

2011 Accreditation Specifications and
Application for
Light Vehicles and Autoglass
Repair/Replacement Facilities



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1.0 Scope

These Specifications apply to Light Vehicles (as defined below) and set out the requirements for repairers performing automotive vehicle body repairs and repairers performing glass replacement/repair. These Specifications outline the requirements in the following areas:

- Equipment
- Staffing
 - Certification
 - Training
- Insurance
- Repair methods
- Environmental and safety

Repairers must fill out and complete the applicable sections within this document in order to apply for Light Vehicle accreditation.

2.0 Terms and Definitions

For the purpose of these Specifications, the following terms and definitions apply:

- Light Vehicle:
A passenger vehicle with a GVWR of 4500 kg and under.
- Repairer:
A motor vehicle dealer, garage, body shop, glass shop or other entity that undertakes vehicle body / glass repairs and associated repair tasks.

3.0 Compliance with Health and Safety and Environmental Regulations

- Repairers must meet all environmental requirements as set out by Environment Canada and other applicable government authorities.
- All employees must be WHMIS certified.
- Repairers must have proper hazardous waste disposal
 - On an annual basis repairers must submit to MPI confirmation of hazardous waste contract.



4.0 Repair Classifications and Requirements

a) Collision Repair Equipment and Tool requirements

In order for repairers to receive the accredited labour rate for collision repairs, repairers must possess sufficient tools and equipment to perform safe, quality repairs, including, but not limited to, the following:

- A paint application system and refinishing area which will produce an original equipment manufacturers type of finish and color.
- Gauging and measuring equipment capable of reading all full frame and unibody conditions.
- Dimensional manuals that include underbody and under hood dimensions for vehicles commonly repaired at their repair facilities. Repairers must also be able to demonstrate their ability to access dimensional measurements on all other vehicles.
- Welding equipment capable of completing all welding and repair methods as recommended by the vehicle manufacturer.
- Headlamp aiming equipment capable of aiming all types of headlamps.

b) Collision Repair / Frame - Equipment & Tool Requirements

In order for repairers to receive the accredited labour rate for frame repairs, they must possess sufficient additional tools, manuals, and equipment to perform safe, quality frame repairs including:

- Gauging and measuring equipment capable of reading all full frame and unibody structural reference points.
- Underbody / frame specifications.
- Anchoring equipment capable of anchoring unibody and body over frame vehicles as specified by the equipment manufacturer.
- Pulling and straightening equipment capable of making multiple pulls.
- Access to manufacturers recommended component replacement and sectioning information.



c) Insurance Policies

Repairers must carry the following two current insurance policies (each policy must have minimum liability limits of \$2,000,000):

- Comprehensive General Liability Policy.
- Garage or Dealers Liability Policy which includes third party liability, as well as damage to customers' vehicles which are in the care, custody, or control of the repairer (which includes collision or upset and specified perils coverage).

Upon renewal, repairers are required to forward a certificate of insurance with a 30-day cancellation notice to MPI.

On an annual basis, repairers must submit confirmation of the above-mentioned insurance policies.

d) Staffing and Training

- Repairers must employ full-time, during normal business hours, at least one qualified collision repair journeyman or the equivalent; the equivalent being at least six years experience in all phases of collision repair.
- Repairers must participate in training programs as agreed to by MPI and the ATA/MMDA.
- On an annual basis repairers must submit confirmation of training as agreed to by MPI and the ATA/MMDA.
- Every technician performing structural welding must have obtained a valid I-CAR Welding Certificate. All new hires will be given 12 months to obtain the I-CAR Welding Certificate.
- All staff must have completed WHMIS training.



e) **Business Technology**

- Repairers must possess imaging equipment to facilitate the handling of supplemental requests.

The following is an outline of the required computer hardware for both digital imaging and the Mitchell Ultra Mate software program Ultra-mate Version 7:

- Operating System Windows XP Professional SP3 or newer.
 - Processor Dual Core 2 GHZ
 - RAM 1 GB
 - Storage 80GB
 - Available Free Disk Space 15 GB
 - Monitor Resolution SVGA 800*600
 - DVD-ROM 16X
 - USB 2.0 or compatible integrated Digital Card Reader
 - Digital Camera 3.0 Mega pixel or higher with capabilities to reduce image quality*
 - Network Card 10/100 (3Com or Intel)
 - An Internet connection is required.
 - Internet Connection DSL or Cable recommended or 56K external dial up connection where DSL or Cable is not available. Local Internet Service provider of shops choice.
 - Fax machine with a dedicated line.
 - Web Browser Internet Explorer 7.0
- * Only images saved in a jpeg (.jpg) format will be accepted when sent to MPI to support requests for additions or changes to an estimate.



5.0 Light Vehicle - Equipment Requirements

	<u>Description</u>	<u>Manufacturer</u>	<u>Model #</u>
• Spray Booth	_____	_____	_____
	_____	_____	_____
	- Dimensions	_____	_____
	- Door Size	_____	_____
• Mig Welders	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
• Three-Dimensional Gauging & Measuring Equipment	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
• Dimensional Manuals (Under body and Under hood)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
• Headlamp Aiming Equipment	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
• Digital Imaging Equipment	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____



6.0 Light Vehicle - Frame Equipment Requirements

	<u>Description</u>	<u>Manufacturer</u>	<u>Model #</u>
• Gauging & Measuring Equipment for Reading All Structural Reference Points	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
• Anchoring Equipment for Unibody Vehicles	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
• Anchoring Equipment for Body Over Frame Vehicles	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
• Pulling Equipment Capable of Multiple Pulls to All Light Vehicles	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____



7.0 Staff Training and Certification

Employee(s) - repairers must have a minimum of one qualified journeyperson or equivalent.

For all employees, attach a copy of the following:

WHMIS Certificates
Structural Technicians Welding Certificates
I-CAR Training History

<u>Employee Name</u>	<u>Job Description</u>

- Copy of Facility Gold Class Renewal Certificate

DECLARATION:

I HEREBY DECLARE THAT THE PRECEDING INFORMATION IS TRUE AND CORRECT AND THAT I WILL COMPLY WITH THE TERMS AS SET OUT IN THE ACCREDITATION AGREEMENT.

DATE: _____ **SIGNED:** _____

POSITION: _____



8.0 Auto Glass Specification

Only accredited repairers will be eligible to receive the maximum rates applicable. An accredited repairer number will be assigned by MPI following acceptance of a completed application form submitted by the repairer. Each accredited repairer must meet the above criteria and the criteria of one of the following sections.

a) Glass Repair/Replacement Facility

- Repairers must operate a full-time business during normal business hours. For the purpose of these Specifications, only one firm will be considered accredited if two or more businesses operate on the same premises.
- A lifetime warranty must be provided on all windshield repairs. A one-year warranty, from the date of repairs, must be provided on all workmanship performed on a windshield replacement.
- Repairers must possess tools, manuals and equipment to perform safe, quality repairs including but not limited to the following:
 - Rivet gun
 - Glass removal tools suitable for the type of windshield being replaced
 - Windshield repair kit (excluding one-time kits)

NOTE: The following are not required by repairers who sublet all windshield repairs:

- Moulding removal tools
- NAGS Calculator
- Repairers must employ full-time, during normal business hours, at least one qualified auto glass repairperson with at least three years experience in all phases of glass repair.
- To meet the criteria of accreditation, all glass technicians must complete the I-CAR Movable and Stationary Glass Courses.
- Repairers must have a working fax machine with a dedicated line.



b) Auto Glass Repair / Replacement - Equipment and Tools

	<u>Description</u>	<u>Manufacturer</u>	<u>Model #</u>
• Tools to Remove Urethane Glass	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
• Rivet Gun	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
• Windshield Repair Kit (not required by repairers where all windshield repairs are sublet)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____



10.0 Mobile Glass Facility that is strictly a windshield repair facility

- Repairers must operate a full-time business during normal business hours. For the purpose of these Specifications, only one firm will be considered accredited if two or more businesses operate on the same premises.
- A lifetime warranty must be provided on all windshield repairs.
- Repairers must possess a windshield repair kit (excluding one-time kits).
- Repairers must employ one qualified auto glass repairperson who has completed training in glass repair methods.
- To meet the criteria of accreditation, all glass technicians must complete the I-CAR Movable and Stationary Glass Courses.
- All employees must be WHMIS certified.
- Repairers must have a working fax machine with a dedicated line.

11.0 Mobile Glass Repair Facility - Equipment & Staffing Requirements

	<u>Description</u>	<u>Manufacturer</u>	<u>Model #</u>
• W/S Repair Kit	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

EMPLOYEE NAME	I-CAR COURSE DESCRIPTION	I-CAR CLASS Location And Date Attended	WHMIS Certified Yes/No



12.0 To Be Completed by MPI

We are pleased to confirm that your repair facility has met the minimum standards for accreditation under the following Sections:

- Light Vehicle Auto Body Repair
- Light Vehicle Auto Body and Frame Repair
- Glass (Repair/Replace)
- Glass (Repair)
- Frame Only

Signed at Winnipeg, Manitoba on the _____ day of
_____, 201__.

The Manitoba Public Insurance Corporation

To Be Completed By the Repairer

Name of Repairer (Owner or Dealer Principle)

X _____
Signing Officer's Signature Position

Date