

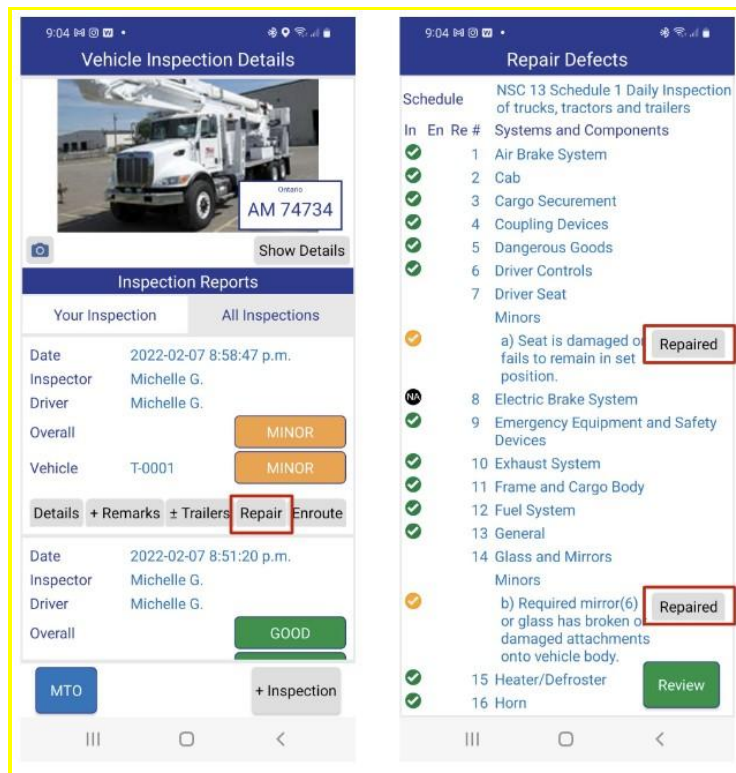
**IMPORTANT INFORMATION REGARDING MINOR DEFECTS**

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.

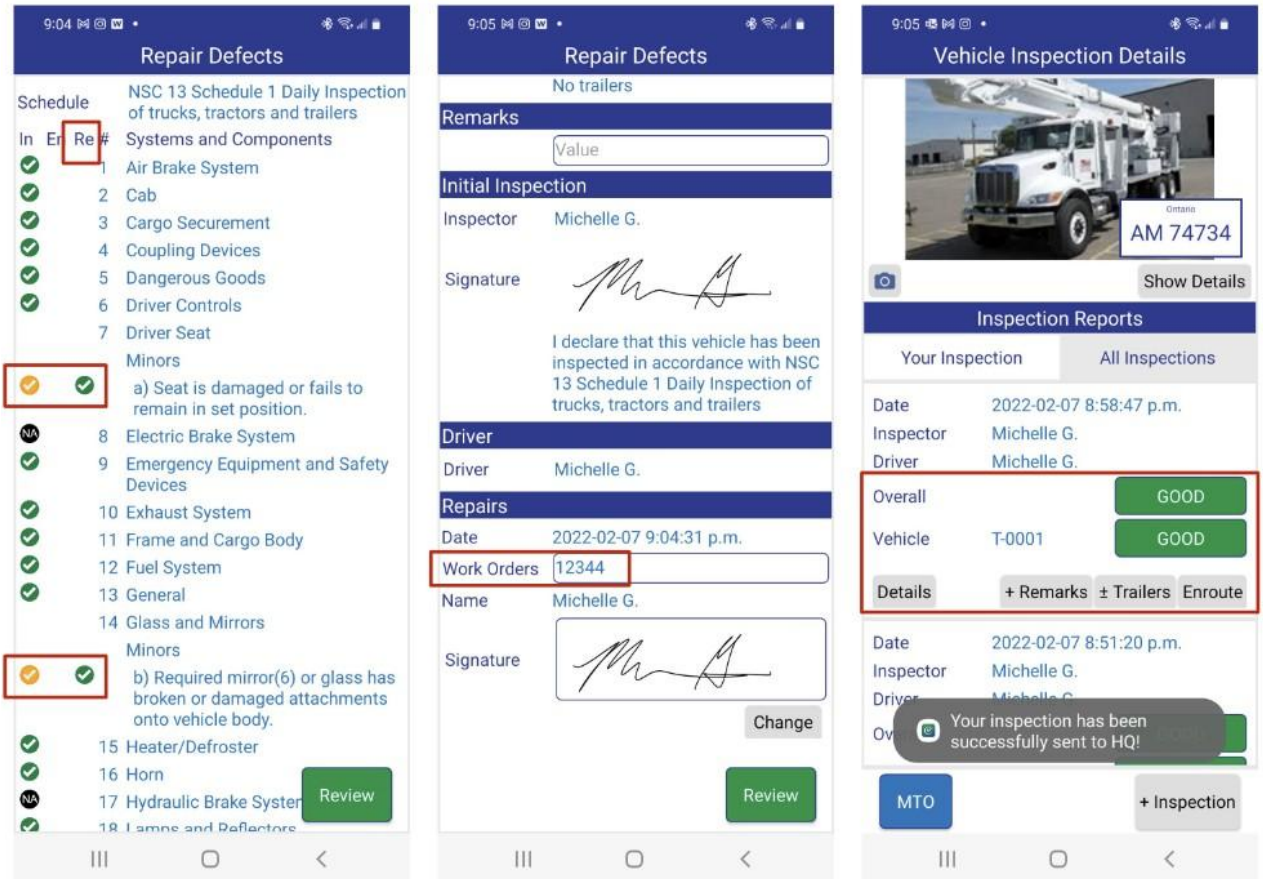
**Marking a defect as “Repaired” in the ReadyChek app**

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 “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 "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 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.



The image displays three sequential screenshots from the ReadyChek mobile application:

- Left Screenshot (9:04):** Shows the "Repair Defects" screen. A list of inspection items is shown with checkboxes in the "In", "Er", and "Re" columns. Two items are highlighted with red boxes: item 7 (Driver Seat) and item 14 (Glass and Mirrors). Item 7 has a green checkmark in the "Re" column. Item 14 has a yellow checkmark in the "In" column and a green checkmark in the "Re" column. A "Review" button is visible at the bottom right.
- Middle Screenshot (9:05):** Shows the "Repair Defects" screen with the "Initial Inspection" section. The "Inspector" is listed as Michelle G. A signature is present. A declaration states: "I declare that this vehicle has been inspected in accordance with NSC 13 Schedule 1 Daily Inspection of trucks, tractors and trailers". The "Date" is 2022-02-07 9:04:31 p.m. The "Work Orders" field contains the number 12344. A "Review" button is at the bottom right.
- Right Screenshot (9:05):** Shows the "Vehicle Inspection Details" screen. It features a photo of a white truck with license plate AM 74734. The "Inspection Reports" section shows the "Your Inspection" tab selected. The overall status is "GOOD" (highlighted with a red box), and the vehicle status is also "GOOD". A notification at the bottom states: "Your inspection has been successfully sent to HQ!".

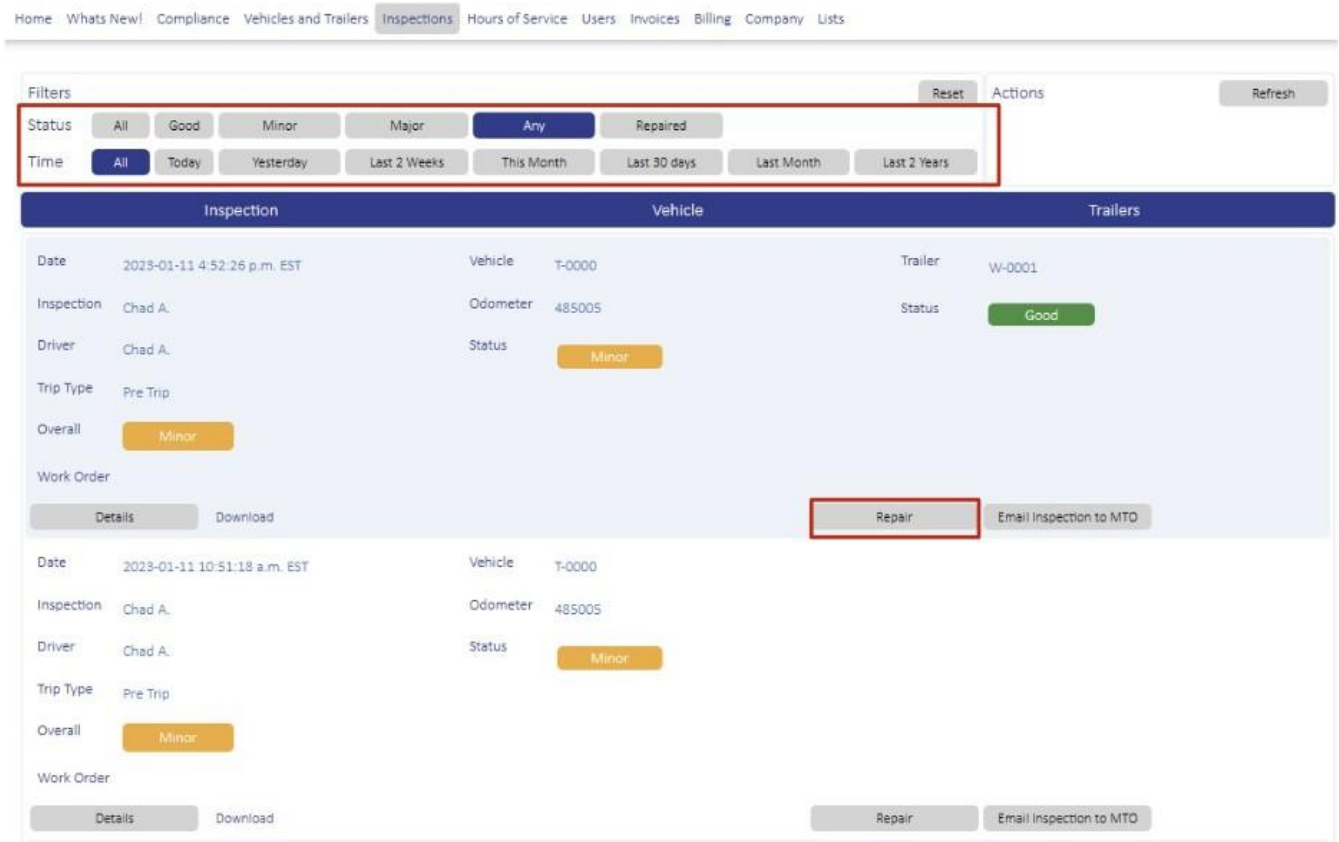
**Go to the next page to see web portal repairs...**

## 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.

Filters are located at the top of the main content area. A red box highlights the filter options for Status and Time. The Status filter is set to 'Any', and the Time filter is set to 'All'. Other status options include All, Good, Minor, Major, and Repaired. Other time options include Today, Yesterday, Last 2 Weeks, This Month, Last 30 days, Last Month, and Last 2 Years.

Below the filters, there are two inspection records displayed in a table format. The first record is for a date of 2023-01-11 4:52:26 p.m. EST, with a vehicle T-0000 and trailer W-0001. The overall status is 'Minor'. The second record is for a date of 2023-01-11 10:51:18 a.m. EST, with the same vehicle and trailer. The overall status is also 'Minor'. In both records, the 'Repair' button is highlighted with a red box.

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

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-000 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: <b>Minor</b>	Vehicle: T-0000 Odometer: 485005 Status: <b>Minor</b>	Trailer: W-0001 Status: <b>Good</b>
<p>Work Order</p> <p><input type="button" value="Details"/> <input type="button" value="Download"/> <input checked="" type="button" value="Repair"/> <input type="button" value="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: <b>Minor</b>	Vehicle: T-0000 Odometer: 485005 Status: <b>Minor</b>	
<p>Work Order</p> <p><input type="button" value="Details"/> <input type="button" value="Download"/> <input type="button" value="Repair"/> <input type="button" value="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