



Minimum Recommended Requirements For a Class A Collision Repair Facility

Equipment & Capabilities

- Ability to produce CIECA-compliant computer generated estimates with digital imaging and electronic estimate transfer.
- Management System in place to track accounting and shop management activities.
- 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.).
- Ability to elevate a vehicle overhead for inspection.
- Subscribe to a provider of OEM structural specifications with the most current updates available covering the vehicle structure for the make, model and year of the vehicle(s) being repaired as well as wheel alignment specifications for the make, model and year of the vehicle(s) being repaired.
- 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 to support the repair process. Or have a dedicated fixture system type frame bench. All operators must have evidence of current training available for the type of measuring device being used.
- 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.
- 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.
- Ability to remove and reinstall frame, suspension, engine and drive train components, or a vendor that meets the same criterion on training and certification as a technician .
- Pressurized spray booth equipped with a respirator system that meets current federal, state and local requirements.
- Ability to accurately reproduce OEM-type coating finishes and colors.
- 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.
- Documented on-going system for measuring, tracking and reporting customer satisfaction.
- Equipment and needed materials to restore corrosion protection.



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Training and Certification

- Office and management personnel have evidence of current and ongoing training in relevant management subjects and have transcripts or certificates.
- Subscribe to the Collision Industry Conference (CIC) “Best Practices.” “Best Practices” can be viewed on the CIC website at www.ciclink.com.
- Evidence of current and ongoing employee technical training and certification programs.
- Have a product manufacturer certified refinish technician on staff.
- Employees who are qualified to diagnose the condition of airbags and other occupant restraint systems and capable of completing Original Equipment specified repairs using in-house equipment with qualified/certified technicians, or use a qualified sublet provider with certified technicians.
- Have at least one qualified/certified welding technician.
- Must access and adhere to OEM and industry-accepted repair procedures and requirements.
- Ability to perform weld bonding as recommended by the OEM manufacturers.



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	DESCRIPTIONS	Compliance and Sustainability	RESOURCES
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.	EPA link Fire Dept DOL Link
	FTC Green Guides	Follow Federal Trade Commission green guides to help managers and employees avoid making environmental claims that are unfair or deceptive.	FTC link
	Building Energy Codes	Documentation that the facility conforms to federal, state and local building energy efficiency standards and requirements.	DOE link
	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.	EPA link
	Pollution Prevention, Recycling & Waste Minimization	Implement source reduction and recycling for the treatment, disposal, or release of harmful chemicals to the environment.	EPA link
	Sustainable Water Systems	Implement management practices for drinking water, wastewater and stormwater systems.	EPA link
SAFETY SYSTEMS & HAZARD COMMUNICATION	Safety Program	Maintain a written safety program or policy.	OSHA link
	Inspection Records	Assure that periodic safety inspection records are completed.	OSHA link
	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 link
	OSHA 300 Log	Log maintained with all relevant accident information; 300a posted as required.	OSHA link
	Written Program & Chemical Inventory	A written hazard communication program has been implemented. A current chemical inventory is maintained by management.	OSHA link
	MSDS or SDS Availability	Safety data sheets are readily available to all employees for all chemicals listed on the current chemical inventory.	OSHA link
ENVIRONMENTAL & DOT	Hazard Communication Training	All employees who handle chemicals at the facility have received hazard communication training.	OSHA link
	Tier II or HMMBP (as applicable)	Annual Tier II chemical inventory reporting or state specific environmental reporting completed as needed.	OSHA link EPA link
	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.	EPA link RCRAinfo
	Hazardous Waste Training	Employees have been trained on hazardous waste handling, shipping, documentation, labeling & storage.	EPA link OSHA link
	Waste Characterization & Disposal	Management has classified all wastes through generator knowledge or testing and is properly disposing of them.	EPA link
	DOT Training	DOT training has been completed by at least 1 facility employee within the past 3 years.	DOT link
EMERGENCY RESPONSE	DOT 24/hr. phone #	A 24-hour emergency response number is available and listed on all hazardous materials and waste shipments.	CFR link
	Evacuation Meeting Area Established	An evacuation meeting area has been established and communicated to employees.	OSHA link
	Emergency Action Plan	A written emergency action plan is available onsite.	EPA link Fire Dept OSHA link
	Evacuation Map	A facility evacuation map has been created and posted.	EPA link OSHA link Fire Dept
	Emergency Response Training	Emergency response training has been completed for all facility personnel within the last year.	EPA link OSHA DOT
SPRAY COATING PROGRAMS	Emergency Response Coordinator	An emergency response coordinator has been established.	EPA link OSHA link
	Respiratory Protection Program	A written respiratory protection program has been implemented at the facility.	OSHA link
	Collision Center RPP Training	All painters have completed respiratory protection program training in the last year.	OSHA link
	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.	OSHA link
	Collision Center 6H Training and Certification	All painters have completed EPA NESHAP: Paint Stripping and Misc Surface Coating Operations Subpart 6H training & certification in the last 5 years.	EPA link