	- 1/64"	----	----	----	- 1/64"	
REAR CAMBER	-0.31°	----	----	----	-0.30°	-0.43°	----	----	----	-0.45°	
SAI	13.36°	----	----	----	13.06°	13.13°	----	----	----	13.29°	
INCLUDED ANGLE	12.90°	----	----	----	12.82°	12.99°	----	----	----	13.08°	
TOE OUT ON TURNS	----	----	----	----	----	----	----	----	----	----	
MAXIMUM TURNS	----	----	----	----	----	----	----	----	----	----	
FRONT RIDE HEIGHT	----	4.49"	4.96"	5.43"	----	----	4.49"	4.96"	5.43"	----	
REAR RIDE HEIGHT	----	6.50"	6.97"	7.44"	----	----	6.50"	6.97"	7.44"	----	

TOTAL MEASUREMENT					
INITIAL	Min	Preferred	Max	FINAL	
TOTAL FRONT TOE	- 3/64"	0"	3/32"	13/64"	1/32"
TOTAL REAR TOE	1/64"	----	----	----	1/64"
REAR THRUST	1/32"	- 1/4"	0"	1/4"	1/32"
FRONT SETBACK	-0.29"	----	----	----	-0.29"
REAR SETBACK	-0.10"	----	----	----	-0.10"
TRACK WIDTH DIFF.	1.30"	----	----	----	1.40"
WHEEL BASE DIFF.	0.19"	----	----	----	0.18"
FRAME ANGLE	0.00°	----	----	----	0.00°

4.3.1, United States Domestic, US2022R1

Your vehicle has been aligned using a precision

 wheel aligner.

example of a good photo

Frame Alignment Photos

Photograph of the salvage motor vehicle taken in a frame alignment bench



example of a good photo



example of a good photo

Rebuilt Vehicle Parts Audit Form

Photograph all pages of the completed form with all information in the fields

Ontario  **Ministry of Transportation** **Ministère des Transports**

Rebuilt Vehicle Parts Audit Form
Formule de vérification des pièces d'un véhicule remis à neuf

Please Print / Écrire en lettres moulées

Name of Rebuilder
Nom du constructeur
Name / Nom

Vehicle Owner (if different than rebuilder)
Propriétaire du véhicule (s'il diffère du constructeur)
Name / Nom

Street Address / Adresse

City, Town or Village
Cité, ville ou village

Prov. / Stat.
Prov. / État

Postal / ZIP Code
Code postal / ZIP

Telephone Number
Numéro de téléphone

Identification of Rebuilt Vehicle / Identification du véhicule remis à neuf

Make of vehicle / Marque du véhicule

Model / Modèle

Year / Année

Odometer Reading / Kilométrage au compteur

VIN (Serial Number) / NIV (Numéro de Série)

Kilometres / Kilomètres

Major Components Used (not original to this vehicle) / Principales pièces utilisées (non d'origine pour véhicule)

Component Name Nom de la pièce	Name of supplier Nom du fournisseur	Purchase Date Date de l'achat	Replaced / Remplacé						Vehicle Identification Number (VIN) of source vehicle NIV (Numéro de Série) du véhicule d'origine
			Engine / Moteur	Transmission / Boîte de transfert	Front Axle / Axe avant	Rear Axle / Axe arrière	Wheels / Roues	Body / Carrosserie	
1. Engine / Moteur									
2. Transmission / Boîte de transfert									
3. Transfer Case / Boîte de transfert									
4. Rear Axle / Axe arrière									
5. Front Axle / Axe avant									
6. Hood / Capot									
7. Fenders / Ailes									
8. Bumpers / Pare-chocs									
9. Side / Rear / Front Fenders / Pare-chocs latéraux									
10. Trunk Lid / Couverture de coffre									
11. Doors / Hatchbacks / Portes / Hayons									
12. Seats / Sièges									
13. Dashboard / Tableau de bord									
14. Air Bag / Air bag									
15. Air bag / Air bag									
16. Chassis Frame / Cadre du châssis									
17. Roll-over Protection / Longeron complet / partiel									
18. Radiator Grill / Grille de radiateur									
19. Body Shell / Carrosserie									
20. Body Roof / Plaque									
21. Pillars - Front / Côté / Rear / Piliers avant / milieu / arrière									
22. Alloy Wheels / Roues en alliage									
23. Tailgate / Hayon arrière									
24. Truck Cab / Box / Cabine / Calage de camion									

Date of Final Inspection
Date de l'inspection finale

Year
Année

Month
Mois

Day
Jour

Motor Vehicle Inspection Station Licence Number
N° de permis de centre d'inspection des véhicules automobiles

Structural Inspection Certificate Number
N° du certificat d'inspection structurelle

We hereby certify that the information set out in this form is true and accurate, that the record of rebuilding information, documents and photographs required to be reviewed and kept under section 10.1 of Regulation 601 is complete and has been reviewed and is believed to be accurate and authentic.

Nous certifions par la présente que les renseignements ci-dessus sont exacts, que le dossier contenant les renseignements, les documents et les photographies requis à la remise à neuf qui doivent être examinés et conservés conformément au paragraphe 10.1 du Règlement 601 est complet et, à notre connaissance, exact et authentique.

Signature of Rebuilding Technician / Signature du technicien ayant effectué l'inspection

Date

Signature of License Holder / Signature du titulaire du permis

Date

example of a good photo

Formule de vérification des pièces d'un véhicule remis à neuf				
Structural Assembly / Pièces de construction	APPRAISED? Selon une	REPAIRED? A-t-elle été	REPLACED? A-t-elle été	UNTOUCHED? Pièce laissée telle quelle?
Front Section / Section avant				
Radiator Support Assembly / Support de radiateur				
Upper Rail Assembly – Left / Longeron supérieur – gauche				
Upper Rail Assembly – Right / Longeron supérieur – droite				
Lower Rail Assembly – Left / Longeron inférieur – gauche				
Lower Rail Assembly – Right / Longeron inférieur – droite				
Strut Tower / Apron Assembly – Left / Poutrelle / traverse – gauche				
Strut Tower / Apron Assembly – Right / Poutrelle / traverse – droite				
Engine Sub-frame Assembly / Cadre auxiliaire du moteur				
Cowl Top Panel Assembly / Dessus de tablier				
Complete Full Frame Assembly / Cadre complet				
Centre Section (Passenger Compartment) / Section du milieu (habitacle)				
Firewall Assembly / Tablier				
Dash Panel Assembly / Panneau de tableau de bord				
Roof Panel Assembly / Panneau de toit				
Windshield "A" Pillar Assembly – Left / Montant de pare-brise – gauche				
Windshield "A" Pillar Assembly – Right / Montant de pare-brise – droite				
Slide Rocker Panel Assembly – Left / Bas de caisse – gauche				
Slide Rocker Panel Assembly – Right / Bas de caisse – droite				
Centre Hinge "B" Pillar Assembly – Left / Montant à charnière porte avant – gauche				
Centre Hinge "B" Pillar Assembly – Right / Montant à charnière porte avant – droite				
Rear "C" Pillar Assembly – Left / Montant à charnière porte arrière – gauche				
Rear "C" Pillar Assembly – Right / Montant à charnière porte arrière – droite				
Front Floor Pan Assembly / Plancher avant				
Rear Floor Pan Assembly / Plancher arrière				
Complete Full Frame Assembly / Plein cadre				
Cab - complete (full frame vehicles only) / Cabine (véhicules à cadre complet uniquement)				
Rear Section / Section arrière				
Rear Lock Pillar Assembly – Left / Pied arrière – gauche				
Rear Lock Pillar Assembly – Right / Pied arrière – droite				
Rear Strut Tower Assembly – Left / Poutrelle arrière – gauche				
Rear Strut Tower Assembly – Right / Poutrelle arrière – droite				
Inner Wheelhouse Assembly – Left / Passage de roue intérieur – gauche				
Inner Wheelhouse Assembly – Right / Passage de roue intérieur – droite				
Inner Quarter Panel Assembly – Right / Aile arrière intérieure – droite				
Inner Quarter Panel Assembly – Left / Aile arrière intérieure – gauche				
Rear Cross-member Assembly / Traverses du plancher arrière				
Rear End Panel Assembly – Upper / Jupe arrière – haut				
Rear End Panel Assembly – Lower / Jupe arrière – bas				
Rear Sub Frame Assembly – Left / Cadre auxiliaire arrière – gauche				
Rear Sub Frame Assembly – Right / Cadre auxiliaire arrière – droite				
Trunk Floor Pan Assembly / Plancher de coffre				
Rear Roof Panel Assembly / Panneau de toit arrière				
Complete Full Frame Assembly / Cadre complet				
We hereby certify that the above items and documents have been inspected and the information set out in this form is true and accurate. Par la présente, nous attestons que les articles et les documents ci-dessus ont été inspectés et que les renseignements inscrits sur cette formule sont véridiques et exacts.				
Signature of Inspecting Technician / Signature du technicien ayant effectué l'inspection	Date			
Signature of Licensee/Agent / Signature du titulaire ou de son agent	Date			

example of a good photo

Appendix 5E – Technician Qualifications for Inspection Types

Structural Vehicles are inspected to standards in Directive Schedule 5

Inspection Type	310-S Technician	310-T Technician	310-J Technician	310-G Technician	310-B Technician
SIC “Salvage” branded vehicles Not vehicles older than 1981, motorcycles, motor tricycles, trailers, or Three-Wheeled Vehicles	No	No	No	No	Yes

Appendix 5F– VIC Premises and Required Tools/Equipment

VIC Premises

All VICs must ensure that the premises in which inspections are carried out have sufficient internal space or external hard standing area for the Inspection of at least one vehicle of the class that the VIC is qualified to Inspect. In addition, the premises must be maintained in a clean and safe condition.

VIC Tools & Equipment

All VICs completing Structural Inspections for the issuance of SICs must be equipped with the following tools and equipment, that are kept in proper working order and are calibrated to a degree of accuracy consistent with the performance standards:

1. Industry-accepted equipment capable of making three-dimensional measurements on unibody and non-unibody vehicles.
2. Devices suitable for safely supporting the vehicle during inspection.
3. It is a condition of the VIC to have and keep on the VIC premises copies of all documents submitted to the director by tablet photos, copies of relevant excerpts from, the manuals used as a source of the manufacturer's specifications for vehicle dimensions for every make, model, and year of vehicle for which the station has prepared a Structural Inspection Certificate, together with a copy of the actual measurements taken for each vehicle. *O. Reg. 372/98, s. 3 (2).*