



GUIDELINES FOR CANADIAN MANUFACTURER OF TRAILERS TO OBTAIN MINISTERIAL AUTHORIZATION TO USE AND AFFIX THE NATIONAL SAFETY MARK

Under the *Motor Vehicle Safety Act* (MVSA), the Minister of Transport issues the authorization to affix the **national safety mark** (NSM) to companies engaged in the business of manufacturing vehicles in Canada. Subsection 4 of the Act states that “...*no company can ship from one province to another, or deliver to any person for the purpose of being so shipped, any vehicle of a prescribed class manufactured in Canada unless it has a national safety mark applied to it...*”. These guidelines provide the information necessary for a **Canadian trailer manufacturer** to apply for Ministerial authorization to affix the NSM, or to provide an update about their current NSM operations.

Successful registration with TC is not an endorsement or approval of a manufacturer or a particular vehicle. It is rather a validation that the manufacturer authorized to affix the national safety mark has demonstrated knowledge of the MVSA, the MVSR and based on the information provided, the capability to “self-certify” their vehicle production to comply with the applicable Canada Motor Vehicle Safety Standards (CMVSS).

Please note that the information requested may only relate to a portion of the standards applicable. Manufacturers must ensure that compliance has been addressed in full for all portions of the applicable federal standards. Schedule III of the regulations are to be consulted to determine the standards that apply to each regulated class of vehicle. Once the applicable standards are identified, manufacturers must then certify that their vehicle production is in conformance with those applicable standards.

For the standards that require testing, test documents must comply with the requirements of section 5(1) (g) of the Act, which states that: “...*records are maintained and furnished in the prescribed form and manner in relation to the design, manufacture, testing and field performance of the vehicle or equipment, for the purpose of*

(i) enabling an inspector to determine whether the vehicle or equipment conforms to all prescribed standards applicable to it...”

In order for an inspector to determine compliance, the test records must be clear, concise, complete, and must show compliance to the requirements of the standard in the same order as they appear in the standard. Tests must include details of the components tested, photographs of the testing, a description of the test equipment and its calibration, and similar information normally found in a technical report. Test reports that do not enable the determination of conformance will cause the application to be rejected.

Companies must also be aware that certification is “on-going”, meaning that it requires continual maintenance. Transport Canada utilizes an audit program where TC inspectors randomly visit manufacturers to monitor their ability to ensure conformance of their vehicles. Contraventions of the MVSA are subject to the fines and penalties found under the *Offences and Punishment* section of the MVSA.

The *Motor Vehicle Safety Act* (MVSA), the Motor Vehicle Safety Regulations (MVSR), the Canada Motor Vehicle Safety Standards (CMVSS), Technical Standards Documents (TSD), Test Methods (TM) and other pertinent information such as the *Guidelines on Enforcement and Compliance Policy*, may be viewed at: <http://www.tc.gc.ca/eng/roadsafety/resources-acts-regulations-reginfo-index-46.htm>.



1. Registration Documents

- 1.1 Complete and submit the *REQUEST FORM TO OBTAIN AUTHORIZATION TO AFFIX THE NATIONAL SAFETY MARK* provided on page 6.
 - o Please indicate if this is a new application or a company update.
- 1.2 For **new** NSM applicants, complete and submit the *APPLICATION FOR ASSIGNMENT OF A WORLD MANUFACTURER IDENTIFIER (WMI) CODE* provided on page 7.
 - o You will receive the WMI code once the National Safety Mark has been issued.
- 1.3 Provide a copy of your federal or provincial corporate registration document or certificate.
- 1.4 Provide a copy of your company’s business number registration (e.g. HST, GST, [Business Number](#) (BN) with the Canada Revenue Agency).

2. Compliance Label

- 2.1 Submit a clear photograph of a completed compliance label as required under section 6 of the MVSR **and its location** as affixed to a typical trailer you manufacture. The compliance label must be applied to the forward half of the left side of the trailer so that it is easily readable from the outside. It must: be permanently attached to the vehicle, be resistant to or protected against any weather condition to which the label may be exposed, have lettering that is; clear and indelible, indented, embossed or in a colour that contrasts with the background colour of the label, is in block capitals and numerals not less than 2 mm in height; and have metric units identified by the appropriate name or symbol. Consult the regulations for further details. The drawing depicting the national safety mark must be at least 13 mm in diameter.


Examples of a standard compliance label formats are provided next.

Trailer - Generic

MANUFACTURED BY/FABRIQUÉ PAR: _____		
TYPE: _____	DATE: _____	
GVWR/PNBV _____ KG V.I.N./N.I.V: _____		
GAWR/PNBE KG	TIRE/PNEU - DIMENSION - RIM/JANTE	COLD INFL. PRESS. / PRESS.DE GONFL. À FROID PSI/LPC KPA



Travel Trailer

MANUFACTURED BY/FABRIQUÉ PAR: _____		
TYPE: _____	DATE: _____	
GVWR/PNBV _____ KG	V.I.N./N.I.V: _____	
GAWR/PNBE KG	TIRE/PNEU - DIMENSION - RIM/JANTE	COLD INFL. PRESS. / PRESS. DE GONFL. À FROID PSI/LPC KPA
CARGO-CARRYING CAPACITY: _____ KG CALCULATED WITH THE FRESH WATER TANKS FULL (COLD _____ KG HOT _____ KG) AND THE WASTE WATER TANKS EMPTY		CAPACITÉ DE CHARGEMENT: _____ KG CALCULÉE AVEC LES RÉSERVOIRS D'EAU DOUCE PLEINS (FROIDE _____ KG CHAUDE _____ KG) ET LES RÉSERVOIRS D'EAUX USÉES VIDES
MASS OF WASTE WATER TANKS FULL: _____ KG		MASSE DES RÉSERVOIRS D'EAUX USÉES PLEINS: _____ KG

3. Lighting System and Retro-reflective Devices

3.1 Submit a technical drawing and/or photographs showing a front, side, and rear view indicating the location of the prescribed lighting system and retro-reflective devices installed on the trailer. Include the overall dimensions of the trailer.

3.2 Provide the SAE or DOT code markings of the lamps that will be installed on the trailers.

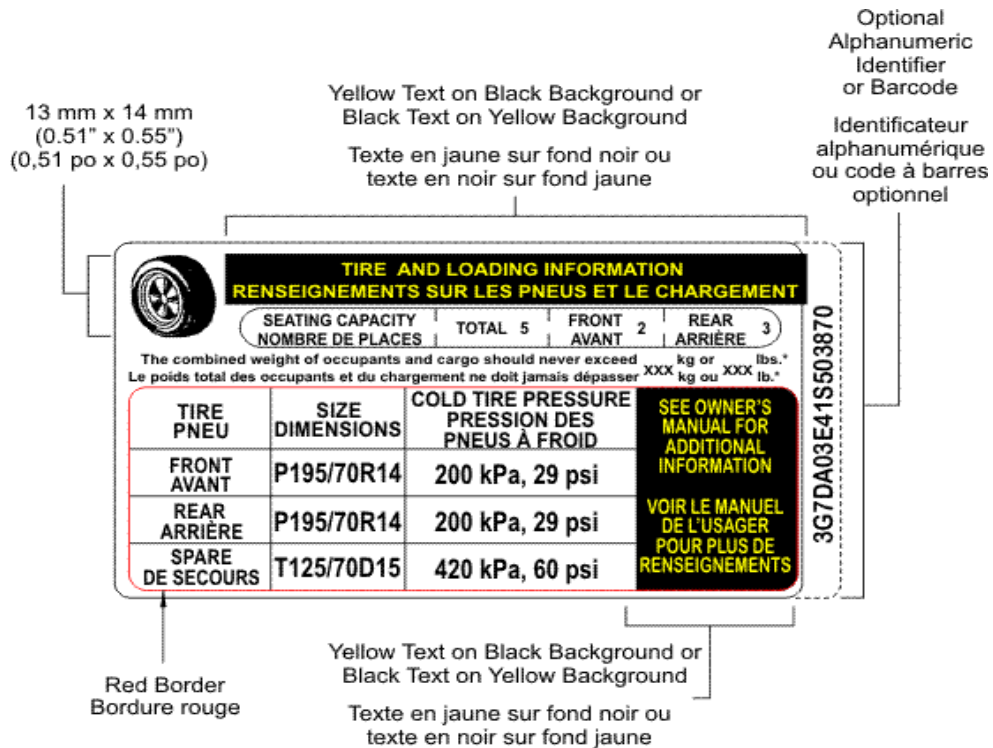
4. Tire Selection and Rims for Motor Vehicles with a GVWR of more Than 4,536 kg.
(if applicable)

4.2 Submit clear photographs of the rim markings that are required under subsection S5.2 of TSD 120

5. Tire Selection and Rims for Motor Vehicles With a GVWR of 4 536 KG or Less
(if applicable)

5.1 Submit clear photographs of the rim markings required under subsection S4.4.2 of TSD 110

5.2 Submit a clear photograph of a vehicle placard (tire and loading label) affixed to the vehicle in accordance with TSD 110. Consult the regulations for further details. See example provided next;



* For trailers, this statement should read:
"The weight of cargo should never exceed XXX kg or XXX lbs."

* Sur les remorques, le libellé est le suivant :
« Le poids du chargement ne doit jamais dépasser XXX kg ou XXX lb. »

6. Motor Vehicle Tire Safety Regulations (TSD 119, New Tires for Motor Vehicles With a GVWR of More Than 4 536 Kg; and TSD 139 New Radial Ply Tires for Motor Vehicles With a GVWR Of 4 536 Kg or Less) (if applicable)

6.1 Submit the tire information (photographs may be submitted) required under section 6.5 of TSD 119 and S5.5 of TSD 139. Visit <http://www.tc.gc.ca/eng/acts-regulations/regulations-sor2013-198.html> for links to Motor Vehicle Safety Tire Regulations and related Canada Motor Vehicle Safety Standards (CMVSS) and Technical Standard Documents (TSD).

7. Vehicle Identification Number

7.1 Submit a sample of a vehicle identification number composition in accordance with CMVSS 115.

8. Air Brake Systems (if applicable)

Submit test reports to demonstrate compliance to TSD 121,

8.1 – plumbing schematic

8.2 – supply and release tests S5.3.3. & S5.3.4

8.3 – S5.6.1.(a) Static retardation force calculation must be ≥ 0.28

8.4 – Test trailer and component specification chart comparison.

8.5 - S5.2.3.1, S5.2.3.2



9. Rear Impact Guards *(if applicable)*

9.1 Submit information to demonstrate compliance to CMVSS 223.

10. Trailer Cargo Anchoring Devices *(if applicable)*

10.1 Submit information to demonstrate compliance to CMVSS 905

11. Snowmobile Trailers *(if applicable)*

11.1 Submit a test report to demonstrate compliance to CMVSS 906.

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REQUEST FORM TO OBTAIN AUTHORIZATION TO AFFIX THE NATIONAL SAFETY MARK

By virtue of submitting this form, (the company) _____ is seeking to; *(select one)*
 obtain ministerial authorization to affix the National Safety Mark (NSM) to vehicles it manufactures in Canada, or
 update its current company profile for NSM # ____ *(please specify)*.

The physical address where NSM will be affixed (Note: an actual site address is required):

Street	City	Province	Postal code
Telephone number (include area code)	Fax number (include area code)	Website	

Mailing address (if different from physical):

Street	City	Province	Postal code
Telephone number (include area code)	Fax number (include area code)	Company E-mail <i>(optional)</i>	

Please provide (as needed) a list of additional addresses where the NSM will be affixed:

List attached: please check the appropriate selection with an " X "
<input type="checkbox"/> Yes, indicate the number of pages _____ <input type="checkbox"/> No

The following documents are also required:

- A copy of the company's federal or provincial business registration certificate.
Note: The registered name must match the name of the company listed on this application.
- A copy of the company's GST number registered with the Canada Revenue Agency.

Class(es) of vehicle(s) manufactured by the company (as listed under Schedule III of the Motor Vehicle Safety Regulations):

Class(es) of vehicle(s)	
Annual production estimates	Area(s) of distribution (list of province(s)) – Anticipated or current

The name of the person in the company responsible for vehicle compliance:

Name (please print)	Title (please print)	
Telephone number (include area code)	Fax number (include area code)	E-mail
Signature		Date (yyyy-mm-dd)

It is imperative that the contact person listed above be informed of the applicable Motor Vehicle Safety Regulations and Canada Motor Vehicle Safety Standards (CMVSS) as prescribed by the *Motor Vehicle Safety Act*.



**APPLICATION FOR ASSIGNMENT OF A WORLD MANUFACTURER IDENTIFIER (WMI) CODE
As prescribed by the Canadian Motor Vehicle Safety Standard (CMVSS) – 115**

Note: The company name as registered on its business certificate must be listed on this application.

Name of manufacturer (please print)

The physical address where WMI will be used (Note: physical address required):

Street	City	Province	Postal code
Telephone number (with area code)	Fax number (with area code)	Website	

Mailing address (if different from physical):

Street	City	Province	Postal code
Telephone number (with area code)	Fax number (with area code)	Company E-mail (optional)	

Please provide (as needed) a list of additional addresses where WMI will be used:

List attached: please check the appropriate selection with an " X "
<input type="checkbox"/> Yes, indicate number of pages _____ <input type="checkbox"/> No
Class of Vehicle: please check with an " X " the classes of vehicles manufactured by the company
<input type="checkbox"/> Trailer <input type="checkbox"/> Trailer Converter Dolly <input type="checkbox"/> Bus <input type="checkbox"/> Motorcycle
<input type="checkbox"/> Restricted Use Motorcycle <input type="checkbox"/> Multipurpose Passenger Vehicle (MPV) <input type="checkbox"/> Passenger Car <input type="checkbox"/> Snowmobile
<input type="checkbox"/> Snowmobile Cutter <input type="checkbox"/> Truck <input type="checkbox"/> Low Speed Vehicle <input type="checkbox"/> Three-wheeled vehicle
Production Volume Estimates: please check A) or B)
<input type="checkbox"/> A) Producing fewer than 1000 units per year <input type="checkbox"/> B) Producing 1000 or more units per year

The name of the person making the application:

Name (please print)	Title (please print)	Email
Signature		Date (yyyy-mm-dd)

(Transport Canada will authorize the CVMA to assign the World Manufacturer Identifier Code according to information given above)

Note to CVMA:
Company has been authorised for the following NSM: _____ Please authorize "WMI" code: _____
Transport Canada Inspector: _____
Inspector E-mail address: _____ Date (yyyy-mm-dd): _____



Additional Notes:

Send all requested information to Transport Canada;

- **Electronic submissions are preferred and all documents can be sent to:** mvs-sa@tc.gc.ca
 - Please note that our incoming email attachment size limit is 5 megabytes per email. If sending multiple emails, ensure to label them accordingly (ex: message 1 of 4, message 2 of 4, etc.)

- **Or, in writing to:** Transport Canada
Motor Vehicle Safety Directorate
Place de Ville, Tower C
330 Sparks Street
Ottawa, Ontario K1A 0N5 (Canada)

Due to the high volume of applications received by this office and assuming that all required information is provided, accurate, and in the same order as requested, please allow **4-6 weeks to review and process your application.**

- Note that incomplete or randomly submitted information will be rejected and will have to be resubmitted.
 - We will notify you when the process has been completed.
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