

Brake Inspection Manual

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State and Consumer Services Agency
DEPARTMENT OF CONSUMER AFFAIRS

BAR

Bureau of Automotive Repair

Official Brake Stations and Adjusters

**BUREAU OF AUTOMOTIVE REPAIR
OFFICIAL BRAKE STATIONS AND ADJUSTERS**

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Suggestions for improvement of this Handbook are welcomed. Comments should be directed to the Bureau of Automotive Repair via e-mail bar.industrtyhelpdesk@dca.ca.gov

BUREAU OF AUTOMOTIVE REPAIR OFFICIAL BRAKE STATIONS AND ADJUSTERS

Preface

This Handbook is incorporated by reference in Section 3305, Title 16, or the California Code of Regulations (CCR). It provides procedures for performing official brake inspections.

Official Brake Stations and Adjusters must follow these procedures when conducting an inspection for the purposes of certification.

No attempt has been made to relate the information contained in this publication to the specific design of a particular manufacturer. Nor is this publication intended to be inclusive of all braking system designs. Licensed Adjusters must possess the knowledge and skill necessary to conduct a thorough and accurate brake inspection for all vehicles accepted by the official brake station for inspection. Each official brake station must maintain access to current publications and technical instructions appropriate to the types and designs of brake systems inspected, adjusted and repaired by the brake station.

In accordance with CCR Section 3305, all inspections, adjustments and repairs of vehicle braking systems, for the purposes of certification, shall be performed in official stations, by licensed adjusters, and in accordance with the following, in descending order of precedence, as applicable:

- 1) Vehicle Manufacturers' current standards, specifications and recommended procedures, as published in the manufacturers' vehicle service and repair manuals.
- 2) Current standards, specifications, procedures, directives, publications, bulletins and instructions issued by vehicle and equipment or device manufacturers.
- 3) Standards, specifications and recommended procedures found in current industry-standard reference manuals and periodicals published by nationally recognized repair information providers.
- 4) This Official Brake Station and Adjuster Handbook, XXXX.

**BUREAU OF AUTOMOTIVE REPAIR
OFFICIAL BRAKE STATIONS AND ADJUSTERS**

TABLE OF CONTENTS

	Page Number
CHAPTER 1 – Brake Inspection Procedures	
1.0 Customer Authorization / Estimate Preparation	1
1.1 Vehicle Identification.....	1
1.2 Inspection Overview	1
1.3 Vehicle Integrity	2
1.4 Passenger Cars, Light Duty Vehicles	3
a. Warning and Rear Brake Lights.....	3
b. Master Cylinder and Power Brake Assemblies	4
c. Hoses, Lines Connections	5
d. Brake Pedal	6
e. Parking Brake	7
f. Disc Brakes.....	8
g. Drum Brakes.....	10
h. Under-Car Systems and Components	11
1.5 Driving Test	13
1.6 Trucks, Busses, Heavy Duty Vehicles (≥ 14,001 GVWR).....	14
a. Warning Lights	14
b. Hydraulic Brake System.....	14
c. Disc Brakes.....	14
d. Drum Brakes.....	14
e. Air Brake System	14
f. Brake Adjustment	15
g. Air Brake Operation	14
h. Parking Brake	15
1.6 Revived Salvaged / Dismantled Vehicles	20
1.7 Specially Constructed Vehicles	21
1.8 Clearing Enforcement Documents.....	21
1.9 Certificates of Compliance / Adjustment.....	21
1.10 Inspection Results	21

**BUREAU OF AUTOMOTIVE REPAIR
OFFICIAL BRAKE STATIONS AND ADJUSTERS**

CHAPTER 2 – Official Brake Stations

2.0 Official Brake Stations	22
2.1 License Classes	22
2.2 Fleet Owner Stations	23
2.3 General Station Requirements	23
2.4 Station License Application.....	23
2.5 License Term.....	24
2.6 Renewal.....	24
2.7 Station Inspection	24

CHAPTER 3 – Official Brake Adjusters

3.0 Official Brake Adjusters	25
3.1 Adjuster License Classes	25
3.2 Adjuster License Application.....	25
3.3 License Term.....	26
3.4 Renewal.....	26
Inspection Checklist.....	27

**BUREAU OF AUTOMOTIVE REPAIR
OFFICIAL BRAKE STATIONS AND ADJUSTERS**

CHAPTER 1 – Brake Inspection

1.0 Customer Authorization

An estimate must be provided to the customer in accordance with the Automotive Repair Act before conducting a brake inspection. The estimate shall include the cost of certificate. If any additional repair is needed, the repair must be authorized by the customer before performing the repair.

A publication entitled “Write It Right” is available from BAR to assist in the preparation of estimates and invoices. You may find this publication on BAR’s Web site www.autorepair.ca.gov, or you may contact your local BAR field office to obtain a copy.

B&P Code § 9884.9, CCR § 3353

1.1 Vehicle Identification

Document the model year, make, model, identification number (VIN), license plate number, and odometer reading on the written estimate, final invoice, and certificate, as applicable.

The VIN must be affixed to the vehicle. If the vehicle is not equipped with a VIN or the VIN appears to have been damaged or altered, do not conduct the inspection and refer the customer to the Department of Motor Vehicles. If the vehicle is not equipped with a license plate, indicate “none”.

1.2 Inspection Overview

An official brake inspection may only be performed by a Licensed Brake Adjuster in a Licensed Brake Station. The brake inspection shall include a physical inspection of all brake systems and components, as well as a functional performance test. A partial inspection may only be performed as needed to clear a law enforcement action.

Stations and adjusters must follow all personal, shop, environmental, equipment, and vehicle safety practices.

A certificate of compliance / adjustment shall only be issued when a vehicle’s braking systems is found to be in good working condition within the

BUREAU OF AUTOMOTIVE REPAIR OFFICIAL BRAKE STATIONS AND ADJUSTERS

acceptable standards as specified by the vehicle or component manufacturer or, as applicable, industry-standard reference materials published by nationally recognized repair information providers. An Adjuster shall not issue a certificate for a vehicle that does not meet these standards.

If a station lacks the equipment, tools, or reference information necessary to inspect a particular vehicle, the station must not accept that vehicle for inspection. Additionally, if a station lacks the expertise, equipment, tools, or reference information necessary to repair a particular vehicle, or as a matter of policy does not make certain types of repairs, the station must inform the customer of this both orally and in writing on the written estimate before conducting the inspection.

A brake inspection checklist can be found on Page 27 of this publication. Licensed Stations and Adjuster may use this as a convenience; using this checklist is not required.

1.3 Vehicle Integrity

Check the general condition of vehicle structures, systems or components that may affect braking operation. If an adjuster finds a structure, system or component in a condition that may impact safe braking operation (including emergency or panic stops) he or she shall not issue a certificate. If a structure, system or component that is not part of the braking system is found to be in less than good condition, but the condition would not affect the vehicle's braking operation a certificate may be issued. However, the station must inform the customer of the condition on the final invoice.

At a minimum, adjusters shall inspect the following:

- **Tires.** Check condition and for proper inflation. Tires on the same axle must be the same size. Tire wear is not a reason to reject a vehicle from certification; however, stations must inform the customers of the condition on the final invoice.
- **Wheels and Lug Nuts.** Check that the wheels and lug nuts are free of damage and / or defect. Do not issue a certificate for a vehicle with an unsafe condition, such as a cracked wheel or missing lug nut.
- **Wheel Bearings.** With the wheels raised, check for excessive wheel bearing play or looseness. Excessively loose wheel bearings may cause the brake rotor or drum to lean, causing uneven brake lining contact and erratic braking. Do not issue a certificate for a vehicle with excessively loose wheel

BUREAU OF AUTOMOTIVE REPAIR OFFICIAL BRAKE STATIONS AND ADJUSTERS

bearings.

- **Structural Chassis.** Check the general condition of the vehicle chassis. Damage, defects, or improper repair of a vehicle's structural chassis can affect braking operation. A certificate shall not be issued for a vehicle in which damage, defect or improper repairs appear to have altered the vehicle's structural integrity.
- **Suspension System.** Inspect the general condition of the vehicle's suspension. The inspection shall include, but is not limited to, springs, shock absorbers, struts, tie-rods, torsion bars, steering, and linkages.
- **Wheel Alignment.** Misalignment can affect braking operation. Visually assess the vehicles wheel alignment. Do not issue a certificate for a vehicle that displays an obvious and severe alignment problem.

1.4 Passenger Cars Light Duty Vehicles (< 14,001 GVWR)

Check that all braking systems and components are free of damage and defect and appear in good working condition within acceptable standards, as specified by the manufacturer or, when applicable, industry-standard reference materials published by nationally recognized repair information providers. The removal of all four wheels is required.

a. Warning and Rear Brakes Lights

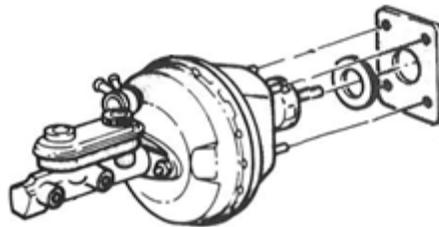
- (1) *Brake Warning Light.* Check that the brake warning light is on in the key-on engine-off position and turns off and remains off with the vehicle running and the parking brake released.
- (2) *Antilock Brakes (ABS) and Electronic Stability Control (ESC).* As applicable, verify that the ABS and ESC warning lights turn on in the key-on engine-off position and turn off and remain off with the vehicle running. Adjusters are not required to interrogate or "scan" the ABS or ESC systems as part of the official brake inspection. Note: Under normal operation, most ABS and ESC warning lights illuminate for only a moment in the key-on engine off position.

BUREAU OF AUTOMOTIVE REPAIR OFFICIAL BRAKE STATIONS AND ADJUSTERS

Electronic Stability Control is known by many different trade names such as AdvanceTrac, Dynamic Stability Control (DSC), Dynamic Stability and Traction Control (DSTC), Electronic Stability Program (ESP), Vehicle Dynamic Control (VDC), Vehicle Stability Assist (VSA), Vehicle Stability Control (VSC), Vehicle Skid Control (VSC), Vehicle Stability Enhancement (VSE), StabiliTrak, and Porsche Stability Management (PSM).

(3) *Rear Brake Lights.* Check that all required rear brake lights go on when the brake pedal is applied and go off when the pedal is released.

b. Master Cylinder and Power Brake Assembly



Conventional Master Cylinder
Power Brake Assembly

(1) *Fluid Level.* Check that the fluid meets the minimum level as indicated on the reservoir or, if no indicator is used, the fluid must be within $\frac{1}{2}$ inch from top of the reservoir(s).

(2) *Vent Hole in Filler Cap or Reservoir Cover (If Used).* Check that the vent hole is clear without restriction.

(3) *Reservoir Diaphragm (If Used).* Check that the diaphragm is properly in place and free of defects, excessive wear, or any other condition that would cause it not to operate as designed.

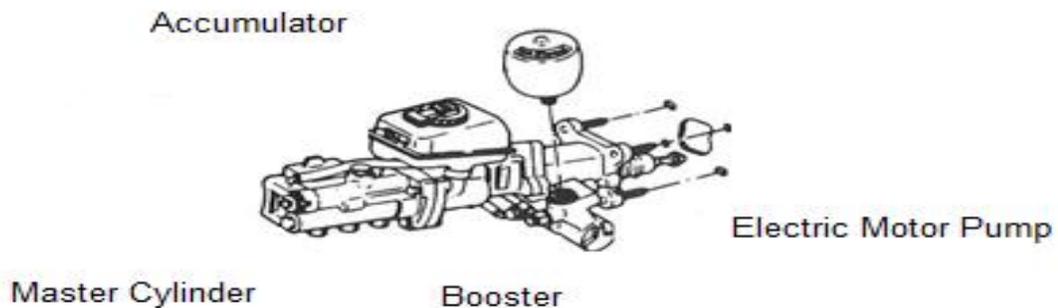
(4) *External Leaks.* Check that there are no fluid leaks from the master cylinder, including from the push rod end.

(5) *Pedal Linkage.* Check that the brake pedal operates without binding or locking and inspect the linkage to be sure it is not excessively worn or loose.

**BUREAU OF AUTOMOTIVE REPAIR
OFFICIAL BRAKE STATIONS AND ADJUSTERS**

(6) *Power Brake Assembly.* Check condition of any components, tubes, hoses, wires, pumps, motors, hydraulic modulators, and connections.

Example of Integrated Hydraulic Booster Anti-lock System



c. Hydraulic Hoses, Lines, Connections and Valves

Check that all hydraulic hoses, lines, connections, and valves appear complete, properly installed, and free of leaks, damage, defects, excessive corrosion/decay, kinks, cracks, dents, swelling, gouges, or any other unsafe condition.

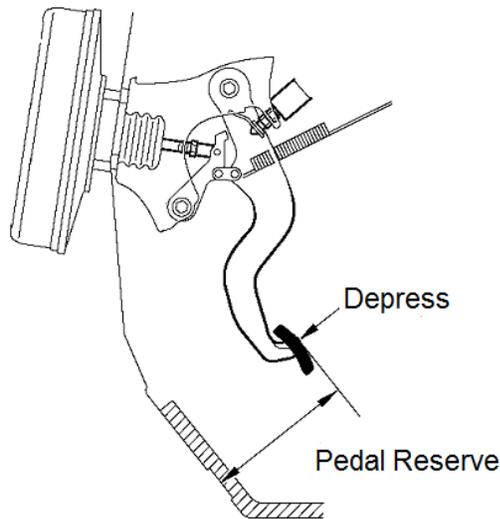
Brake hoses and lines must be specifically designed for automotive braking application and must meet DOT standards. The use of all-purpose hose or tubing, or any compression style connection or fitting, is not acceptable.

**BUREAU OF AUTOMOTIVE REPAIR
OFFICIAL BRAKE STATIONS AND ADJUSTERS**

d. Brake Pedal

(1) Pedal Reserve.

With vehicle stopped and the engine running, firmly apply the brake pedal until it stops and check reserve travel. At least 1/3 travel must remain, unless otherwise specified by the manufacturer.



(2) Leakage Check.

If a pedal reserve is present, hold the pedal down for one minute. The pedal must hold the position. (A pedal moving down indicates an internal or external leak hydraulic leak).

(3) Power Brakes

Vacuum and Hydraulic Assist Brakes

For vehicles equipped with vacuum or hydraulic assisted brakes, turn off the engine and press and release ("pump") the brakes several times to deplete the reserve vacuum or pressure. Once the reserve is depleted, hold the pedal down and start the engine. The pedal must drop when the engine starts.

**BUREAU OF AUTOMOTIVE REPAIR
OFFICIAL BRAKE STATIONS AND ADJUSTERS**

Power Hydraulic Assist Anti-Lock Brakes

For vehicle equipped with hydraulic assisted anti-lock brakes (ABS), turn off the engine and pump the brake pedal a **minimum** of 25 times to deplete the reserve pressure. Once the pressure is depleted, hold the pedal down under light pressure. Turn the ignition to the key-on-engine- off position and allow one minute for pump to recharge the reserve pressure. The brake pedal must rise as the pressure is recharged and brake and ABS warning lights must turn off.

Procedures can vary depending vehicle manufacturer design.

e. Parking Brake

Check that the parking brake holds under very light acceleration.

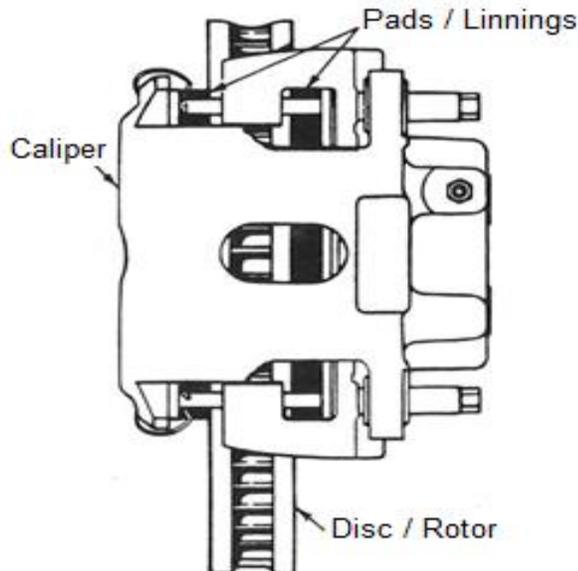
Place the vehicle on a level, dry, and hard surface, free of snow, ice or any loose materials. Set the parking brake firmly and start the engine. Apply the service brakes and select Drive for automatic transmissions and Low Gear for manual transmissions. With the parking brake applied, release the service brake and attempt to move forward under **very light** acceleration. The parking brake must hold the vehicle in position. **Use Caution!**

**BUREAU OF AUTOMOTIVE REPAIR
OFFICIAL BRAKE STATIONS AND ADJUSTERS**

f. Disc Brakes

Remove all wheels a check the condition of all disc brake assemblies.

Example of Disc Brake Assembly



(1) Caliper.

Check that the caliper assembly is complete, properly installed and free of leaks, damage and defects. The inspection includes, but not limited to, any seal, dust boot, hose, connection, bleeder screw, guide, guide pin, bushing, sleeve, casting, mounting surface, spring, lever, pin, or clip. When applicable, verify that floating calipers slide freely from side to side.

(2) Splash Shield.

Check that the splash shield is intact and securely attached.

(3) Linings.

Check that all brake linings are within the manufacturer specifications for minimum thickness. Be aware that many manufacturers utilize wear indicators to specify minimum thickness or when the linings need replacement. If the manufacturer specifications are not provided, check that each lining is **more than 1/32"** (0.8 mm) thick for bonded pads or **more than 1/64"** (.04 mm) above rivets on riveted pads. Also check that the linings are securely

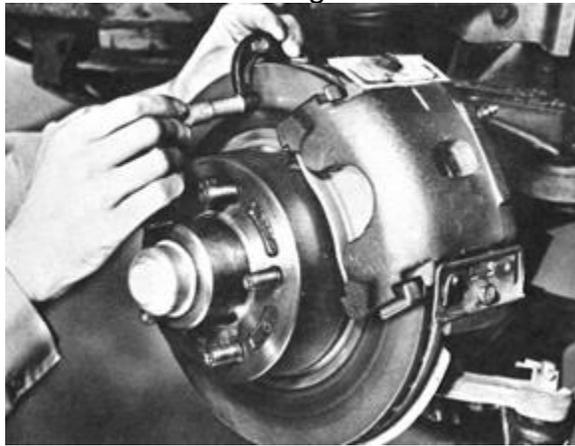
**BUREAU OF AUTOMOTIVE REPAIR
OFFICIAL BRAKE STATIONS AND ADJUSTERS**

attached and are not contaminated, cracked, broken, or otherwise damaged.

(4) Rotors.

Check that each rotor is free of damage and defect, including any crack that extends to the open edge of the rotor. Check that each rotor is within manufacturer specifications for minimum thickness, lateral run-out and parallelism. If manufacturer specifications are not provided, the rotor lateral run-out must not exceed five thousandth of an inch (0.005"), and must be parallel within one thousandth of an inch (.001").

Measuring Rotor



(5) Wheel Sensors.

As applicable, check that all wheel sensor assemblies are properly installed, complete and free of damage, including, but not limited to, any sensor, rotor, wire and connector.

(6) Reinstall Wheels. Tighten lug nuts in accordance with manufacturer's requirements.

**BUREAU OF AUTOMOTIVE REPAIR
OFFICIAL BRAKE STATIONS AND ADJUSTERS**

g. Drum Brakes

Remove all wheels and check the condition of all drum brake assemblies.

(1) Hydraulic Wheel Cylinders.

Check that all wheel cylinders are complete, properly installed, and free of leaks, damage and defects. The inspection shall include, but not limited to, any seal, dust boot, hose, connection, pin, clip, and bleeder screw. Do not pry under or otherwise disturb dust boots, unless specified by the vehicle manufacturer. Note: The actual presence of fluid constitutes a leak. Slight dampness or stains are not considered a leak, unless otherwise specified by the manufacturer.

(2) Linings.

Check that all brake linings are within the manufacturer specifications for minimum thickness. If manufacturer standards are not provided, check that each lining is **more than 1/32"** (0.8 mm) for bonded shoes or **more than 1/64"** (0.4 mm) above rivets on riveted shoes. Also check that the linings are securely attached and are not contaminated, cracked, broken, or otherwise damaged.

(3) Backing Plates.

Check that the backing plates, including the shoe contact pads and the shoe anchors are free of damage and excessive wear.

(7) Brake Hardware.

Check that all hardware is complete, properly installed and free of defects and damage. The inspection includes, but not limited to, any adjuster, anchor, spring, hold-down, cable, linkage, lever, clip, pin, and retainer.

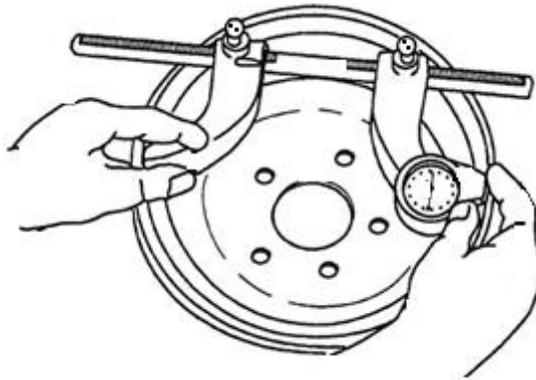
(8) Drums.

Check that each drum is free of damage and defects, including, but not limited to, any crack that extends to the open edge of the drum, any crack of the drum web or housing, out-of-round, and bell-mouthed distortion. Check that each drum is within manufacturer specifications for maximum inside diameter.

BUREAU OF AUTOMOTIVE REPAIR OFFICIAL BRAKE STATIONS AND ADJUSTERS

Maximum drum diameter is typically marked on the outside of the drum. Do not to confuse a discard limit with the service or “machine to” limit, as applicable.

Measuring Drum Diameter



- (9) Reinstall Wheels. Tighten lug nuts in accordance with manufacturer's requirements.

h. Under-Car Systems and Components.

Inspect the condition of all brake systems and components located under the vehicle, including but not limited to:

- (1) *Parking Brake Mechanisms.* Check all accessible parking brake cables and mechanisms are free of defects, and/or damage that would impact braking operation.
- (2) *Fittings, Lines and Hoses.*

Check that all lines, hoses, connections, fittings and valves are complete, properly installed, and free of leaks, damage, defects, excessive corrosion and/or decay, kinks, cracks, dents, swelling, gouges, or any other unsafe condition.

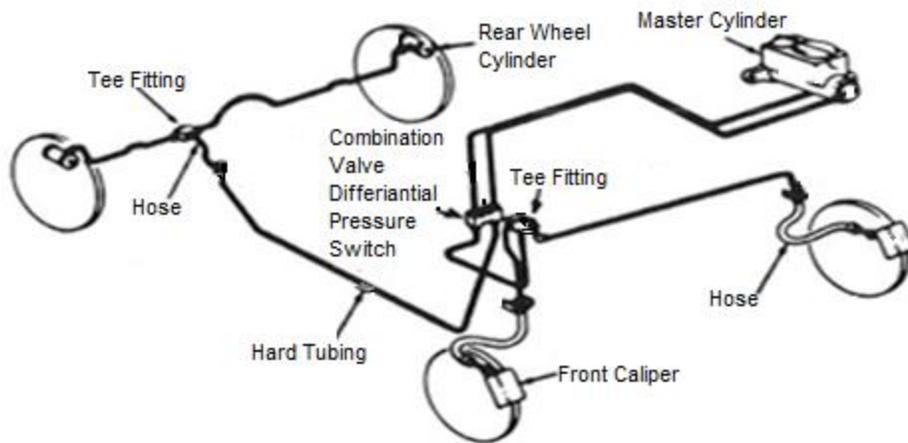
Lines and hoses must be specifically designed for automotive braking applications and must meet DOT standards. The use of all-purpose

**BUREAU OF AUTOMOTIVE REPAIR
OFFICIAL BRAKE STATIONS AND ADJUSTERS**

type tubing, or any compression style connection or fitting, is not acceptable.

(3) Miscellaneous Leaks.

Inspect all accessible valves for fluid leaks. Check the brake backing plates, splash shields, inner tire sidewalls for brake fluid, wheel bearing grease, or gear oil. The actual presence of fluid constitutes a leak. Slight dampness or stains are not considered a leak, unless otherwise specified by the vehicle manufacturer. A wheel bearing grease or gear oil leak that has not contaminated the brake linings should not prohibit certification, however, the adjuster/station must inform the customer and document these leaks on the final invoice.



Example of Basic Hydraulic Brake System.

**BUREAU OF AUTOMOTIVE REPAIR
OFFICIAL BRAKE STATIONS AND ADJUSTERS**

1.5 Driving Test

The driving test must be performed on a level, dry, and hard surface, free of snow, ice or any loose material.

At a speed of 20 miles per hour, apply the service brake firmly, without causing the tires to skid. The vehicle must come to a straight, smooth and complete stop within the distance specified below.

Maximum
Stopping
Distance (feet)

- (1) Any passenger vehicle-**25'**
- (2) Any single vehicle with a manufacturer's gross vehicle weight rating (GVWR) of less than 10,000 lbs.....**30'**
- (3) Any combination of vehicles with a manufacturer's GVWR of less than 10,000 lbs. In combination with any trailer, semitrailer or trailer coach.....**40'**
- (4) Any single vehicle with a manufacturer's GVWR of 10,000 lbs. or more, or any bus...**40'**
- (5) All other combinations of vehicles**50'**

**BUREAU OF AUTOMOTIVE REPAIR
OFFICIAL BRAKE STATIONS AND ADJUSTERS**

1.6 TRUCKS, BUSES, HEAVY DUTY VEHICLES (≥ 14,001 GVWR)

Check that all braking systems and components are in good working order, free of damage and defect, within acceptable standards, as specified by the manufacturer or, when applicable, industry-standard reference materials published by nationally recognized repair information providers.

(a) Warning Lights and Rear Brake Lights

Check that the all brake warning lights turn on in the key-on engine-off position and turn off and remain off with the vehicle running and the parking brake released. The warning light on some early ABS systems may remain on until the vehicle reaches 5 mph. Refer to vehicle specific information before rejecting a vehicle for certification.

Check that all required rear brake lights turn on when the brake pedal is applied and go off when the pedal is released.

(b) Hydraulic Brake System

As applicable, inspect all hydraulic parts and components using the inspection processes described in the preceding sections. This includes, but is not limited to, the inspection of hydraulic parts and components of any split brake system or Air Over Hydraulic brake system.

(c) Disc Brakes

As applicable, inspect all disc brake parts and components using the inspection processes described in the preceding sections. Additionally, check the condition of any air disc brake actuator assemblies.

(d) Drum Brakes

As applicable, use the inspection processes described in the preceding sections. Also check any hardware, parts and components related to the operation of the air brake cam and wedge brake components, parts and assemblies.

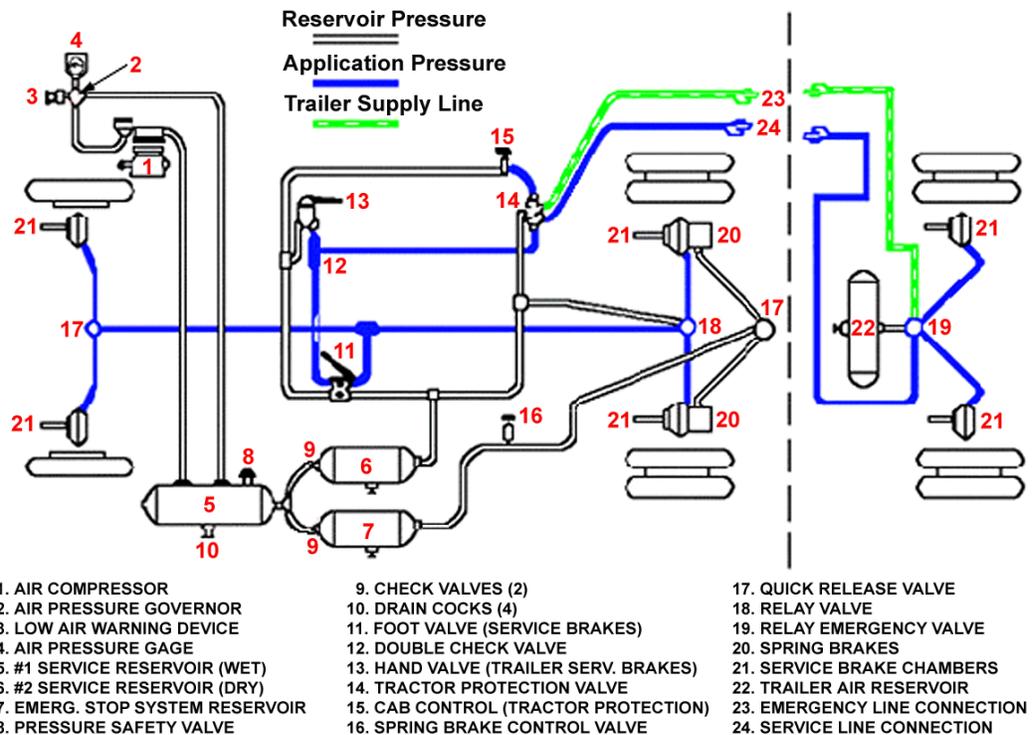
The removal of the wheels for heavy duty vehicles, other than passenger buses, is not required, provided the drums and linings can be accessed by removing applicable inspection covers. For passenger buses, remove at least one wheel per axle. Otherwise, access the drums and linings by

BUREAU OF AUTOMOTIVE REPAIR OFFICIAL BRAKE STATIONS AND ADJUSTERS

removing applicable inspection covers.

(e) Air Brake System

Check that all air system components appear to be properly installed in good working order, free of leaks, damage or defect. The inspection shall include, but is not limited to, any compressor, governor, air filter, cooler, drive belt, pulley, gear, shaft, bracket, strap, seal, hose, tube, line, tank, reservoir, chamber, valve and fitting.



Example of Conventional Air Brake System

(f) Brake Adjustment (Slack adjusters, Wedge brakes)

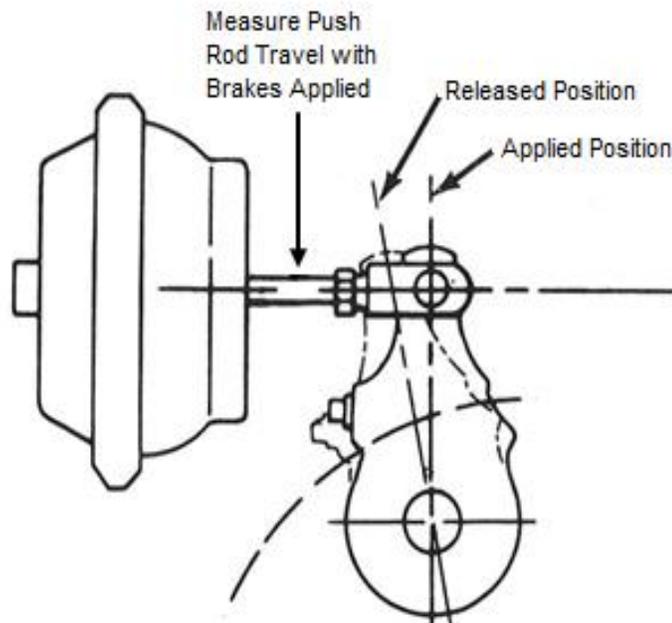
Slack Adjusters: Slack adjusters shall be inspected on both manual and automatic adjuster designs. Visually inspect the adjusters to be sure they appear to be complete and properly installed and free of damage or defects. With the parking and service brakes released, mark the brake chamber push rod at the face

BUREAU OF AUTOMOTIVE REPAIR OFFICIAL BRAKE STATIONS AND ADJUSTERS

of the chamber housing, or measure the distance from push rod clevis pin to the chamber housing. Apply the brakes and measure the distance the push rod travels with the brakes applied (be sure the system is fully pressurized before applying brakes). Refer to the manufacturers' information or reliable and nationally accepted industry information to determine the chamber type and the maximum allowable pushrod travel. The pushrod must not travel more than as specified.

If a manual adjuster is in need of adjustment, make the necessary adjustment and proceed with the certification inspection, provided the slack adjuster and drums appear to be in good condition and the linings are within acceptable limits. If they are not, do not adjust.

If an automatic adjuster is out of adjustment, it is likely the result of an underlying problem. Do not adjust an automatic adjuster. Complete the certification inspection and inform the customer of the inspection results, but do not issue a certificate. As necessary, make corrections, with customer authorization, and check for proper adjustment.



Measuring Slack Adjuster

Wedge Brakes: On vehicles equipped with wedge applied brakes, remove the inspection cover and with the brakes released scribe a line on the brake lining. With a feeler gauge in place, apply the brakes fully and measure the distance the

**BUREAU OF AUTOMOTIVE REPAIR
OFFICIAL BRAKE STATIONS AND ADJUSTERS**

brake lining travels. The travel shall not exceed 1/16” or as otherwise specified by the manufacturer.

(g) Air Brake Operation

Air brake operation must be performed on a level, dry, and hard surface, free of snow, ice or any loose material.

Inspect the condition of all air brake parts and components, including but not limited to the following:

(1) Low Pressure Warning Devices

Check that the air pressure gauges(s) appear to be properly operating and check that the visual and/or audible low pressure warning activate when the air pressure drops.

With the engine running and the air system fully pressurized, reduce the air pressure by pressing and releasing the brake pedal (“fanning”). Note the pressure reading when warning alarm activates. The low pressure warning alarm must activate before the pressure drops to 60 psi, or at a higher pressure as otherwise specified by the manufacturer.

(2) Air Pressure Governor

Check the air compressor “cut-out” and “cut-in” pressures.

With the engine running, allow the system to fully pressurize, check that compressor cut-out occurs and note the pressure reading. Now reduce the air and watch for compressor cut-in and note the pressure reading.

The compressor cut-out must occur no higher than 135 psi and compressor cut-in no lower than 80 psi, unless otherwise specified by the manufacturer.

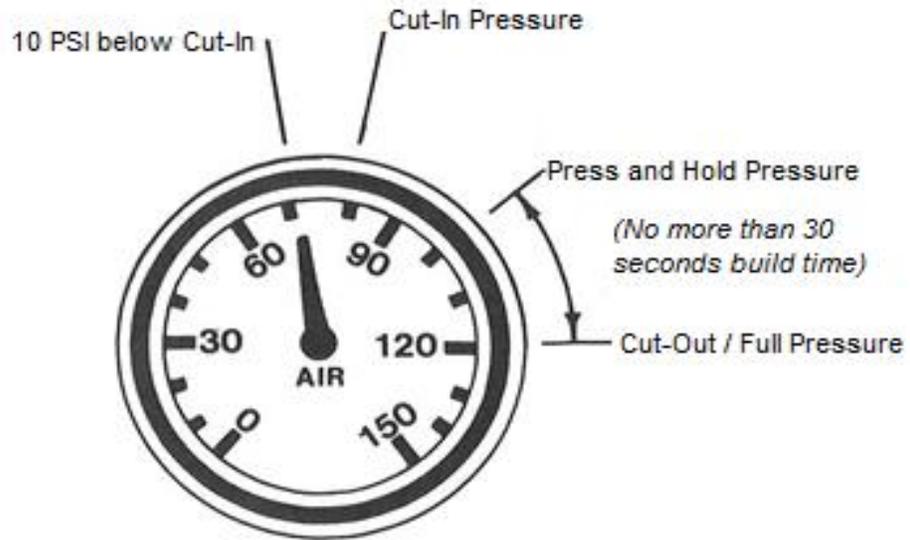
(3) Air Pressure Build Time

Check air pressure build time. When applicable, uncouple trailer brakes.

With the engine running, allow the system to fully pressurize. Press and hold the brake pedal, and note the air pressure reading. Now reduce the

**BUREAU OF AUTOMOTIVE REPAIR
OFFICIAL BRAKE STATIONS AND ADJUSTERS**

air pressure to at least 10 psi below the compressor cut-in pressure. Release the brake pedal and increase the engine speed to the maximum recommended rpm and allow the air pressure to build. As the pressure builds, measure the time required to increase pressure from the “press and hold reading” to the cut-out pressure, i.e. full pressure. The system must achieve full pressure within 30 seconds, or as otherwise specified by the manufacturer.



Air Pressure Build Time

**BUREAU OF AUTOMOTIVE REPAIR
OFFICIAL BRAKE STATIONS AND ADJUSTERS**

(4) Air Pressure Leakage

Check for loss of air pressure. Trailer brakes shall be connected, when applicable.

Static Test: Ensure the air brake system is fully charged, turn off the engine and release all brakes. Allow the air pressure to stabilize and note the pressure reading. Check for an air pressure drop at one minute from pressure stabilization. The air pressure must not drop more than 2 psi in one minute for a single vehicle; not more than 3 psi for two vehicle combination, and not more than 5 psi for three vehicles.

Applied Test: Apply the brakes and allow the air pressure to stabilize with brakes applied. The pressure shall not drop more than 2 psi in one minute for a single vehicle, not more than 4 psi for two vehicle combination, and not more than 6 psi for a combination of three vehicles.

(5) Parking Brake Check

Check that the parking brake holds under very light acceleration.

With system fully charged, set the parking brake. Start the engine and apply the service brake and select Drive for automatic transmissions and Low Gear for manual transmissions. Release the service brake and attempt to move forward under **very light** acceleration. The parking brake must hold the vehicle in position.
Use Caution!

BUREAU OF AUTOMOTIVE REPAIR OFFICIAL BRAKE STATIONS AND ADJUSTERS

1.6 Revived Salvaged / Dismantled Vehicles

As applicable, a Licensed Adjuster shall conduct a complete and thorough inspection of all braking systems as described in the preceding sections.

A salvaged or dismantled vehicle shall be equipped with all of the brake related systems that the vehicle was originally equipped with, including any ABS and stability control systems.

Because salvaged and dismantled vehicles are being revived from a total loss, Adjusters should pay particular attention to the vehicle's overall structural integrity. See Section 1.3 for more information.

1.7 Specially Constructed Vehicles

As applicable, a Licensed Adjuster shall conduct a complete and thorough inspection of all braking systems as described in the preceding sections.

At a minimum, a specially constructed vehicle must be equipped with service brakes on all wheels (exceptions may apply for some tractor trailers), a separately applied parking brake, a dashboard warning light, and rear brake lights. If equipped with ABS or any other additional braking system, the entire system must be installed and operating, including any related dashboard warning lights. Motorcycles are not required to have a parking brake.

Because specially constructed vehicles are often home built, Licensed Adjusters should pay particular attention to the quality of brake installation and the vehicle's overall structural integrity. Check that all of the braking systems and components appear to be securely installed and the brake lines and hoses are not bent, kinked, pinched, etc. See Section 1.3 for more information.

The California Vehicle Code (Section 580) describes a "specially constructed vehicle" as a vehicle which is built for private use, not for resale, and is not constructed by a licensed manufacturer or remanufacturer. A specially constructed vehicle may be built from (1) a kit; (2) new or used, or a combination of new and used, parts; or (3) a vehicle reported for dismantling, as required by Section 5500 or 11520, which, when reconstructed, does not resemble the original make of the vehicle dismantled. A specially constructed vehicle is not a vehicle which has been repaired or restored to its original design by replacing parts.

BUREAU OF AUTOMOTIVE REPAIR OFFICIAL BRAKE STATIONS AND ADJUSTERS

1.8 Clearing a Law Enforcement Citation

When a customer is seeking an inspection to clear a law enforcement citation, a station may, at the customer's request, perform a partial inspection to the extent necessary to confirm the corrections corresponding to the law enforcement citation have been made. If the corrections have been made, the Adjuster may issue a certificate of compliance / adjustment.

The certificate and, when applicable, law enforcement document may only be signed by the Licensed Adjuster who conducted the inspection.

While a full inspection is not required, an adjuster shall not ignore any other problem or defective condition (not listed on the law enforcement documents) that he or she may find during the inspection. Instead, the adjuster or station must inform the customer and only issue a certificate when all problems are corrected. All work must be performed with the customers consent.

A station may, with the customer's consent, perform a full brake inspection.

1.9 Certificates of Compliance / Adjustment

A certificate of compliance/adjustment shall only be issued when, upon inspection in accordance with these procedures, the vehicle's braking systems is found to be in good working condition within the acceptable standards as specified by the manufacturer or, as applicable, industry-standard reference materials published by nationally recognized repair information providers. A Licensed Station and Adjuster shall not issue a certificate for a vehicle that does not meet these standards.

Only the Licensed Adjuster who conducted the brake inspection may sign the certificate of compliance / adjustment. By signing the certificate, the Licensed Adjuster certifies that he or she has inspected the vehicle in accordance with BAR requirements and the vehicle has met the standard described above.

1.10 Inspection Results.

A Licensed Station must document the results of the brake inspection on the final invoice. This includes the lining measurements and estimates of the percentage of remaining lining for all wheels, all rotor and drum measurements, and when applicable, any condition that prevented certification. Also include the certificate of

BUREAU OF AUTOMOTIVE REPAIR OFFICIAL BRAKE STATIONS AND ADJUSTERS

compliance / adjustment number, when applicable. An inspection checklist that includes this information attached to the invoice would satisfy this requirement.

2.0 Official Brake Stations

Licenses are issued by BAR to individual automotive repair dealers that meet the requirements and qualifications for such licenses. Brake station licenses are not transferable.

Three license classes are available, Class A, Class B and Class C, as listed below. A station shall only issue a certificate for the vehicles types included in the scope of the station's license class.

2.1 Station License Classes.

Class A Station.

Class A station may test, inspect, repair and adjust brake systems for the purposes of certification on all vehicles. A Class A Licensed Adjuster must be employed at all times the station is operating as an Official Brake Station.

Class B Station.

Class B stations may test, inspect, repair and adjust the brake systems for the purposes of certification on all buses, trucks, truck tractors, trailers and semitrailers. A Licensed Adjuster holding either a Class A or B License must be employed at all times the station is operating as an Official Brake Station.

Class C Station.

Class C stations may test, inspect, repair and adjust brake systems for the purposes of certification all trucks and truck tractors having a manufacturer's Gross Vehicle Weight Rating (GVWR) of less than 14,001 pounds, all trailers and semitrailers which do not use compressed air or vacuum to actuate the brakes, and all passenger vehicles including motorcycles and motor-driven cycles. A Licensed Adjuster holding either a Class A or C License must be employed at all times the station is operating as an Official Brake Station.

BUREAU OF AUTOMOTIVE REPAIR OFFICIAL BRAKE STATIONS AND ADJUSTERS

2.2 Fleet Owner Stations.

A station license of any class may be issued to an owner of a fleet of three or more vehicles provided the station meets the requirements for the class of station designated in the application. A fleet owner station is not required to display a sign or post prices and may only maintain the necessary manufacturer's specifications and instructions for those vehicles serviced by the fleet owner station. Such a station shall service and maintain only those vehicles owned and/or operated by the fleet owner and the license must be of a class appropriate to the types of vehicles being inspected.

2.3 General Station Requirements

An Official Brake Station must employ an appropriately Licensed Brake Adjuster and must possess the tools, equipment and reference information needed for the types of vehicles the station inspects.

The specific requirements are contained in Article 2 starting with Section 3304 and Article 4 starting with Section 3320 of Title 16 of the California Code of Regulations (CCR). The Bureau provides a Brake Station Checklist and a Laws and Regulations publication detailing these requirements. The checklist and laws and regulations publication may be found BAR website www.bar.ca.gov, or obtained from a BAR field office, or by calling or by calling BAR's toll free number: 800-952-5210.

2.4 Station License Application

An application for brakes station license is available on the BAR website at www.bar.ca.gov, or may be obtained from any BAR field office, or by calling BAR's toll free number: 800-952-5210.

Applicants must fully complete the application and send it along with a \$10 fee to the BAR Licensing Unit at the address provided on the application.

Once a complete application is received by the Licensing Unit, a BAR representative will inspect the station to verify the station meets BAR licensing requirements, including the employment of an adjuster with the appropriate license class, required tools/equipment, signs, etc. A licensed will only be issued upon the station passing the station inspection.

For more information, contact the BAR Licensing Unit at (855) 735-0462 or visit the

**BUREAU OF AUTOMOTIVE REPAIR
OFFICIAL BRAKE STATIONS AND ADJUSTERS**

BAR website at www.bar.ca.gov.

2.5 License Term.

Official Brake Adjusting Station licenses are valid for one year and may be renewed upon expiration. Stations whose license has expired and has not been renewed shall immediately cease any activity requiring a license.

2.6 License Renewal.

A renewal application is normally sent to the station prior to the expiration of the license. (If the station does not receive a renewal application before the station license expires, the station should contact the Licensing Unit for further instructions. The station should send the renewal application with the renewal fee of \$5 to the Licensing Unit during the 30 day period prior to the date of expiration. If the license is allowed to expire, the station may no longer operate as a licensed station, but the dealer may still apply for renewal of the license by sending an application plus a late renewal fee of \$7.50 during the 30 day period following the expiration date. A license will not be renewed if the application is received by the Licensing Unit more than 30 days after the date of expiration. The dealer will have to apply for a new license and send \$10, the fee for a new license, to the Licensing Unit.

For more information, contact the BAR Licensing Unit at (855) 735-0462 or visit the BAR website at www.bar.ca.gov.

2.7 Station Inspection

Each official brake adjusting station must pass an initial an inspection and will be inspected periodically by a BAR representative. The representative will check that the station meets the BAR station requirements, including the employment of an adjuster, required signs, required reference materials, and required tools and equipment as specified in CCR Section 3321. The licensee or responsible employee will be required to sign the completed station inspection form. A copy of the inspection form will be provided to the station. Any deficiencies will be brought to the attention of the station for corrective action. Failure to correct these deficiencies may result in action to suspend or revoke the station license, or other appropriate action.

BUREAU OF AUTOMOTIVE REPAIR OFFICIAL BRAKE STATIONS AND ADJUSTERS

3.0 OFFICIAL BRAKE ADJUSTERS.

Licenses are issued to individuals that meet the requirements and qualifications for such licenses. Three license classes are available, Class A, Class B and Class C. To become licensed an applicant must pass a state licensing examination. For more information see the Examination Handbook or Candidate Information Bulletin available on the BAR website at www.bar.ca.gov.

3.1 Adjuster License Classes.

An adjuster shall only issue a certificate for the vehicles within the scope of their respective license class.

a. Class A. Class A Official Brake Adjusters may test, inspect, adjust, and repair brake systems on all vehicles including motorcycles and motor-driven-cycles.

b. Class B. Class B Official Brake Adjuster licenses may test, inspect, adjust, and repair all brake systems on all buses, trucks, and truck tractors, trailers, and semitrailers.

c. Class C. Class C Official Brake Adjuster licenses may test, inspect, adjust, and repair all brakes and brake systems on all trucks and truck tractors having a manufacturer's gross vehicle weight rating (GVWR) of less than 14,001 pounds and all trailers and semitrailers which do not use compressed air or vacuum to actuate the brakes, and all passenger vehicles including motorcycles and motor-driven-cycles.

3.2 Adjuster License Application.

License application is available on the BAR website at www.bar.ca.gov, or may be obtained from any BAR field office, or by calling BAR's toll free number: 800-952-5210. Applicants must fully complete the application and send it to the BAR Licensing Unit. Each application for a new or renewal license shall be accompanied by a fee of ten dollars (\$10) for a new license or five dollars (\$5) for a renewal license. If the renewal application is received by the bureau within 30 days after the date of expiration, the late renewal fee shall be \$7.50.

b. If the application is acceptable, the applicant can schedule the state licensing examination. A passing score on the examination is required for the issuance of an adjuster license.

**BUREAU OF AUTOMOTIVE REPAIR
OFFICIAL BRAKE STATIONS AND ADJUSTERS**

3.3 License Term

Official brake adjuster licenses issued by the BAR are valid for four years and shall expire on the last day of the adjuster's birth month; therefore, an initial license may be valid for 42 to 54 months. Subsequent licenses are valid for up to four years, expiring on the last day of the adjuster's birth month.

For more information, contact the BAR Licensing Unit at (855) 735-0462 or visit the BAR website at www.bar.ca.gov.

3.4 Renewal.

A renewal application is normally sent to the adjuster prior to the expiration of the license. (If the adjuster does not receive a renewal form before the license expires, the he or she should contact the BAR Licensing Unit for further instructions). The adjuster should send the renewal application with a renewal fee of \$5 to the BAR Licensing Unit during the 30 day period prior to the date of expiration.

If the license is allowed to expire, the adjuster shall no longer perform official brake inspections, but may still apply for renewal of the license by sending an application plus a late renewal fee of \$7.50 during the 30 day period following the expiration date.

A license will not be renewed if the application is received by the BAR Licensing Unit more than 30 days after the date of expiration. An application for a new license must be submitted along a \$10 fee.

Brake Inspection Checklist

Customer Name: _____ RO #: _____ Date: _____

Plate Number: _____ VIN: _____

Make: _____ Model: _____ Year/Model: _____

	Customer Authorization / Estimate Provided	Notes
	Vehicle Integrity	
	Warning Lights / Rear Brake Lights	
	Master Cylinder / Booster	
	Hoses, Lines, Connections	
	Brake Pedal	
	Parking Brake	
Disc Brakes		
	Calipers	
	Rotors	Measurements:
	Linings	Measurements: Estimated % remaining:
	Splash Shields & Hardware	
	ABS Wheel Sensors	
Drum Brakes		
	Wheel Cylinders	
	Drums	Measurements:
	Linings	Measurements: Estimated % remaining:
	Backing Plates & Hardware	
	Under- Car Systems and Components	
	Driving Test	

Licensed Adjuster Name: _____ License #: _____

Certificate #: _____

**Bureau of Automotive Repair
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