



Operational Policy

North American Standard Inspection Program

Operational Policy 4

Inspector Training and Certification

Revised: Sept. 21, 2023

General

The Commercial Vehicle Safety Alliance (CVSA) is the official body responsible for the development and distribution of the following certification training courses to its membership: North American Standard Part A (Driver) Inspection; North American Standard Part B (Vehicle) Inspection; Passenger Carrier Vehicle Inspection; Cargo Tank Inspection; Hazardous Materials/Dangerous Goods Inspection; Other Bulk Packaging Inspection; New Entrant Safety Audit; Investigative Safety Analysis; and Cargo Tank Facility Review. Additionally, it is the responsibility of the Alliance to ensure inspectors performing inspections and/or affixing CVSA decals are certified under a training program approved by the Alliance.

Used in this section, “approved” means a training package developed by or for the Alliance or an individual jurisdiction training program submitted to and having been found to meet or exceed the standard curriculum by the Alliance.

Currently, the following is the responsibility of jurisdictions requiring training as these are the only approved training programs:

- In the United States, the jurisdiction must contact CVSA for scheduling of courses and examination retests.
- In Canada, the jurisdiction must contact their local CVSA jurisdictional administrator for scheduling of courses and examination retests.
- In Mexico, the jurisdiction must contact their local CVSA jurisdictional administrator for scheduling of courses and examination retests.

Individuals/agencies seeking approval for training must contact the appropriate jurisdictional representative responsible for training coordination. If the jurisdictional representative receives a training request from an outside jurisdiction, he/she must ensure approval/permission has been granted by that individual’s/agency’s appropriate jurisdictional representative responsible for training coordination.



Operational Policy 4

Inspector Training and Certification

NORTH AMERICAN STANDARD INSPECTION COURSES AND INSPECTOR MINIMUM CERTIFICATION REQUIREMENTS

Definitions

Certified Inspector – A current enforcement official who maintains a certificate of proficiency authorizing them to conduct CVSA North American Standard Inspections for the specific discipline. This includes, but is not limited to, local, municipal, county, state, provincial, territorial or federal government agencies.

Certified New Entrant Safety Auditor – A current state enforcement official funded through the Motor Carrier Safety Assistance Program (MCSAP) who maintains a certificate of proficiency authorizing them to conduct new entrant safety audits.

Contractor (for the purpose of new entrant safety audits) – A person who conducts, or provides support or services for, off-site new entrant safety audits.

Certified Off-Site New Entrant Safety Auditor – A current MCSAP-funded state enforcement official or contractor who maintains a certificate of proficiency authorizing them to conduct new entrant safety audits and only conducts off-site new entrant safety audits.

Certified Safety Investigator – A current MCSAP-funded state enforcement official who maintains a certificate of proficiency authorizing them to conduct safety investigations.

Challenge – To take an examination to demonstrate proficiency when an inspector has allowed their certification to lapse by not maintaining the certification for that discipline as provided in this operational policy. An inspector can challenge the examination for each specific discipline one time. An unsuccessful challenge of an examination for an inspector will require the inspector to complete the applicable approved CVSA inspection course(s) and pass the exams with a score of 80% or higher.

Retest – To take an examination to demonstrate proficiency when an inspector has not successfully passed the examination with a score of 80% or higher in combination with completing the applicable CVSA- approved North American Standard Inspection course. The inspector may retest one time to pass the examination with a score of 80% or higher. Not achieving a successful retest would require completing the CVSA-approved North American Standard Inspection course and passing the examination with a score of 80% or higher.

Declared Emergency – An emergency situation that has been declared by a federal, state, provincial, territorial or local government authority that removes an inspector from the responsibility or ability to conduct inspections. This includes, but is not limited to fire, flood, drought, pestilence, famine, disease, hurricanes, tornadoes, etc.

Operational Policy 4

Inspector Training and Certification

Level I Inspection Certification

In order to conduct North American Standard Level I Inspections, an inspector shall:

- Complete the CVSA- approved North American Standard Part A and Part B Inspection Courses and pass the CVSA-approved exams with a score of 80% or higher on each exam. If an inspector fails the initial Part A and/or Part B test(s), they are eligible to take one retest of both Part A and Part B. It is encouraged, but not required, that the North American Standard Part A and Part B training be broken into two parts with a period of on-the-job training to be performed by the inspector trainee between each part.
- In addition to the training and testing requirements above, the inspector trainee must complete at least 32 North American Standard Level I Inspections with a certified inspector, who will evaluate the trainee inspector for knowledge of the regulations, proficiency in the inspection process and documentation of violations. These inspections should be completed as soon as practicable, but no later than six months after passing both exams. Agencies that have additional classroom training elements immediately following the exam may have the six-month time frame begin after all the classroom training is completed.

NOTE: The initial **32** inspections for the trainee should be conducted and documented by the trainee in the presence of the training inspector. The inspection shall contain the name and identification number of both the trainee and the certified inspector on the report. Inspections must be signed off by a certified inspector. The trainee is not certified to complete and sign off on Level I Inspections independently until they have successfully completed the **32** inspections with a certified inspector. Inspections completed during this phase will not count toward the new inspector's maintenance of certification.

Inspectors who successfully complete this training, pass the CVSA-approved exam(s), and complete the required supervised inspections are qualified to receive a certificate of proficiency authorizing them to conduct CVSA North American Standard Level I through V Inspections, and to apply CVSA decals to commercial motor vehicles passing North American Standard Levels I and V Inspections.

Level II Inspection Certification

In order to conduct North American Standard Level II Inspections, an inspector shall:

- Complete the CVSA-approved North American Standard Part A and Part B Inspection Courses and pass the CVSA-approved exams with a score of 80% or higher on each exam. If an inspector fails the initial Part A and/or Part B test(s), they are eligible to take one retest of both Part A and Part B.
- In addition to the training and testing requirements above, the inspector must complete at least **32** North American Standard Level I or II Inspections with a certified inspector, who will evaluate the trainee inspector for knowledge of the regulations, proficiency in the inspection process and documentation of violations. These inspections should be completed as soon as practicable, but no later than **six months** after passing the exams. Agencies that have additional classroom training elements immediately following the exam may have the six-month time frame begin after all the classroom training is completed.

Operational Policy 4

Inspector Training and Certification

NOTE: The initial **32** inspections for the trainee should be conducted and documented by the trainee in the presence of the training inspector. The inspection shall contain the name and identification number of both the trainee and the certified inspector on the report. Inspections must be signed off by a certified inspector. The trainee is not certified to complete and sign off on Level II Inspections independently until they have successfully completed the **32** inspections with a certified inspector. Inspections completed during this phase will not count toward the new inspector's maintenance of certification.

If a Level II Inspector desires to be upgraded to a Level I Inspector, the inspector must challenge the Part B test and complete 32 Level I Inspections as per the policy described in the Level I Certification.

Inspectors who successfully complete this training, pass the CVSA-approved exam(s), and complete the required supervised inspections are qualified to receive a certificate of proficiency authorizing them to conduct CVSA North American Standard Level II and Level III Inspections. Level IV Inspections may be conducted if the inspection includes a specific component identified in the Level II Inspection Procedure.

Level III Inspection Certification

In order to conduct North American Standard Level III Inspections, an inspector shall:

- Complete the CVSA-approved North American Standard Part A Inspection Course and pass the CVSA-approved exam with a score of 80% or higher. If an inspector fails the initial test, there may be one retest.
- In addition to the training and testing requirements above, the inspector trainee must complete at least **32** North American Standard Level III Inspections with a certified inspector, who will evaluate the trainee inspector for knowledge of the regulations, proficiency in the inspection process and documentation of violations. These inspections should be completed as soon as practicable, but no later than **six months** after passing the exam. Agencies that have additional classroom training elements immediately following the exam may have the six-month time frame begin after all the classroom training is completed.

NOTE: The initial **32** inspections for the trainee should be conducted and documented by the trainee in the presence of the training inspector. The inspection shall contain the name and identification number of both the trainee and the certified inspector on the report. Inspections must be signed off by a certified inspector. The trainee is not certified to complete and sign off on Level III Inspections independently until they have successfully completed the **32** inspections with a certified inspector. Inspections completed during this phase will not count toward the new inspector's maintenance of certification.

Inspectors who successfully complete this training, pass the CVSA-approved exam, and complete the required supervised inspections are qualified to receive a certificate of proficiency authorizing them to conduct CVSA North American Standard Level III Inspections. Level IV Inspections may be conducted if the inspection includes specific items identified in the Level III Inspection Procedure.

Operational Policy 4

Inspector Training and Certification

Level V Inspection Certification

In order to conduct North American Standard Inspection Level V Inspections, an inspector shall:

- Complete the CVSA-approved North American Standard Part B Inspection Course and pass the CVSA-approved exam with a score of 80% or higher. If an inspector fails the initial test, there may be one retest.
- In addition to the training and testing requirements above, the inspector trainee must complete at least **32** North American Standard Level V Inspections with a certified inspector, who will evaluate the trainee inspector for knowledge of the regulations, proficiency in the inspection process and documentation of violations. These inspections should be completed as soon as practicable, but no later than **six months** after passing the exam. Agencies that have additional classroom training elements immediately following the exam may have the six-month time frame begin after all the classroom training is completed.

NOTE: The initial **32** inspections for the trainee should be conducted and documented by the trainee in the presence of the training inspector. The inspection shall contain the name and identification number of both the trainee and the certified inspector on the report. Inspections must be signed off by a certified inspector. The trainee is not certified to complete and sign off on Level V Inspections independently until they have successfully completed the **32** inspections with a certified inspector. Inspections completed during this phase will not count toward the new inspector's maintenance of certification.

Inspectors who successfully complete this training, pass the CVSA-approved exam, and complete the required supervised inspections are qualified to receive a certificate of proficiency authorizing them to conduct CVSA North American Standard Level V Inspections and apply CVSA decals to commercial motor vehicles passing a North American Standard Level V Inspection. Level IV Inspections may be conducted if the inspection includes a specific component identified in the Level V Inspection Procedure.

Hazardous Materials/Dangerous Goods Inspection Certification

Prerequisite: Inspectors shall hold a certificate of proficiency to conduct North American Standard Levels I, II or V Inspections.

In order to conduct inspections involving hazardous materials/dangerous goods, the inspector shall:

- Complete a CVSA- approved North American Standard Hazardous Material/Dangerous Goods Inspection Course and pass the CVSA-approved exam with a score of 80% or higher. If an inspector fails the initial test, there may be one retest.
- In addition to the training and testing requirements above, the inspector trainee must complete at least **16** North American Standard Hazardous Materials/Dangerous Goods Inspections on non- bulk quantities with a certified inspector who will evaluate the trainee inspector for knowledge of the regulations, proficiency in the inspection process and documentation of violations. These inspections should be completed as soon as practicable, but no later than **six months** after passing the exam. Inspections conducted for initial certification cannot be combined.

Operational Policy 4

Inspector Training and Certification

NOTE: The initial **16** inspections for the trainee should be conducted and documented by the trainee in the presence of the training inspector. The inspection shall contain the name and identification number of both the trainee and the certified inspector on the report. Inspections must be signed off by a certified inspector. The trainee is not certified to complete and sign off on Hazardous Materials/Dangerous Goods Inspections independently until they have successfully completed the **16** inspections with a certified inspector. Inspections completed during this phase will not count toward the new inspector's maintenance of certification.

Inspectors who successfully complete this training, pass the CVSA-approved exam, and complete the required supervised inspections are qualified to receive a certificate of proficiency authorizing them to conduct CVSA North American Standard Hazardous Materials/ Dangerous Goods Inspections.

Cargo Tank Inspection Certification

Prerequisites: Inspectors shall hold a certificate of proficiency to conduct North American Standard Levels I, II or V and North American Standard Hazardous Materials/Dangerous Goods Inspections.

In order to conduct North American Standard Cargo Tank Inspections, the inspector shall:

- Complete a CVSA-approved North American Standard Cargo Tank Inspection Course and pass the CVSA-approved exam with a score of 80% or higher. If an inspector fails the initial test, there may be one retest.
- In addition to the training and testing requirements above, the inspector trainee must complete at least **16** North American Standard Cargo Tank Inspections (transporting hazardous materials/dangerous goods or residue last contained) with a certified inspector who will evaluate the inspector trainee on a specification cargo tank or DOT-SP cargo tank (specification cargo tanks are not limited to DOT or MC series tanks but also may include CGA, ASME, TC or other cargo tanks built to specification codes), for knowledge of the regulations, proficiency in the inspection process and documentation of violations. These inspections should be completed as soon as practicable, but no later than **six months** after passing the exam. Inspections conducted for initial certification cannot be combined.

Operational Policy 4

Inspector Training and Certification

NOTE: The initial **16** inspections for the trainee should be conducted and documented by the trainee in the presence of the training inspector. The inspection shall contain the name and identification number of both the trainee and the certified inspector on the report. Inspections must be signed off by a certified inspector. The trainee is not certified to complete and sign off on Cargo Tank Inspections independently until they have successfully completed the **16** inspections with a certified inspector. Inspections completed during this phase will not count toward the new inspector's maintenance of certification.

Inspectors who successfully complete this training, pass the CVSA-approved exam, and complete the required supervised inspections are qualified to receive a certificate of proficiency authorizing them to conduct North American Standard Cargo Tank Inspections and to apply CVSA decals to commercial motor vehicles passing the North American Standard Level I and Level V Inspections.

Other Bulk Packaging Inspection Certification

Prerequisite: Inspectors shall hold a certificate of proficiency to conduct North American Standard Levels I, II or V and North American Standard Hazardous Materials/Dangerous Goods Inspections.

In order to successfully complete the North American Standard Other Bulk Packaging Inspections Course, an inspector shall:

- Complete the CVSA- approved North American Standard Other Bulk Packaging Inspection Course and pass the CVSA-approved exam with a score of 80% or higher. If an inspector fails the initial test, there may be one retest.
- The inspector trainee is not required to complete any certification inspections.

Inspectors who successfully complete this training and pass the CVSA-approved exam, are qualified to receive a certificate of proficiency.

Passenger Carrier Vehicle Inspection Certification

Prerequisite: Inspectors shall hold a certificate of proficiency to conduct North American Standard Level I or Level V Inspections.

In order to conduct North American Standard Passenger Carrier Vehicle Inspections, the inspector shall:

- Complete a CVSA-approved North American Standard Passenger Carrier Vehicle Inspection Course and pass the CVSA-approved exam with a score of 80% or higher. If an inspector fails the initial test, there may be one retest.
- In addition to the training and testing requirements above, the inspector trainee must complete at least **eight** North American Standard Level I and/or Level V Inspections on passenger carrier commercial vehicles with a certified inspector who will evaluate the inspector trainee for knowledge of the regulations, proficiency in the inspection process and documentation of violations. These inspections should be completed as soon as practicable, but no later than **six months** after passing the exam. Inspections conducted for initial certification cannot be combined.

Operational Policy 4

Inspector Training and Certification

NOTE: The initial **eight** inspections for the trainee should be conducted and documented by the trainee in the presence of the training inspector. The inspection shall contain the name and identification number of both the trainee and the certified inspector on the report. Inspections must be signed off by a certified inspector. The trainee is not certified to complete and sign off on Passenger Carrier Vehicle Inspections independently until they have successfully completed the **eight** inspections with a certified inspector. Inspections completed during this phase will not count toward the new inspector's maintenance of certification.

Inspectors who successfully complete this training, pass the CVSA-approved exam, and complete the required supervised inspections are qualified to receive a certificate of proficiency authorizing them to conduct CVSA North American Standard Level I through V Inspections and to apply CVSA decals to commercial motor vehicles passing the North American Standard Level I and Level V Passenger Carrier Vehicle Inspections.

Passenger Carrier Vehicle Inspection inspector candidates seeking North American Standard Level V inspector certification are limited to conducting North American Standard Passenger Carrier Vehicle Level V Inspections.

Advanced Post-Crash Inspection Certification

Prerequisite: Inspectors shall hold a certificate of proficiency to conduct North American Standard Level I Inspections. Inspectors are encouraged to hold a certificate of proficiency to conduct North American Standard Hazardous Materials/Dangerous Goods, Cargo Tank, Other Bulk Packaging and Passenger Carrier Vehicle Inspections.

In order to conduct Advanced Post-Crash Inspections, an inspector shall:

- Complete a CVSA-approved Advanced Post-Crash Inspection Course and pass a CVSA-approved Advanced Post-Crash Inspection exam with a score of 80% or higher. If a student fails the initial test, there may be one retest.

Inspectors who successfully complete this training and pass the exam are qualified to receive a certificate of proficiency.

North American Standard Level VI Inspection for Transuranic Waste and Highway Route Controlled Quantities of Radioactive Materials Certification

Prerequisite: Inspectors shall hold a certificate of proficiency to conduct North American Standard Level I Inspections and North American Standard Hazardous Materials/Dangerous Goods Inspections.

In order to conduct North American Standard Level VI Inspections for Transuranic Waste and Highway Route Controlled Quantities (HRCQ) of Radioactive Materials, the inspector shall:

- Complete the CVSA approved North American Standard Level VI Inspection for Transuranic Waste and Highway Route Controlled Quantities of Radioactive Materials Inspection Course, including the actual vehicle inspection and radiological surveys.
- Pass the CVSA-approved exam with a score of 90% or higher. If an inspector fails the initial test, there may be one retest. A retest will only be permitted when an inspector scores between 85- 89%.

Inspectors who successfully complete this training and pass the CVSA-approved exam, are qualified to receive a certificate of proficiency authorizing them to conduct North American Standard Level VI Inspections for Transuranic Waste and Highway Route Controlled Quantities of Radioactive Material.

Operational Policy 4

Inspector Training and Certification

New Entrant Safety Audit Certification

Prerequisite: New entrant safety auditors shall hold a current certificate of proficiency for North American Standard Level I Inspections and Hazardous Materials/Dangerous Goods Inspections.

In order to conduct new entrant safety audits, the auditor shall:

- Complete a CVSA-approved New Entrant Safety Audit Certification Course or Investigative Safety Analysis Certification Course and pass the CVSA-approved exam with a score of 80% or higher. If the auditor fails the initial test, there may be one retest.
- In addition to the training and testing requirements above, the auditor trainee must complete at least **nine** onsite safety audits using the applicable investigation sampling procedures to demonstrate proficiency in the regulations and policies.

NOTE: All initial certification safety audits must use onsite sampling protocols and be supervised by an employee certified to conduct safety audits or investigations. The supervising employee instructs, mentors, and observes the safety audits conducted by the employee seeking initial certification; has final approval of the safety audits; and is to be recorded as the primary investigator for the safety audits completed.

Auditors who successfully complete this training and the required number of audits are qualified to receive a certificate of proficiency.

Previously Certified New Entrant Safety Auditors: Previously certified new entrant safety auditors may successfully complete a New Entrant Safety Auditor (NESA) Workshop refresher course to regain certification. Recertified new entrant safety auditors must complete **six** safety audits with a certified new entrant safety auditor who will be assigned at the successful completion of the NESA Workshop refresher course.

Off-Site New Entrant Safety Auditor Certification

Prerequisite: Off-site new entrant safety auditors shall hold a current or have once held a certificate of proficiency for North American Standard Level I or V Inspections, Hazardous Materials/Dangerous Goods Inspections, and New Entrant Safety Audits or Investigations.

In order to conduct off-site new entrant safety audits, the auditor shall:

- Complete a CVSA-approved New Entrant Safety Audit Certification Course or Investigative Safety Analysis Certification Course and pass the CVSA-approved exam with a score of 80% or higher. If the auditor fails the initial test, there may be one retest.
- In addition to the training and testing requirements above, the auditor trainee must complete at least **nine** safety audits using the applicable investigation sampling procedures to demonstrate proficiency in the regulations and policies.

NOTE: All initial certification safety audits must use onsite sampling protocols and be supervised by an employee certified to conduct safety audits or investigations. The supervising employee instructs, mentors, and observes the safety audits conducted by the employee seeking initial certification; has final approval of the safety audits; and is to be recorded as the primary investigator for the safety audits completed.

Auditors who successfully complete this training, pass the CVSA-approved exam, and complete the required number of audits are qualified to receive a certificate of proficiency.

Operational Policy 4

Inspector Training and Certification

Previously Certified New Entrant Safety Auditors: Previously certified new entrant safety auditors may successfully complete a NESAWorkshop refresher course to regain certification. Recertified new entrant safety auditors must complete **six** safety audits with a certified new entrant safety auditor who will be assigned at the successful completion of the NESAWorkshop refresher course.

Compliance Review/Safety Investigators: Current certified compliance review/safety investigators who hold a certificate of proficiency for North American Standard Level I Inspections, Hazardous Materials/Dangerous Goods Inspections, and Compliance Reviews or Safety Investigations are certified to conduct new entrant safety audits.

Safety Investigator Certification

Prerequisite: Inspectors shall hold a current certificate of proficiency for North American Standard Level I Inspections and Hazardous Materials/Dangerous Goods Inspections.

In order to conduct safety investigations, the inspector shall:

- Complete a CVSA-approved Investigative Safety Analysis Certification Course and pass the CVSA-approved exam with a score of 80% or higher. If the inspector fails the initial test, there may be one retest.
- In addition to the training and testing requirements above, the investigator trainee must complete the required number of investigations outlined in Table 1.

NOTE: For guidance on HM Investigations, refer to the Electronic Field Operations and Training Manual (eFOTM) Section 8.1.5.

Operational Policy 4

Inspector Training and Certification

Table 1	
Certification to Conduct Investigations Requirements	
Regulatory Factors/Part	Requirement
General Factor: 49 CFR Parts 387 and 390	*Initial: 3
Successfully completed investigations relating to each part using the applicable investigation sampling procedures to demonstrate proficiency in the regulations and policies applicable to this factor.	
Driver Factor: 49 CFR Parts 382, 383 and 391	*Initial: 3
Successfully completed investigations relating to each part using the applicable investigation sampling procedures to demonstrate proficiency in the regulations and policies applicable to this factor. Up to three supplemental drug and alcohol reviews (Part 382) may count toward meeting the maintenance requirement.	
Operational Factor: 49 CFR Parts 392 and 395	*Initial: 3
Successfully completed investigations relating to each part using the applicable investigation sampling procedures to demonstrate proficiency in the regulations and policies applicable to this factor.	
Vehicle Factor: 49 CFR Parts 393 and 396	*Initial: 3
Successfully completed investigations relating to each part using the applicable investigation sampling procedures to demonstrate proficiency in the regulations and policies applicable to this factor. At least three investigations must include calculation of the out-of-service rate.	
Hazardous Materials:	*Initial: 2
Successfully completed either HM supplementals or full comprehensive HM BASIC investigations using the applicable investigation sampling procedures.	
Crash Factor: Recordable Rate	*Initial: 3
Successfully completed investigations using the applicable investigation sampling procedures to demonstrate proficiency in the regulations and policies applicable to this factor, including a crash evaluation and recordable rate calculation determination.	

*All initial certification safety investigations must be supervised by an employee certified to conduct safety investigations. The supervising employee instructs, mentors, and observes the safety investigation conducted by the employee seeking initial certification; has final approval of the safety investigation; and is to be recorded as the primary investigator for the safety investigations completed.

Investigators who successfully complete this training, pass the CVSA-approved exam, and complete the required number of investigations are qualified to receive a certificate of proficiency.

Operational Policy 4

Inspector Training and Certification

Cargo Tank Facility Review Certification

Prerequisite: Inspectors shall hold a current certificate of proficiency for North American Standard Level I Inspections, Hazardous Materials/Dangerous Goods Inspections, Cargo Tank Inspections and Safety Investigations.

In order to conduct cargo tank facility reviews, the inspector shall:

- Complete a CVSA-approved Cargo Tank Facility Review Certification Course and pass the CVSA-approved exam with a score of 80% or higher. If the inspector fails the initial test, there may be one retest.
- In addition to the training and testing requirements previously mentioned, the inspector must complete a minimum of **three** cargo tank facility reviews with a certified cargo tank facility review inspector who will evaluate the inspector trainee for knowledge of the regulations and proficiency in the review process.

Inspectors who successfully complete this training, pass the CVSA-approved exam, and complete the required number of reviews are qualified to receive a certificate of proficiency.

Performance-Based Brake Tester Qualification

Prerequisite: No prerequisite required.

In order to conduct brake inspections with a performance-based brake tester (PBBT), the operator shall:

- Complete a CVSA-approved North American Standard Inspection PBBT Test Procedures and Guidelines for Use in Enforcement Course and pass the CVSA-approved exam with a score of 80% or higher. If a student fails the initial test, there may be one retest.
- In addition to the training or testing requirements above, the operator trainee must complete at least **eight** tests with a PBBT under the supervision of a PBBT-certified operator who will evaluate the operator trainee for knowledge of the regulations and proficiency in the PBBT process. These inspections should be completed as soon as practicable, but no later than **six months** after passing the exam.

Operators who successfully complete this training, pass the CVSA-approved exam with a score of 80% or higher, and complete the required number of PBBT tests are qualified to utilize a PBBT.

Operational Policy 4

Inspector Training and Certification

All Initial Certifications – Declared Emergency Situation Extension

In the case of a declared emergency, when an inspector is not able to conduct audits/inspections/investigations and the **six-month** time frame for completing the initial number of audits/inspections/investigations for the applicable certification lapses, the inspector may be provided an extension at the discretion of the lead agency. This extension shall be no longer than **six months**. If the declared emergency lasts beyond the **six-month** extension, the inspector must attend the applicable course(s), pass all required exams and complete all the required audits/inspections/investigations. Jurisdictions are responsible for ensuring proficiency once the initial audits/inspections/investigations are completed.

STANDARDS FOR MAINTAINING AUDITOR/INSPECTOR/INVESTIGATOR CERTIFICATION

General Maintenance of Certification

Maintenance standards set forth in this policy for all levels and types of audits/inspections/investigations shall be considered minimum standards for member jurisdictions. Member jurisdictions may impose more stringent requirements.

Member jurisdictions shall track the maintenance of auditors/inspectors/investigators certification annually. The annual period may be based upon a calendar year, federal fiscal year, state/provincial/territorial fiscal year, auditor/inspector/investigator anniversary date or another date that is convenient to the member jurisdiction. The number of annual audits/inspections/investigations required to maintain certification may be prorated to allow jurisdictions to track all certified auditors/inspectors/investigators on the same anniversary date.

Example: The jurisdiction tracks maintenance of certification by calendar year. A new employee begins his certification inspections and completes 32 North American Standard (NAS) Level I inspections with a certified inspector (completing five inspections in December and completing the remaining 27 inspections by the end of February). The inspector is now certified then required to do a minimum of 27 more inspections in that 12-month period to maintain certification. The jurisdiction may prorate the 12-month's period maintenance requirement of 32 inspections (2.66 per month) for the remainder of the 12-month period to bring this inspector into line with the same anniversary date of all other inspectors in that jurisdiction.

Additionally, if an auditor/inspector/investigator completes his certification from the previous 12-month period with a **three-month** extension granted into the following 12-month period, then those audits/inspections/investigations completed during the extension period shall not count toward the new 12-month period certification.

Inspections encompassing more than one criterion may count toward maintenance of more than one type of inspection, according to the criteria for each type of inspection listed below. Examples are included in this Operational Policy, "Reference Chart for Calculating Annual Certification." In all cases, inspections shall be conducted according to the applicable standards set for the various levels and types of inspections. Any type or level of hazardous materials/dangerous goods inspection requires the vehicle to be transporting hazardous materials/dangerous goods at the time of the inspection.

To qualify for "General Maintenance of Certification," an inspector may not use an inspection performed by an inspection team if another team member takes credit for the same inspection.

To maintain certification, a certified auditor/inspector/investigator shall attend minimum in- service/refresher training covering inspection of drivers and vehicles; North American Standard Out-of- Service Criteria; inspection

Operational Policy 4

Inspector Training and Certification

of hazardous materials/dangerous goods, inspection of cargo tanks, other bulk package inspections and passenger carrier vehicle inspections, new entrant safety audits as applicable, annually. In addition, CVSA recommends that inspectors attend training based on specific needs identified by supervisory personnel through review of inspection documents.

North American Standard Inspections – Levels I through V

To maintain certification to conduct North American Standard Level I through Level V Inspections, an inspector shall, in addition to the “General Maintenance of Certification” section of Operational Policy 4, perform a minimum of **32** North American Standard Inspections of the inspector’s highest certified level annually. It is strongly encouraged that inspectors complete **eight** inspections per quarter for which the inspector alone takes credit.

Hazardous Materials/Dangerous Goods Inspection

To maintain certification to conduct North American Standard Hazardous Materials/Dangerous Goods Inspections, an inspector shall, in addition to the “General Maintenance of Certification” section of Operational Policy 4, perform a minimum of **eight** North American Standard Level I, II or V Inspections annually on vehicles containing bulk and/or non-bulk quantities of hazardous materials/dangerous goods.

Cargo Tank Inspection

As of Sept. 19, 2007, to maintain certification to conduct North American Standard Cargo Tank Inspections, at least **eight** inspections shall be conducted on vehicles transporting hazardous materials/dangerous goods in bulk quantities in specification cargo tanks or DOT-SP cargo tanks (specification cargo tanks are not limited to DOT or MC series tanks but also may include CGA, ASME, TC, vehicles operated under IME- SLP 23 or other cargo tanks built to specification codes).

- Eligible Cargo Tank Inspections shall be Levels I, II and V Inspections only.

Additionally, inspectors shall be required to maintain certification to conduct North American Standard Hazardous Materials/Dangerous Goods Inspections.

Other Bulk Packaging Inspection

To maintain certification to conduct North American Standard Other Bulk Packaging Inspections, an inspector shall be required to maintain certification to conduct North American Standard Hazardous Materials/Dangerous Goods Inspections.

Passenger Carrier Vehicle Inspection

To maintain certification to conduct North American Standard Passenger Carrier Vehicle Level I and V Inspections, an inspector shall, in addition to the “General Maintenance of Certification” section of Operational Policy 4, perform a minimum of **eight** Level I and/or V North American Passenger Carrier Vehicle Inspections annually, for which the inspector alone takes credit.

Advanced Post-Crash Inspection

To maintain certification to conduct Advanced Post-Crash Inspections (APCI), an inspector must successfully complete a CVSA-approved Post-Crash Inspection refresher course **biennially**. The **biennial** period may be based upon a calendar year, federal fiscal year, state/provincial/territorial fiscal year, inspector anniversary date or

© 2023 Commercial Vehicle Safety Alliance All rights reserved.

14



Operational Policy 4

Inspector Training and Certification

another date that is convenient to the member jurisdiction.

North American Standard Level VI Inspections for Transuranic Waste and Highway Route Controlled Quantities of Radioactive Materials

This operational policy is not intended to override any member jurisdiction statutory requirement, governor order, state rule or other mandate currently in place or future enactment of statutes, orders, rules and other mandates to conduct Level VI Inspections of vehicles and drivers transporting Transuranic Waste or Highway Route Controlled Quantities of Radioactive Materials. Certified Level VI inspectors must abide by the requirements placed upon them by their jurisdiction and agency using CVSA Policy as a guideline for the completion of Level VI Inspections.

To maintain certification to conduct North American Standard Level VI Inspections for Transuranic Waste and Highway Route Controlled Quantities of Radioactive Materials, an inspector must:

- Successfully complete the Level VI re-certification course (eight hours minimum) within a **24-month** period of passing the inspector's initial North American Standard Level VI Inspection Course, or, the inspector's last Level VI re-certification training as applicable (For example: A Level VI- certified inspector completes an **eight-hour** re-certification course in March 2009 and therefore must complete another **eight-hour** re-certification course by no later than the end of March 2011 and so on).
- Maintain certification to conduct North American Standard Level I Inspections and North American Standard Hazardous Materials/Dangerous Goods Inspections.

In cases of declared emergencies where an inspector is not able to complete the re-certification training within the **24-month** timeframe, the inspector may be provided an extension at the discretion of the agency. This extension shall be no more than **three months** beyond the end of the declared emergency applicable to that jurisdiction.

Operational Policy 4

Inspector Training and Certification

New Entrant Safety Audits

To maintain certification to conduct new entrant safety audits, an auditor shall, in addition to the “General Maintenance of Certification” section of Operational Policy 4 for North American Level I Inspections and Hazardous Materials/Dangerous Goods Inspections, perform a minimum of **18** new entrant safety audits annually, using the applicable investigation sampling procedures to demonstrate proficiency in the regulations and policies, for which the auditor alone takes credit.

The number of safety audits to be completed for maintenance of certification during the remainder of the performance period, following initial certification, shall be as follows:

Initial Certification Completed During	Number of Safety Audits Required for Maintenance
1st Quarter of Performance Year	18
2nd Quarter of Performance Year	12
3rd Quarter of Performance Year	6
4th Quarter of Performance Year	N/A

Off-Site New Entrant Safety Audits

To maintain certification to conduct off-site new entrant safety audits, an auditor shall, perform a minimum of **18** off-site new entrant safety audits annually, using the applicable investigation sampling procedures to demonstrate proficiency in the regulations and policies, for which the auditor alone takes credit.

The number of safety audits to be completed for maintenance of certification during the remainder of the performance period, following initial certification, shall be as follows:

Initial Certification Completed During	Number of Safety Audits Required for Maintenance
1st Quarter of Performance Year	18
2nd Quarter of Performance Year	12
3rd Quarter of Performance Year	6
4th Quarter of Performance Year	N/A

Operational Policy 4

Inspector Training and Certification

Safety Investigator

To maintain certification to conduct safety investigations, an investigator shall, in addition to the “General Maintenance of Certification” section of Operational Policy 4 for North American Level I Inspections and Hazardous Materials/Dangerous Goods Inspections, perform a minimum number of investigations annually, as outlined in Table 2, for which the investigator alone takes credit.

Table 2	
Certification to Conduct Investigations Requirements	
Regulatory Factors/Part	Requirement
General Factor: 49 CFR Parts 387 and 390	Maintenance: 4
Successfully completed investigations relating to each part using the applicable investigation sampling procedures to demonstrate proficiency in the regulations and policies applicable to this factor.	
Driver Factor: 49 CFR Parts 382, 383 and 391	Maintenance: 6
Successfully completed investigations relating to each part using the applicable investigation sampling procedures to demonstrate proficiency in the regulations and policies applicable to this factor. Up to three supplemental drug and alcohol reviews (Part 382) may count toward meeting the maintenance requirement.	
Operational Factor: 49 CFR Parts 392 and 395	Maintenance: 6
Successfully completed investigations relating to each part using the applicable investigation sampling procedures to demonstrate proficiency in the regulations and policies applicable to this factor.	
Vehicle Factor: 49 CFR Parts 393 and 396	Maintenance: 6
Successfully completed investigations relating to each part using the applicable investigation sampling procedures to demonstrate proficiency in the regulations and policies applicable to this factor. At least three investigations must include calculation of the out-of-service rate.	
Hazardous Materials:	Maintenance: 2
Successfully completed either HM supplementals or full comprehensive HM BASIC investigations using the applicable investigation sampling procedures.	
Crash Factor: Recordable Rate	Maintenance: 3
Successfully completed investigations using the applicable investigation sampling procedures to demonstrate proficiency in the regulations and policies applicable to this factor, including a crash evaluation and recordable rate calculation determination.	

Operational Policy 4

Inspector Training and Certification

The number of safety investigations to be completed for maintenance of certification during the remainder of the performance period, following initial certification, shall be as follows:

Initial Certification Completed During	Number of Safety Investigations Required for Maintenance
1st Quarter of Performance Year	3
2nd Quarter of Performance Year	2
3rd Quarter of Performance Year	1
4th Quarter of Performance Year	N/A

Cargo Tank Facility Review

To maintain certification to conduct cargo tank facility reviews, an inspector shall, in addition to the “General Maintenance of Certification” section of Operational Policy 4 for North American Level I Inspections, Hazardous Materials/Dangerous Goods Inspections and Cargo Tank Inspections, perform a minimum of **three** cargo tank facility reviews annually, for which the inspector alone takes credit.

Performance-Based Brake Tester

To maintain qualification to utilize a PBBT during a brake inspection, an operator must achieve one of the following:

- Successfully complete a PBBT refresher course (four hours minimum) within two years after initial qualification or de-qualification.
- Perform a minimum of **eight** performance-based brake tests annually using a PBBT for which the operator alone takes credit.

In cases of declared emergencies where an inspector is not able to complete the PBBT refresher course within the two-year timeframe or perform the minimum of eight performance-based brake tests within the **12-month** timeframe, the inspector may be provided an extension at the discretion of the agency. This extension shall be no more than **three months** beyond the end of the declared emergency applicable to that jurisdiction to either complete a PBBT refresher course or conduct the remainder of the necessary performance-based brake tests.

Operational Policy 4

Inspector Training and Certification

REFERENCE CHART FOR TRACKING ANNUAL CERTIFICATION

Example #	Level of Inspections						HM/ DG*	Cargo Tank	Pass. Vehicle
	I	II	III	IV	V	VI			
1	1								
2		1							
3					1				
4	1						1	1	
5	1								1
6					1				1
7	1						1		
8	1					1	1		
9	1								
10				1					
11		1					1		
12	1						1		
13	1					1	1		
14	1								
15					1		1	1	
16	1						1		
17			1						
18	1								
19	1						1	1	
20					1		1	1	
21		1					1	1	
22	1						1	1	
Totals	13	3	1	1	4	2	12	6	2

*An inspection of a vehicle transporting hazardous materials/dangerous goods at a minimum includes the inspection of the items listed in the North American Standard Hazardous Materials/Dangerous Goods Inspection Procedure.

NOTE: If an example relates to a Level I and a Level V inspection was performed the credit is given for the Level V.

Example #1:

A Level I Inspection conducted on a five-axle truck-tractor and semi-trailer vehicle combination.

Example #2:

A Level II Inspection conducted on a three-axle dump truck.

Example #3:

A Level V Inspection conducted on a five-axle truck-tractor and semi-trailer vehicle combination.



Operational Policy 4

Inspector Training and Certification

Example #4:

A Level I Inspection on a five-axle truck-tractor and semi-trailer vehicle combination. The semi-trailer is a specification DOT/TC 406 cargo tank hauling UN1203 (gasoline) and is inspected by an inspector who is a hazardous materials/dangerous goods certified inspector who also holds a cargo tank inspector certification.

Example #5

A Level I Inspection on a regulated school bus, but not exempt from the regulations (390.3 in the U.S.), counts toward inspector certification and the maintenance of certification.

Example #6:

A Level V Inspection on a passenger carrier vehicle.

Example #7:

A Level I Inspection on a five-axle truck-tractor and semi-trailer vehicle combination. The semi-trailer is hauling IBCs, containing hazardous materials/dangerous goods.

Example #8:

A Level VI Inspection on a five-axle truck-tractor and semi-trailer vehicle combination. The semi-trailer is hauling a highway route-controlled quantity. **NOTE:** Typically, these are non-bulk packages.

Example #9:

A Level I Inspection on a five-axle truck-tractor and semi-trailer vehicle combination. The semi-trailer is a non-specification cargo tank hauling milk.

Example #10

A Level IV Inspection on a five-axle truck-tractor and semi-trailer vehicle combination during Operation Airbrake.

Example #11:

A Level II Inspection on a five-axle truck-tractor and semi-trailer vehicle combination. The semi-trailer is a non-specification cargo tank hauling UN 1993 (fuel oil).

Example #12:

A Level I Inspection on a five-axle truck-tractor and semi-trailer vehicle combination. The semi-trailer is hauling IBCs containing hazardous materials/dangerous goods and non-bulk packages containing hazardous materials/dangerous goods.

Example #13:

A Level VI Inspection on a five- axle truck-tractor and semi-trailer vehicle combination. The semi-trailer is hauling one or more TRUPACT II containers.

Example #14:

A Level I Inspection on a five-axle truck-tractor and semi-trailer vehicle combination. The semi-trailer is a specification cargo tank hauling hazardous materials/dangerous goods; however, the inspection is performed by an inspector who is a non-cargo tank and non-hazardous materials/dangerous goods certified inspector.

Operational Policy 4

Inspector Training and Certification

Example #15:

A Level V Inspection on a five-axle truck-tractor and semi-trailer vehicle combination. The semi-trailer is a specification DOT/TC 406 cargo tank hauling UN1203 (gasoline).

Example #16:

A Level I Inspection on a five-axle truck-tractor and semi-trailer vehicle combination. The semi-trailer is a specification cargo tank hauling hazardous materials/dangerous goods and is inspected by a hazardous materials/dangerous goods certified inspector with no cargo tank inspector certification.

Example #17:

A Level III Inspection on a five-axle truck-tractor and semi-trailer combination. The semi-trailer is a specification cargo tank hauling hazardous materials/dangerous goods.

Example #18:

A Level I Inspection on a commercial motor vehicle. The CMV is transporting automobiles/equipment and the automobiles/equipment contain fuel in their fuel tanks.

Example #19:

A Level I Inspection on a five-axle truck-tractor and semi-trailer combination. The semi-trailer is a (Compressed Gas Association) CGA/TC 341 cargo tank hauling UN1977 (nitrogen, refrigerated liquid) and is inspected by an inspector who is a hazardous materials/dangerous goods certified inspector who also holds a cargo tank inspector certification.

Example #20:

A Level V Inspection on a five-axle truck-tractor and semi-trailer combination. The semi-trailer is a MC/TC 331 cargo tank containing UN1075 liquefied petroleum gas and is inspected by an inspector who is a hazardous materials/dangerous goods certified inspector who also holds a cargo tank inspector certification.

Example #21:

A Level II Inspection on a five-axle truck-tractor and semi-trailer combination. The semi-trailer is a non-DOT specification cargo tank meeting and marked in conformance with the edition of Section VIII of the ASME Code in effect when it was fabricated and manufactured prior to Jan. 1, 1981, and being used exclusively in intra-state commerce containing UN1075 liquefied petroleum gas (see 173. 315(k)) and is inspected by an inspector who is a hazardous materials/dangerous goods certified inspector who also holds a cargo tank inspector certification.

Example #22:

A Level I Inspection on a five-axle truck-tractor and semi-trailer combination. The semi-trailer is a non-DOT specification cargo tank meeting all the requirements of a current and valid DOT-SP (special permit) or Canadian/Mexico equivalent) and is inspected by an inspector who is a hazardous materials/dangerous goods certified inspector who also holds a cargo tank inspector certification.

Operational Policy 4

Inspector Training and Certification

STANDARDS FOR AUDITOR/INSPECTOR/INVESTIGATOR DECERTIFICATION/ DISQUALIFICATION/WAIVERS

All Certifications, Except Level VI Certification and PBBT Qualification

In the event that an agency identifies auditors/inspectors/Investigators who have failed to maintain certification for a given certification period, that agency shall notify the auditor/inspector/investigator that he/she shall cease audit/inspection or investigation activities until they are recertified by methods identified in this policy.

- If an auditor/inspector/investigator does not perform the minimum number of audits/inspections/investigations within the certification period (12 months), the auditor/inspector/investigator allows a certification/qualification to lapse, or fails to successfully demonstrate proficiency in conducting audits/inspections/investigations, the auditor/inspector/investigator shall be decertified.
- Failing any exam or failing to successfully demonstrate proficiency in the specific course material requires the auditor/inspector/inspector to successfully retest or repeat the course that was failed. A successful retest of any certification exam is achievement of at least the minimum passing grade established in this Operational Policy.

Auditors/inspectors/investigators who have not maintained certification because of illness, injury or other special circumstance may be granted an extension of time, beyond the annual deadline, to achieve certification. The extension will be no longer than three months beyond the annual certification deadline. The certification may be accomplished by performing the required audits/inspections/investigations necessary to achieve certification. Refresher training in regulatory or policy changes will be conducted as needed.

In cases of declared emergencies where an auditor/inspector/investigator is not able to conduct audits/inspections/investigations and the **three-month** extension for completing the annual number of audits/inspections/investigations for the applicable certification lapses, the auditor/inspector/investigator may be provided an extension at the discretion of the lead agency. This extension shall be no more than **three months** beyond the end of the declared emergency applicable to that jurisdiction. Refresher training in regulatory or policy changes will be conducted as needed.

Auditors/inspectors/investigators whose return to duty is beyond the **three-month** extension will be required to challenge and pass the required certification exams. Additionally, the auditor/inspector/investigator shall complete the specified number of audits/inspections/investigations with a certified auditor/inspector/investigator for each discipline. These audits/inspections/investigations should be completed as soon as practicable, but no later than **six months** after passing the exam(s). Inspections may be overlapped to fulfill the requirements of multiple disciplines with a single inspection. Refresher training in regulatory or policy changes will be conducted as needed.

Operational Policy 4

Inspector Training and Certification

At any time, a decertified auditor/inspector/investigator may regain certification by challenging the applicable exam(s) for the certification(s) sought, except for the North American Standard Level VI Inspection certification or PBBT qualification. A successful challenge is when the auditor/inspector/investigator achieves the passing grade established in this Operational Policy for the applicable exam(s) taken. Additionally, the auditor/inspector/investigator shall complete the specified number of audits/inspections/investigations with a certified auditor/inspector/investigator, for each discipline. These audits/inspections/investigations should be completed as soon as practicable, but no later than six months after passing the exam(s). Inspections may be overlapped to fulfill the requirements of multiple disciplines with a single inspection. In cases where the auditor/inspector/investigator challenges the applicable exam(s) and is unsuccessful, the auditor/inspector/investigator shall take all applicable courses to regain certification.

Level VI Certifications

Any Level VI inspector that fails to complete the certification maintenance requirements will be decertified from conducting Level VI Inspections by the director of the North American Standard Level VI Inspection Program. To become recertified, the inspector shall attend and successfully complete the CVSA-approved North American Standard Level VI Inspection for Transuranic Waste and Highway Route Controlled Quantities of Radioactive Materials Inspection Course.

All Level VI inspection recertification training must be conducted by a current CVSA national Level VI instructor or an instructor that has attended a CVSA Level VI Train the Trainer Course within 24 months prior to conducting required training. Training records identifying the location of the training, attendees and the date of training must be forwarded to the director of the North American Standard Level VI Inspection Program immediately upon completion of the required recertification training.

Member jurisdictions may elect to break the training into shorter segments and present the required recertification training on a more frequent basis; however, the content of the training must cover specific content identified by the director of the North American Standard Level VI Inspection Program. Member jurisdictions may add training elements deemed necessary or appropriate to address their needs.

PBBT Qualification

Any PBBT qualified operator that fails to complete the qualification maintenance requirements as of Oct. 1, 2019, must not operate a PBBT. To requalify, the operator shall attend and successfully complete the CVSA-approved North American Standard Inspection PBBT Test Procedures and Guidelines for Use in Enforcement Course.

Waivers

Upon request, any jurisdiction may request from the CVSA Board of Directors a waiver from certain requirements of Operational Policy 4.

The jurisdiction must justify to the CVSA Board of Directors the reason for the waiver. The board may set conditions on the approval of the waiver.