



**Manitoba  
Public Insurance**

**M.P.I./AUTOMOTIVE TRADES ASSOCIATION OF MANITOBA  
INC./MANITOBA MOTOR DEALERS ASSOCIATION  
2008 ACCREDITATION APPLICATION  
ALL QUESTIONS MUST BE ANSWERED IN DETAIL**

GENERAL INFORMATION (Please Print):

FULL BUSINESS NAME: \_\_\_\_\_

FULL BUSINESS ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ HOURS OF BUSINESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

G.S.T. #: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

BUSINESS LICENCE #: \_\_\_\_\_ REGISTERED ACCOUNT #: \_\_\_\_\_

(Where Applicable)

HAZARDOUS WASTE CO. \_\_\_\_\_

**INSURANCE: MUST CARRY TWO CURRENT POLICIES:**

- i) COMPREHENSIVE GENERAL LIABILITY POLICY and
- ii) GARAGE OR DEALERS LIABILITY POLICY WHICH INCLUDES THIRD PARTY LIABILITY AS WELL AS DAMAGE TO CUSTOMERS VEHICLES IN ITS CARE, CUSTODY OR CONTROL WHICH INCLUDES COLLISION OR UPSET AND SPECIFIED PERILS COVERAGE. EACH POLICY MUST HAVE MINIMUM LIABILITY OF \$2,000,000.00. **COPIES OF CERTIFICATES OF INSURANCE FOR BOTH POLICIES MUST BE ATTACHED TO APPLICATION**

INSURANCE COMPANY: \_\_\_\_\_

INSURANCE AGENT: \_\_\_\_\_

AGENT'S TELEPHONE NUMBER: \_\_\_\_\_

POLICY NUMBERS: i) CGL \_\_\_\_\_ Effective Date: \_\_\_\_\_

ii) Garage or Dealer Policy \_\_\_\_\_ Effective Date: \_\_\_\_\_

## **ACCREDITATION CRITERIA – COLLISION REPAIR**

Only accredited repairers will be eligible to receive the maximum rates applicable. An accredited repairer number will be assigned by the Corporation following acceptance by the Corporation of a completed application form submitted by the repairer. Each accredited repairer must meet the following minimum criteria:

- a) Must operate a full-time business during normal business hours. For the purpose of this agreement, only one (1) firm will be considered accredited if two (2) or more businesses operate on the same premises.
- b) Must have a valid business license, where applicable, for the area in which the repairer's business is located.
- c) Must provide an environment which is safe, healthy, free of hazards and complies with all relevant Provincial Building Codes, Municipal By-Laws, Environmental Laws (including disposal of hazardous waste), and Workplace Health and Safety Regulations, including Manitoba Regulation 217/2006 35.3[1], 35.3[3], and 35.3[4] (WHMIS). This regulation applies to employers and workers in respect of controlled products used, stored and handled at a work place. Confirmation of WHMIS training by all eligible employees must be received by MPI.
- d) Repair work performed must meet industry safety and quality standards based on I-CAR or O.E.M. repair standards and recommendations.
- e) A warranty must be provided on body and paint repairs for a minimum of one year from the date of repairs.
- f) Must possess sufficient tools and equipment to perform safe, quality repairs including the following:
  - i) A paint application system and refinishing area that complies with relevant Provincial Building Codes, Municipal By-Laws, Environmental Laws and Workplace Health and Safety Regulations in effect for the jurisdiction in which the shop is located; and which will produce an original equipment manufacturer's type of color and finish;

Note: It is anticipated that Environment Canada will enact legislation restricting volatile organic compound emissions in automotive repair and refinish operations during the course of this agreement. MPIC will refuse to do direct business with any vendor that does not comply with these environmental laws as they come into effect.

- ii) Gauging & measuring equipment capable of reading three-dimensional damage (length, height, and width) as well as symmetrical and asymmetrical measurements;
  - iii) Dimensional manuals that include underbody and underhood dimensions for 1999 model year vehicles and newer or vehicles commonly repaired at their repair facilities. Repair facilities must also be able to demonstrate their ability to access dimensional measurements on all other vehicles;
  - iv) M.I.G. welding equipment;
  - v) One technician per repair facility must have obtained I-CAR Welding Certificate or a designated suitable alternative (as established by mutual agreement of the ATA and MPI);
  - vi) By December 31, 2009, every technician performing structural welding must have obtained a valid I-CAR Welding Certificate [all new hires will be excluded for 12 months];
  - viii) Headlamp aiming equipment capable of aiming all types of headlamps.
- g) Must carry two current insurance policies:
- i) Comprehensive General Liability Policy;
  - ii) Garage or Dealers Liability Policy which includes Third Party Liability, as well as Damage to Customers Vehicles in its Care, Custody, or Control which includes collision or upset and specified perils coverage.

Each policy must have minimum liability limits of \$2,000,000.00.

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

- h) Must employ full-time, during normal business hours, at least one (1) qualified collision repair journeyman or the equivalent; the equivalent being at least six (6) years experience in all phases of collision repair.
- i) To meet the criteria of Accreditation, repairers will have to participate in the I-Car Gold Class Program. Minimum Gold Class designation standards are required. Gold Class certification from I-CAR must be forwarded annually. (MPI pledges to refund to each accredited collision repair facility 50% of the I-CAR Gold Class annual renewal fee).Gold Class requirement are currently under review by joint committee.

- j) In order for a repairer to receive the accredited labour rate for frame repairs, it must possess sufficient additional tools, manuals, and equipment to perform safe, quality frame repairs including:
- i) Gauging and measuring equipment capable of reading front strut tower alignment;
  - ii) Anchoring equipment capable of anchoring unibody vehicles at the four control points (torque box areas or as specified by equipment manufacturer);
  - iii) Anchoring equipment capable of anchoring conventional body-over-frame vehicles;
  - iv) Pulling and straightening equipment capable of making multiple pulls to unibody vehicles.
- k) Must provide proof of proper hazardous and special waste handling and removal. (Repairer must supply a copy of their hazardous waste recovery contract or a confirming letter from the contracting company).
- l) A fax machine is required as part of the accreditation criteria.
- m) It is recognized that handling Supplemental requests via the use of digital imaging is an efficient method. Accredited repair facilities are responsible to possess imaging equipment to facilitate the handling of supplemental requests.
- It is also recommended as Manitoba Public Insurance moves towards the electronic transfer of information, that accredited repair facilities will be required to maintain computer equipment capable of dealing with the Corporation in this manner. The following is an outline of the recommended hardware requirements for both digital imaging and the Mitchell Ultra Mate software program:
- |                           |  |
|---------------------------|--|
| Operating System          | Windows XP Professional SP2 (single user)  |
| Processor                 | Pentium 2.5 GHz or Intel Celeron 500   |
| RAM                       | 256 MB   |
| Storage                   | 80GB   |
| Available Free Disk Space | 1.5 GB*Monitor Resolution SVGA 800*600   |
| CD ROM                    | 49X ISO 9660   |
| USB                       | 2.0 or compatible integrated Digital Card Reader   |
| Digital Camera            | *3.0 Mega pixel or higher with capabilities to reduce image quality  |
| *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 |

\*Note: Only images saved in a jpeg (.jpg) format will be accepted when sent to the Corporation to support requests for additions or changes to an estimate.

**COLLISION**

➤ SPRAY BOOTH:

MAKE: \_\_\_\_\_  
MODEL: \_\_\_\_\_  
BOOTH SIZE: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_  
DOOR SIZE: Width \_\_\_\_\_ Height \_\_\_\_\_

➤ GAUGING AND MEASURING EQUIPMENT CAPABLE OF READING THREE DIMENSIONAL DAMAGE (LENGTH, HEIGHT, AND WIDTH) AS WELL AS SYMMETRICAL AND ASYMMETRICAL MEASUREMENTS:

MAKE: \_\_\_\_\_  
MODEL: \_\_\_\_\_  
DIMENSIONAL MANUALS THAT INCLUDE UNDER BODY AND UNDERHOOD DIMENSIONS:

YES \_\_\_\_\_ NO: \_\_\_\_\_ TYPE: \_\_\_\_\_

➤ M.I.G. WELDING EQUIPMENT:

MAKE: \_\_\_\_\_  
MODEL: \_\_\_\_\_

➤ HEADLAMP AIMING EQUIPMENT:

YES \_\_\_\_\_ NO: \_\_\_\_\_ TYPE: \_\_\_\_\_

➤ EMPLOYEE(S) MINIMUM OF ONE (1) QUALIFIED JOURNEYMAN OR EQUIVALENT

NAME: \_\_\_\_\_  
TICKET NUMBER: \_\_\_\_\_ EXPERIENCE: \_\_\_\_\_ (IN YEARS)

➤ DIGITAL IMAGING EQUIPMENT YES \_\_\_\_\_ NO \_\_\_\_\_  
TYPE \_\_\_\_\_

**MINIMUM MANDATORY I-CAR GOLD CLASS & WHMIS REQUIREMENTS:**

TABLE TO BE COMPLETED BY ALL REPAIR FACILITIES AND ATTACH A COPY OF YOUR I-CAR GOLD CLASS RENEWAL CERTIFICATE

<b>Employee Name</b>	<b>Social Insurance #</b>	<b>Job Description</b>	<b>Points Total</b>	<b>WHMIS Where/When?</b>	<b>I-CAR Welding Cert. #</b>

**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:X** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**COLLISION FRAME**

- GAUGING AND MEASURING EQUIPMENT CAPABLE OF READING FRONT STRUT TOWER ALIGNMENT:

MAKE: \_\_\_\_\_  
MODEL: \_\_\_\_\_

- ANCHORING EQUIPMENT CAPABLE OF ANCHORING UNIBODY VEHICLES AT THE FOUR CONTROL POINTS:

YES \_\_\_\_\_ NO: \_\_\_\_\_ TYPE: \_\_\_\_\_

- ANCHORING EQUIPMENT CAPABLE OF ANCHORING CONVENTIONAL BODY-OVER-FRAME VEHICLES.:

YES \_\_\_\_\_ NO: \_\_\_\_\_ TYPE: \_\_\_\_\_

PULLING AND STRAIGHTENING EQUIPMENT CAPABLE OF MAKING MULTIPLE PULLS TO UNIBODY VEHICLES:

MAKE: \_\_\_\_\_  
MODEL: \_\_\_\_\_

**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:** X \_\_\_\_\_

**POSITION:** \_\_\_\_\_

## **ACCREDITATION CRITERIA – COMMERCIAL COLLISION REPAIR**

Only accredited repairers will be eligible to receive the maximum rates applicable. An accredited repairer number will be assigned by the Corporation following acceptance by the Corporation of a completed application form submitted by the repairer. Each accredited repairer must meet the following minimum criteria:

- a) Must operate a full-time business during normal business hours. For the purpose of this agreement, only one (1) firm will be considered accredited if two (2) or more businesses operate on the same premises.
- b) Must have a valid business licence, where applicable, for the area in which the repairer's business is located.
- c) Must provide an environment which is safe, healthy, free of hazards and complies with all relevant Provincial Building Codes, Municipal By-Laws, Environmental Laws (including disposal of hazardous waste), and Workplace Health and Safety Regulations, including Manitoba Regulation 217/2006 35.3[1], 35.3[3], 35.3[4] (WHMIS). This regulation applies to employers and workers in respect of controlled products used, stored and handled at a work place. Confirmation of WHMIS training by all eligible employees must be received by MPI.
- d) Repair work performed must meet industry safety and quality standards based on I-CAR or O.E.M. repair standards and recommendations.
- e) A warranty must be provided on body and paint repairs for a minimum of one year from the date of repairs.
- f) In order for a repairer to receive the accredited labour rate for body repairs, it must possess sufficient tools and equipment to perform safe, quality repairs including:
  - i) A paint application system and refinishing area that complies with relevant Provincial Building Codes, Municipal By-Laws, Environmental Laws, and Workplace Health and Safety Regulations in effect for the jurisdiction in which the shop is located and which will produce an original equipment manufacturer's type of color and finish. The spray booth size must accommodate commercial vehicles (minimum booth door size of 14 feet high and 12 feet wide. Booth must be a minimum of 30 feet long;



Note: It is anticipated that Environment Canada will enact legislation restricting volatile organic compound emissions in automotive repair and refinish operations during the course of this agreement. MPIC will refuse to do direct business with any vendor that does not comply with these environmental laws as they come into effect.

- ii) Mitchell heavy truck estimating manual;
  - iii) Pulling tower with extensions and anchoring system;
  - iv) Gauging and measuring equipment capable of reading three-dimensional damage (length, height and width);
  - v) M.I.G. welding equipment;
  - vi) Aluminum welder;
  - vii) AC/DC arc welder;
  - viii) Huck bolt gun;
  - ix) Mono bolt gun;
  - x) Minimum 3/4" inch drive impact gun;
  - xi) 3/4" drive torque wrench;
  - xii) Minimum 10 ton floor jack;
  - xiii) Minimum of four - 10 ton jack stands;
  - xiv) 4 ton and 10 ton hydraulic rams;
  - xv) Headlamp aiming equipment capable of aiming all types of headlamps.
- g) Must carry two current insurance policies:
- i) Comprehensive General Liability Policy;
  - ii) Garage or Dealers Liability Policy which includes Third Party Liability, as well as Damage to Customers Vehicles in its Care, Custody, or Control which includes collision or upset and specified peril coverage.  
Each policy must have minimum liability limits of \$2,000,000.00.  
Upon renewal, body shops are required to forward a certificate of insurance with a 30-day cancellation notice to MPI;
  - ii) Must employ a minimum of one employee that possesses a valid class 3 drivers licence with air brake endorsement. Must employ full-time, during normal business hours, at least one (1) qualified body repair journeyman or the equivalent; the equivalent being at least six (6) years experience in all phases of commercial vehicle repair.
- h) To meet the criteria of Accreditation, repairers will have to complete designated courses in the I-CAR Program. The designated courses which are position specific are:

### Electronics

- Electrical Circuits & DVOM Usage ELE01
- Diagnostic, Testing & Repair of Common Electrical Loads ELE02
- Fault Code Retrieval, Diagnostic & Testing Electronic Systems ELO03

### Plastic Repairs

- Plastic Welding Repair PLA01
- Plastic Adhesive Repair PLA02

### Steering & Suspension

- Tires and Wheels STE01
- Suspension Systems STE02
- Rack and Pinion and Parallelogram Steering Systems STE03
- Wheel Alignment and Diagnostic Angles STE04
- Electronically Controlled Steering and Suspensions Systems STE05

### Advanced Vehicle Systems

- Restraints RES01
- Anti-Lock Brakes and Traction Control ABR01

### Windshield Replacement

- Movable Glass GLA01
- Stationary Glass GLA02

### Painting

- Refinishing Equipment and VOC Regulations REF01
- Surface Preparation and Masking REF02
- Color Theory, Application, Tinting & Blending REF03
- Detailing REF04

### Aluminum Welding

- Cosmetic Straightening Aluminum STA01
- Aluminum GMA (MIG) Welding WCA01
- Structural Straightening Aluminum SSA01
- Structural Aluminum Design and Repair Process SPA01
- Structural Aluminum Repair Processes SPA02
- Replacing Aluminum Exterior Panels PRA01

I-Car courses must be forwarded with the accreditation renewal for 2005, along with a list of employees, names, social insurance numbers, and job descriptions.

- j) In order for a repairer to receive the accredited labour rate for frame repairs, it must possess sufficient additional tools, manuals, and equipment to perform safe, quality frame repairs including:
  - i) Anchoring equipment capable of anchoring conventional body-over-frame vehicles;
  - ii) Straightening equipment capable of making multiple pulls;
  - iii) Gauging and measuring equipment capable of reading rear axle housing dimensions.
- k) Must provide proof of proper hazardous and special waste handling and removal. (Repairer must supply a copy of their hazardous waste recovery contract or a confirming letter from the contracting company).
- l) A fax machine is required as part of the accreditation criteria.
- m) While not mandatory at this time, the accredited repair facilities are encouraged to acquire imaging equipment to facilitate the handling of supplemental requests, as this is the methodology, the Corporation will be moving towards in the near future.

**COMMERCIAL COLLISION**

- SPRAY BOOTH:  
MAKE: \_\_\_\_\_  
MODEL: \_\_\_\_\_  
BOOTH SIZE: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_  
DOOR SIZE: Width \_\_\_\_\_ Height \_\_\_\_\_
  
- MITCHELL HEAVY TRUCK ESTIMATING MANUAL  
YES \_\_\_\_\_ NO: \_\_\_\_\_ TYPE: \_\_\_\_\_
  
- PULLING TOWER WITH EXTENSIONS AND ANCHORING SYSTEM  
MAKE: \_\_\_\_\_  
MODEL: \_\_\_\_\_
  
- GAUGING AND MEASURING EQUIPMENT CAPABLE OF READING THREE DIMENSIONAL DAMAGE (LENGTH, HEIGHT, AND WIDTH):  
MAKE: \_\_\_\_\_  
MODEL: \_\_\_\_\_
  
- ALUMINUM WELDER  
MAKE: \_\_\_\_\_  
MODEL: \_\_\_\_\_
  
- M.I.G. WELDING EQUIPMENT:  
MAKE: \_\_\_\_\_  
MODEL: \_\_\_\_\_
  
- AC/DC ARC WELDER:  
MAKE: \_\_\_\_\_  
MODEL: \_\_\_\_\_
  
- HEADLAMP AIMING EQUIPMENT:  
YES \_\_\_\_\_ NO: \_\_\_\_\_ TYPE: \_\_\_\_\_
  - HUCK BOLT GUN YES \_\_\_\_\_ NO
  - MONO BOLT GUN YES \_\_\_\_\_ NO
  - MINIMUM 3/4" INCH DRIVE IMPACT GUN YES \_\_\_\_\_ NO
  - MINIMUM 3/4" DRIVE TORQUE WRENCH YES \_\_\_\_\_ NO
  - MINIMUM 10 TON FLOOR JACK YES \_\_\_\_\_ NO
  - MINIMUM OF 4 - 10 TON JACK STANDS YES \_\_\_\_\_ NO
  - 4 TON & 10 TON HYDRAULIC RAMS YES \_\_\_\_\_ NO



**COMMERCIAL FRAME**

- ANCHORING EQUIPMENT CAPABLE OF ANCHORING CONVENTIONAL BODY OVER FRAME VEHICLES.

YES \_\_\_\_\_ NO: \_\_\_\_\_ TYPE: \_\_\_\_\_

- STRAIGHTENING EQUIPMENT CAPABLE OF MAKING MULTIPLE PULLS:

MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_

- GAUGING AND MEASURING EQUIPMENT CAPABLE OF READING REAR AXLE HOUSING DIMENSIONS:

MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_

**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:**X \_\_\_\_\_

**POSITION:** \_\_\_\_\_

## **ACCREDITATION CRITERIA - AUTOGLASS**

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

### **SECTION A – A GLASS REPAIR/REPLACEMENT FACILITY**

- a) Must operate a full-time business during normal business hours. For the purpose of this agreement, only one (1) firm will be considered accredited if two (2) or more businesses operate on the same premises.
  - b) Must have a valid business license, where applicable, for the area in which the repairer's business is located.
  - c) Must provide an environment which is safe, healthy, free of hazards and complies with all relevant Provincial Building Codes, Municipal By-Laws, Environmental Laws, and Workplace Health and Safety Regulations, including Manitoba Regulation 217/2006 35.3[1], 35.3[3], and 35.3[4] (WHMIS). This regulation applies to employers and workers in respect of controlled products used, stored and handled at a work place. Confirmation of WHMIS training by all eligible employees must be received by MPI.
  - d) Repair work performed must meet industry safety and quality standards based on I-CAR and OEM repair standards and recommendations.
  - e) 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.
  - f) Must possess tools, manuals and equipment to perform safe, quality repairs including but not limited to the following:
    - i) Rivet Gun;
    - ii] Glass removal tools suitable for the type of windshield being replaced;
    - iii) Windshield Repair Kit (excluding one (1) time kits)
- NOTE:** Not required by Accredited Collision Repair Facilities who sublet all windshield repairs;
- iv) Moulding Removal Tools;
  - v) NAGS Calculator.
- g) Must carry two current insurance policies:
    - i) Comprehensive General Liability Policy;

- ii) Garage or Dealers Liability Policy which includes Third Party Liability, as well as Damage to Customers Vehicles in its Care, Custody, or Control which includes collision or upset and specified perils coverage.

Each policy must have minimum liability limits of \$2,000,000.00.

Upon renewal, glass shops are required to forward a certificate of insurance with a 30 day cancellation notice to the Corporation.

- h) Must employ full-time, during normal business hours, at least one (1) qualified auto glass repairman with at least three (3) years experience in all phases of glass repair.
- i) To meet the criteria of Accreditation, all glass technicians will have to complete the Movable and Stationary Glass Courses.
- j) A fax machine with a dedicated line.

#### **SECTION B – A MOBILE GLASS REPAIR/REPLACEMENT FACILITY**

- a) Must operate a full-time business during normal business hours. For the purpose of this agreement, only one (1) firm will be considered accredited if two (2) or more businesses operate on the same premises.
- b) Must have a valid business license, where applicable, for the area in which the repairer's business is located.
- c) Must perform repairs in an environment, which is safe, healthy, free of hazards and complies with Workplace Health and Safety Regulations, including Manitoba Regulation 217/2006 35.3[1], 35.3[3], and 35.3[4] (WHMIS). Confirmation of WHMIS training by all eligible employees must be received by MPI.
- d) Repair work performed must meet industry safety and quality standards based on I-CAR and OEM repair standards and recommendations.
- e) A lifetime warranty must be provided on all windshield repairs. A one (1) year warranty, from the date of repairs, must be provided on all workmanship performed on a windshield replacement.



f] Must possess tools, manuals and equipment to perform safe, quality repairs including but not limited to the following:

- i) Rivet Gun;
- ii) Glass removal tools suitable for the type of windshield being replaced;
- iii) Windshield Repair Kit (excluding one (1) time kits);

NOTE: Not required by Accredited Collision Repair Facilities who sublet all windshield repairs.

iv) Moulding Removal Tools;

v) NAGS Calculator

g) Must carry two current insurance policies:

- i) Comprehensive General Liability Policy;
- ii) Garage or Dealers Liability Policy which includes Third Party Liability, as well as Damage to Customers Vehicles in its Care, Custody, or Control which includes collision or upset and specified perils coverage.

Each policy must have minimum liability limits of \$2,000,000.00.

Upon renewal, glass shops are required to forward a certificate of insurance with a 30 (thirty) day cancellation notice to the Corporation.

h) Must employ full-time, during normal business hours, at least one (1) qualified auto glass repairman with at least three (3) years experience in all phases of glass repair.

i) To meet the criteria of Accreditation, all glass technicians will have to complete the Movable and Stationary Glass courses.

j) A fax machine with a dedicated line.

**SECTION C – A MOBILE GLASS FACILITY THAT IS STRICTLY A  
WINDSHIELD REPAIR FACILITY**

- a) Must operate a full-time business during normal business hours. For the purpose of this agreement, only one (1) firm will be considered accredited if two (2) or more businesses operate on the same premises.
- b) Must have a valid business license, where applicable, for the area in which the repairer's business is located.
- c) Must perform repairs in an environment, which is safe, healthy, free of hazards and complies with Workplace Health and Safety Regulations, including Manitoba Regulation 217/2006 35.3[1], 35.3[3], and 35.3[4] (WHMIS). Confirmation of WHMIS training by all eligible employees must be received by MPI.
- d) Repair work performed must meet industry safety and quality standards based on I-CAR and OEM repair standards and recommendations.
- e) A lifetime warranty will be provided on all windshield repairs.
- f) Must possess a Windshield Repair Kit (excluding one (1) time kits).
- g) Must carry two current insurance policies:
  - i) Comprehensive General Liability Policy;
  - ii) Garage or Dealers Liability Policy which includes Third Party Liability, as well as Damage to Customers Vehicles in its Care, Custody, or Control which includes collision or upset and specified perils coverage.

Each policy must have minimum liability limits of \$2,000,000.00.

Upon renewal, glass shops are required to forward a certificate of insurance with a 30 (thirty) day cancellation notice to MPI.

- h) Must employ one (1) qualified auto glass repairman who has completed training in glass repair methods.
- i) To meet the criteria of Accreditation, all glass technicians will have to complete the Movable and Stationary Glass courses.
- j) Must have a fax machine with a dedicated line.

**AUTO GLASS REPAIR/REPLACEMENT ACCREDITATION**

(Includes Mobile Glass Repair/Replacement Facilities):

- TOOLS USED TO REMOVE URETHANE GLASS

\_\_\_\_\_

\_\_\_\_\_

**TOOLS**

- WINDSHIELD REPAIR KIT (not required by Accredited Collision Repair Facilities where all windshield repairs are sublet):

MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_

- RIVET GUN

YES \_\_\_\_\_ NO: \_\_\_\_\_

- NAGS CALCULATORS

YES: \_\_\_\_\_ NO: \_\_\_\_\_



**AUTO GLASS REPAIR**

- WINDSHIELD REPAIR KIT:  
MAKE: \_\_\_\_\_  
MODEL: \_\_\_\_\_
  
- I-CAR MOVEABLE GLASS COURSE  
YES: \_\_\_\_\_ NO: \_\_\_\_\_
  
- I-CAR STATIONARY GLASS COURSE  
YES: \_\_\_\_\_ NO: \_\_\_\_\_

**I-CAR MOVEABLE & STATIONARY GLASS COURSES & WHMIS COURSES REQUIREMENTS:**

List all Employees:

<b>EMPLOYEE NAME</b>	<b>JOB DESCRIPTION</b>	<b>WHMIS (WHERE)</b>	<b>I-CAR GLASS</b>

**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:**    **X** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**SIGNATURES**

Signatures

The undersigned hereby agrees to be bound by the terms and conditions of both the Application and Agreement as applicable.

**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:**

- Collision Repair
- Frame
- Commercial Collision Repair
- Frame,
- Glass (Repair/Replace)
- Glass (Repair).

Signed at Winnipeg, Manitoba on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
**Manitoba Public Insurance**

**To Be Completed By the Repairer**

\_\_\_\_\_  
**Name of Repairer (Owner or Dealer Principle)**

X \_\_\_\_\_  
**Signing Officer's Signature**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**