



# Definitions Committee

11-1-2012

# Committee Members

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  - Richard Perry
  - Rick Tuuri
  - Rod Enlow
  - Ron Guilliams
  - Scott Biggs
  - Scott Saal
  - Steve Schillinger
  - Tony Molla



## Mission Statement

To clarify and bring universal understanding to the terminology used in the automotive damage repair and refinish process.



“Class A”  
becomes

“Minimum Requirements”

A review of the newly updated draft  
Requirements (Handout)

Mr. Ron Guilliams and Mr. Chris Evans



# Minimum Requirements

## Three Sections

Sub Committee

Chair

- Training & Certification Rick Tuuri
- Compliance & Sustainability Steve Schillinger
- Equipment & Facility Chris Evans



# Equipment & Capabilities

- Have the ability to produce CIECA-compliant computer generated estimates with digital imaging and electronic estimate transfer.
- Have a Management System in place to track accounting and shop management activities.
- Have proper welding equipment and trained technicians qualified or certified in proper welding techniques to meet OEM specification. (Examples: Gas metal arc (GMA/MIG) welder, squeeze type resistance spot welder, MIG brazing, aluminum, etc.).
- Have the ability to elevate a vehicle for inspection.
- Subscribe to a provider of structural specifications with the most current updates available 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.
- Have a computerized measuring system 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, or have a fixture system. All operators must have evidence of current training available for viewing for the type of measuring device being used.



# Equipment & Capabilities

- Have a four-point anchoring system capable of holding a vehicle in a stationary position and 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.
- Have the ability to complete and verify four-wheel alignment through computer printout either from an in-house alignment system with at least one technician who is certified or qualified or utilize a qualified sublet provider.
- Have the ability to remove and reinstall frame, suspension, engine and drivetrain components.
- Have pressurized spray booth equipped with a respirator system that meets current federal, state and local requirements.
- Ability to accurately reproduce OEM-type finishes and colors.
- Have a forced drying and curing paint application system that will produce an original equipment manufacturer-type finish.
- Offer a written limited lifetime warranty against defects in workmanship.
- Have a documented on-going system for measuring, tracking and reporting customer satisfaction.
- Have access to OEM repair specifications



# Training & Certification

- Management personnel will have evidence of current and ongoing training in relevant management subjects and have transcripts or certificates.
- Belong to and participate in auto collision trade industry association(s) and subscribe to the Collision Industry Conference (CIC) “Best Practices.” “Best Practices” can be viewed on the CIC website at [www.ciclink.com](http://www.ciclink.com).
- Have evidence of current and ongoing employee technical training and certification programs
- Have a qualified/certified refinish technician on staff.
- Have employees who 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 qualified/certified technicians, or use a qualified sublet provider with certified technicians.
- Must have at least one qualified/certified welding technician
- Must access and adhere to OEM and industry-accepted repair procedures and requirements



# Compliance & Sustainability



	DESCRIPTIONS	<u>Compliance and Sustainability</u>
SUSTAINABILITY	Operating Permits & Insurance	Ensure current credentials: Workers compensation and garage keeper liability insurance, business license, fire department and applicable documents for spray coating operations.
	FTC Green Guides	Follow Federal Trade Commission green guides to help managers and employees avoid making environmental claims that are unfair or deceptive.
	Building Energy Efficiency	Documentation that the facility conforms with federal, state and local building energy efficiency standards and requirements.
	Climate Protection	Motor Vehicle Air Conditioning recovery equipment is EPA approved, certified and filed with the EPA. Assure training has been completed for all employees performing AC work.
	Pollution Prevention, Recycling & Waste Minimization	Implement source reduction and recycling for the treatment, disposal, or release of harmful chemicals to the environment.
	Risk and Asset Management	Implement measurement methods to maintain economic, environmental and social practices that sustain proportionate resources for a healthy workplace and community.
SAFETY SYSTEMS & HAZARD COMMUNICATION	Safety Program	Written safety program or policy
	Inspection Records	Periodic safety inspections completed
	PPE Assessment & Training	A Personal Protective Equipment assessment has been completed in the last 3 years. PPE training has been completed for all fixed ops employees within the last year.
	OSHA 300 Log	Log maintained with all relevant accident information; 300a posted as required
	Written Program & Chemical Inventory	A written hazard communication program has been implemented. A current chemical inventory is maintained by management
	MSDS or SDS Availability	Safety data sheets are readily available to all employees for all chemicals listed on the current chemical inventory
	Hazard Communication Training	All employees who handle chemicals at the facility have received hazard communication training

# Compliance & Sustainability



ENVIRONMENTAL & DOT	Tier II or HMMBP (as applicable)	Annual tier reporting or state specific environmental reporting completed as needed
	EPA ID#	Facility has a valid EPA id# registered to their address and business name. States with their own program may require state EPA id# registration.
	Hazardous Waste Training	Employees have been trained on hazardous waste handling, shipping, documentation, labeling & storage.
	Waste Characterization & Disposal	Management has classified all wastes through generator knowledge or testing and is properly disposing of them.
	DOT Training	DOT training has been completed by at least 1 facility employee within the past 3 years.
	DOT 24/hr. phone #	A 24-hour emergency response number is available and listed on all hazardous materials and waste shipments.
EMERGENCY RESPONSE	Evacuation Meeting Site Established	An evacuation meeting site has been established and communicated to employees
	Emergency Action Plan	A written emergency action plan is available onsite
	Evacuation Map	A facility evacuation map has been created and posted vs establishing site?
	Emergency Response Training	Emergency response training has been completed for all facility personnel within the last year.
	Emergency Response Coordinator	An emergency response coordinator has been established.
SPRAY COATING PROGRAMS	Respiratory Protection Program	A written respiratory protection program has been implemented at the facility.
	Collision Center RPP Training	All painters have completed respiratory protection program training in the last year.
	Collision Center Medical Evaluation & Fit Test Training	All respirator-wearing employees have a completed medical evaluation and have completed fit tests within the last year.
	Collision Center 6H Training and Certification	All painters have completed EPA subpart 6h training & certification in the last 5 years.



# Thank You!

◆ Questions?

◆ Comments?



# Committee Contacts

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