

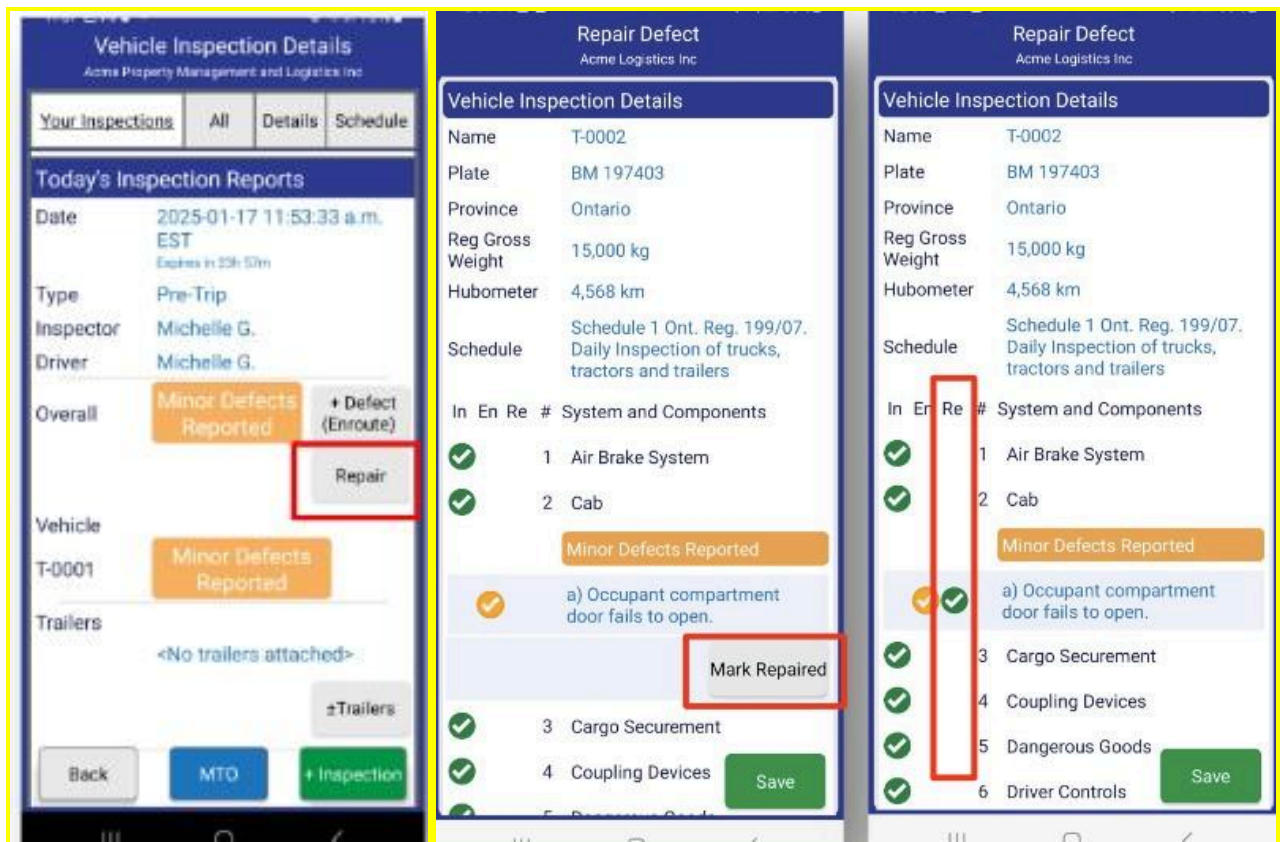
## IMPORTANT INFORMATION REGARDING MINOR DEFECTS

Once a minor or major defect has been recorded in an inspection for a vehicle, that repair needs to be completed on the vehicle before the vehicle is put on the road again.  
During a facility audit, an operator could be fined if minor defects are reported in multiple daily inspections before being fixed.

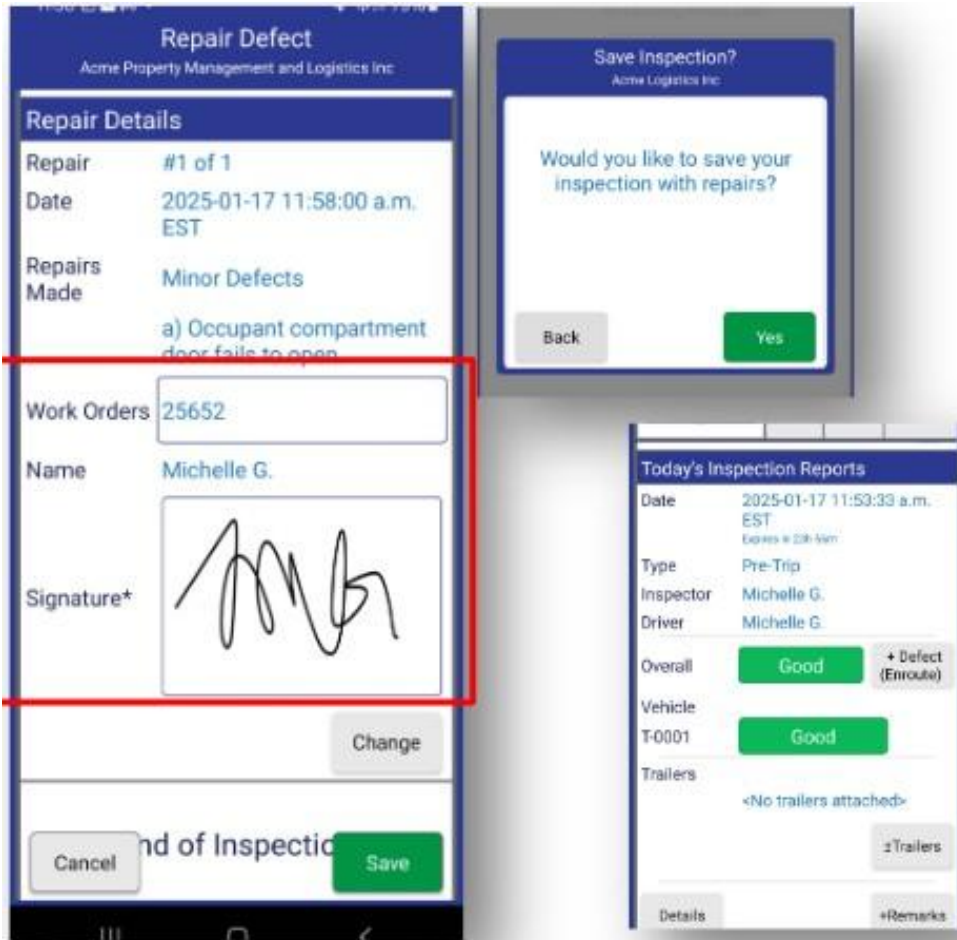
### Marking a defect as “Repaired” in the ReadyChek app

An inspection stays on the app for 14 days. In order to mark a part as fixed/repaired for an inspection in the app, it must be done before the inspection is removed from the app.

1. To begin, go to the vehicle that was repaired and find the inspection that has recorded the defect. Select the repair button to go into the inspection and then scroll to the parts list where you will see buttons for the parts that need to be marked as repaired.
2. Select the “Mark Repaired” button for all parts that have been fixed (you may only have \*some\* of the parts fixed, so you can pick ONLY the ones that you want to mark as repaired).
3. Once the “Mark Repaired” buttons are selected, you should see a green circle in the repaired (“Re”) column in the parts list.



4. Scroll to the bottom and then list work order details if applicable and sign.
5. Once saved, if all defects were repaired, the status of the vehicle/inspection should change to green/good. You will also notice that when all parts are marked as repaired, that the "Repair" button is no longer available.



The image displays three overlapping screenshots from the ReadyChek mobile application. The primary screenshot is the 'Repair Defect' screen for 'Acme Property Management and Logistics Inc.'. It shows 'Repair Details' with the following information: Repair #1 of 1, Date 2025-01-17 11:58:00 a.m. EST, and Repairs Made: Minor Defects. A specific defect is listed as 'a) Occupant compartment door fails to open'. Below this, the 'Work Orders' field contains '25652', the 'Name' is 'Michelle G.', and a handwritten signature is visible in the 'Signature\*' field. A red box highlights the 'Work Orders', 'Name', and 'Signature' fields. At the bottom of this screen are 'Cancel', 'End of Inspection', and 'Save' buttons. A secondary screenshot is a 'Save Inspection?' dialog box asking 'Would you like to save your inspection with repairs?' with 'Back' and 'Yes' buttons. A third screenshot shows 'Today's Inspection Reports' for the same date and time, indicating an overall status of 'Good' and a vehicle status of 'Good'. The vehicle ID is 'T-0001' and there are no trailers attached.

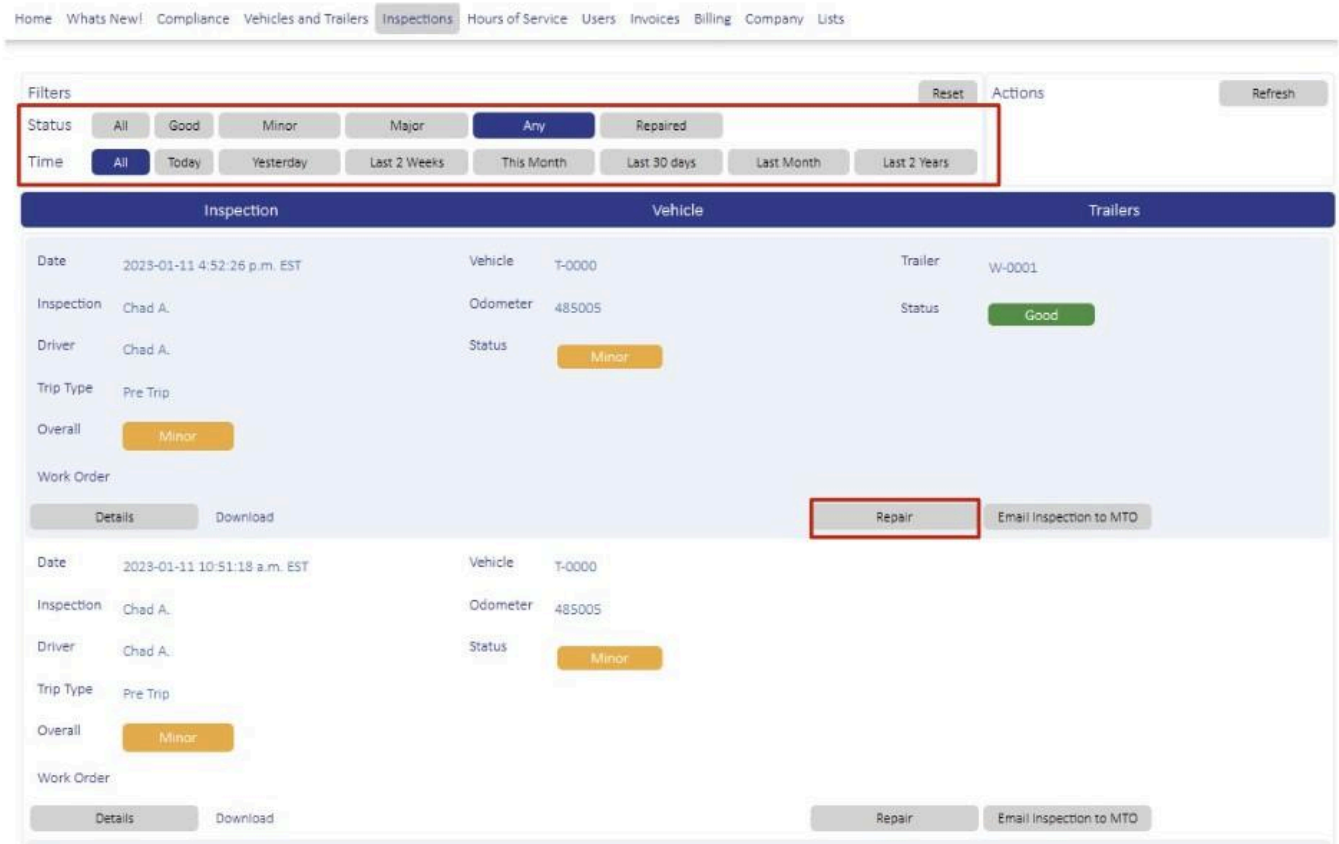
Go to the next page to see web portal repairs...

## Marking a defect as “Repaired” in the web portal

Users that are able to log into the web portal may update inspections for vehicles to show where repairs were made. Getting to the inspection where the parts need to be marked as repaired can be done in more than one way.

Using the “Inspections” link.

- Go to “Inspections” and filter for “Minor”, “Major”, or “Any” for a list of all inspections where defects are not yet marked as repaired. (Make sure to have your second filter to “All” or whatever filter meets your needs.)
- Select the “Repair” button



The screenshot shows the 'Inspections' page in the ReadyChek web portal. The navigation bar includes links for Home, Whats New!, Compliance, Vehicles and Trailers, Inspections, Hours of Service, Users, Invoices, Billing, Company, and Lists. The 'Inspections' tab is active. Below the navigation bar, there are filter options for Status (All, Good, Minor, Major, Any, Repaired) and Time (All, Today, Yesterday, Last 2 Weeks, This Month, Last 30 days, Last Month, Last 2 Years). The 'Any' status filter and the 'All' time filter are selected. The main content area displays a list of inspections. The first inspection is highlighted, showing details for Date (2023-01-11 4:52:26 p.m. EST), Vehicle (T-0000), Trailer (W-0001), Inspection (Chad A.), Odometer (485005), Driver (Chad A.), Status (Minor), Trip Type (Pre Trip), and Overall (Minor). The 'Work Order' section for this inspection includes buttons for Details, Download, Repair, and Email Inspection to MTO. The 'Repair' button is highlighted with a red box. The second inspection is also visible, showing similar details.

Using the “Vehicles and Trailers” link to find the vehicle repaired first, and then look at that vehicle’s inspections. Once you find the inspection, select the repair button.

Home Whats New! Compliance **Vehicles and Trailers** Inspections Hours of Service Users Invoices Billing Company Lists

Filters

State:

Type:

Search:

Actions:

Picture	Name	Status	Brake Type / RGW	Odometer	Plate	Annual	Make / Model / VIN
	A0001	Good	Hydraulic Brakes 4591	55	AB98765 Ontario	2023-01-07	Ford 450 Truck VIN123456
	T-0000 Chads eTruck	Minor	Hydraulic Brakes 3000	485005	AM 37381 Ontario	2022-11-30 J-123456	Ford F-150 Lightning Truck VIN1234567890
	T-0001 75 ft	Good	Air Brakes 12000	259883	AM 74734 Alberta	2022-12-31 H-1234567	International HX620 Truck VIN12345678912

Once you find the inspection, select the repair button.

Details  Remove Edit

Vehicle Inspection Reports for T-0000 (AM 37381)

Filters

Status:

Time:

Reset Actions Refresh

Inspection	Vehicle	Trailers
Date: 2023-01-11 4:52:26 p.m. EST Inspection: Chad A. Driver: Chad A. Trip Type: Pre Trip Overall: <input type="button" value="Minor"/>	Vehicle: T-0000 Odometer: 485005 Status: <input type="button" value="Minor"/>	Trailer: W-0001 Status: <input checked="" type="button" value="Good"/>
<p>Work Order</p> <p>Details Download <input checked="" type="button" value="Repair"/> Email Inspection to MTO</p>		
Date: 2023-01-11 10:51:18 a.m. EST Inspection: Chad A. Driver: Chad A. Trip Type: Pre Trip Overall: <input type="button" value="Minor"/>	Vehicle: T-0000 Odometer: 485005 Status: <input type="button" value="Minor"/>	
<p>Work Order</p> <p>Details Download <input type="button" value="Repair"/> Email Inspection to MTO</p>		

Just like in the app, scroll down to the part that should be repaired and select “Repair.”

✓	20	Suspension System	
✓	21	Tires	
		Minors	
✓		a) Damaged tread or sidewall of tire.	<input type="button" value="Repair"/>
✓	22	Wheels, Hubs and Fasteners	
✓	23	Windshield Wiper/Washer	

Initial: The minor defects found do not need to be corrected for the safe operation of this vehicle

Once the “Repair” button is selected, you should see a green circle in the repaired (“Re”) column in the parts list.

✓	20	Suspension System	
	21	Tires	
		Minors	
✓		a) Damaged tread or sidewall of tire.	✓


Scroll to the bottom and then list work order details if applicable and sign.

Repairs

Date 2023-01-12 10:46:58 p.m.

Work Orders 12345

Repaired By Michelle G.

Signature 


Repairs

Date 2023-01-12 10:55:40 p.m. EST

Repaired Items 1. Damaged tread or sidewall of tire.

Work Orders 12345

Name Michelle G.

Signature 

Once reviewed and saved, if all defects were repaired, the status of the vehicle/inspection should change to green/good. You will also notice that when all parts are marked as repaired, that the “Repair” button is no longer available.

Vehicle Inspection Reports for T-0000 (AM 37381)

Filters

Status: **All** Good Minor Major Any Repaired

Time: All Today Yesterday Last 2 Weeks This Month **Last 30 days** Last Month Last 2 Years

Reset Actions Refresh

Inspection	Vehicle	Trailers
Date: 2023-01-11 4:52:26 p.m. EST	Vehicle: T-0000	Trailer: W-0001
Inspection: Chad A.	Odometer: 485005	Status: <b>Good</b>
Driver: Chad A.	Status: <b>Good</b>	
Trip Type: Pre Trip		
Overall: <b>Good</b>		
Work Order: 12345		
Details Download		Email Inspection to MTO