

Collision Industry Conference
Minimum Recommended Requirements for a "Class A" Collision
Center
Changes Proposed as of November 2, 2004

- 1.) Have an established business location that is in compliance with local zoning laws and acceptable retail standards.
- 2.) Have all local, state, and federal licenses and permits and operate in accordance with regulations.

Examples:

- a. Sales Tax ID Number
 - b. Federal Tax ID Number
 - c. Fire, Electrical Code, and Waste Water Codes
 - d. Workers' Compensation Insurance
 - e. Meet or exceed all federal/state/local safety environments standards
 - f. EPA Number
- 3.) Have proof of garage keeper's liability and workers' compensation insurance or equivalent.
 - 4.) Have the ability to produce **computer generated** estimates with **digital** imaging and **electronic** estimate transfer.
 - 5.) Management personnel will have evidence of current and ongoing training in relevant management subjects and have transcripts or certificate.
 - 6.) Belong to and participate in auto collision trade industry association(s) and subscribe to the Collision Industry Conference (CIC) "Best Practices"

Best Practices referenced in #6 can be viewed on the CIC website at
www.ciclink.com

- 7.) Have evidence of current and ongoing employee technical training and certification programs with a certified refinish technician on staff.
- 8.) Have a gas metal arc (GMA/MIG) welder and technicians qualified or certified in proper welding technique. (See appendix for a list of possible certification or qualification programs)
- 9.) Have the ability to hoist a vehicle for inspection.
- 10.) Subscribe to a provider of structural specifications with periodic updates covering the vehicle structure for the make, model, and year of the vehicle(s) being repaired and wheel alignment specifications for the make, model, and year of the vehicle(s) being repaired.
- 11.) Have a measuring device capable of measuring in three dimensions (symmetrical or asymmetrical unibody and full frame structures) for the type of vehicle repaired and provide structural documentation such as a computer printout. All operators must have evidence of current training available for viewing for the type of measuring device being used.
- 12.) Have a four-point anchoring system capable of holding a vehicle in a stationary position during frame and/or unibody pulls which is suitable for the specific type of vehicle being repaired.
- 13.) Have electrical or hydraulic equipment capable of making simultaneous multiple body or structural pulls. All operators must have evidence of current

technical training on the type of equipment being used. (See appendix for a list of possible certification or qualification programs)

- 14.) Have pressurized spray booth equipped with a fresh air-supplied respirator system that meets current federal and local requirements.
- 15.) Has the ability to complete and verify four-wheel alignment through computer printout either from an in-house alignment system with at least one technician that is certified or qualified or utilize a qualified sublet provider. (See appendix for a list of possible certification or qualification programs)
- 16.) Offer a written **limited** lifetime warranty against defects in workmanship.
- 17.) Has the ability to remove and reinstall frame, suspension, engine, and drive train components.
- 18.) Have a **forced drying and curing** paint application system that will produce an original equipment manufacturer-type finish **and offers a lifetime warranty**.
- 19.) Demonstrate a concern for the environment by using high transfer efficiency spray equipment, gun cleaners, and other emission reducing equipment.
- 20.) Properly dispose spray booth filters and hazardous waste.
- 21.) Provide proper safety equipment and work environment for employees.
- 22.) Have employees that are qualified to diagnose the condition of airbags and other occupant restraint systems and capable of completing OE-specified repairs using in-house equipment with certified technicians or use a qualified sublet provider with certified technicians. (See appendix for a list of possible certification or qualification programs)
- 23.) Has the ability to evacuate reclaim and recharge vehicles air conditioning system using EPA compliant in-house equipment and certified technicians or use a qualified sublet provider. (See appendix for a list of possible certification or qualification programs)
- 24.) Have a documented on-going system for measuring, tracking, and reporting customer satisfaction.