



## Program Application and Checklist

The Automotive Retailers Associations (ARA) Certified Collision Repair (CCR) program is an initiative driven by and for the collision repair industry. The program is voluntary and open to all collision repair providers, including our Western Alliance association members (SAAR/ATA).

The voluntary program carries two functions:

1. To differentiate industry members through the use of “Certified” and “Certified + Aluminum” levels. (CCIAP “Core” and “Advanced”)
2. To be recognized on a national level, joining the “top tier” of Canadian collision repair facilities and be identified with the best.

The ARA and the AIA have synchronized our programs so that industry members who adopt either the Certified Collision Repair (CCR) program or the Canadian Collision Industry Accreditation program (CCIAP) will be recognized as part of a national program to measure your facility standards against those required by major auto manufacturer certified collision repair networks.

The program helps guide customers to select a repair facility that is qualified, competent, and fit to complete repairs on the complex vehicles of today and the future.

The ARA is offering its B.C., Saskatchewan, and Manitoba members a reduced price to participate.

To apply simply complete the application form. A program advisor will review your application and, once confident you have all the necessary criteria, a facility audit will be scheduled. Note, program fees are only assessed when you’re ready and assured of success.

I look forward to speaking with you about your participation in the program.



## APPLICATION FORM

### ADMINISTRATION

<b>Company Legal Name</b>	
<b>(DBA) Shop Name</b>	
<b>Address</b>	Street, City, Province, Postal
<b>Company Contact</b>	Name
<b>Email</b>	
<b>Phone Number</b>	
<b>OEM Certifications</b>	List of any
<b>Application Date</b>	MMM/DD/YYYY

### PROGRAM FEES

	Annual Fee	GST	Total
CCR Fee – BC ARA Member	\$ 800	\$40.00	\$840.00
CCR Fee – SAAR/ATA Member	\$ 950	\$47.50	\$997.50
CCR Fee – Non-Member	\$1,450	\$72.50	\$1,522.50
Re-Evaluation Fee	\$ 300	\$15.00	\$315.00

NOTE: Payment is non-refundable. All rights to approve or deny acceptance to the program reside with the Automotive Retailers Association (ARA).

### AUDIT

Auditor	Firm / Name	Audit Date	Renewal Date
<b>Auditor Notes</b>			
<b>Shop Notes</b>			
<b>CCR Notes</b>			
<b>Certification Level</b>	<input type="checkbox"/> <b>Certified</b>	<input type="checkbox"/> <b>CCIAP Core</b>	
	<input type="checkbox"/> <b>Certified + Aluminum</b>	<input type="checkbox"/> <b>CCIAP Advanced</b>	

## FACILITY DETAIL

Criteria	Shop	Auditor	Notes
Full-time business in a permanent structure at a fixed location <ul style="list-style-type: none"> <li>Normal business hours (8:30 a.m. — 5:30 p.m.)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met	
Current Garage Liability Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met	
Current Commercial General Liability Insurance <ul style="list-style-type: none"> <li>Min. \$2 million</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met	
Evidence of compliance with municipal, provincial, and national business regulations including health and safety	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met	
Provide proof of proper disposal of environmentally hazardous materials as required by applicable environmental laws	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met	
Written limited lifetime warranty	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met	
Documented CSI/customer feedback process	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met	
Maintain clean and orderly customer service areas, including reception areas and restrooms	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met	
Secure vehicle storage area	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met	

## TRAINING - I-CAR

Criteria	Shop	Auditor	Notes
I-CAR Canada Gold Class Recognition <ul style="list-style-type: none"> <li>Shop must achieve Gold Class by their first renewal date</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met	<ul style="list-style-type: none"> <li>A shop must be registered with I-CAR Canada to display their status</li> <li>A minimum of one I-CAR Platinum Individual© as a Role Representative in each of the following four roles:               <ul style="list-style-type: none"> <li>Refinish Technician</li> <li>Steel Structural Technician</li> <li>Non-Structural Technician</li> <li>Estimator</li> </ul> </li> </ul>

<b>Certified Level</b> <ul style="list-style-type: none"> <li>Recommend having at least one tech who has successfully completed I-CAR BRZ02 MIG Brazing</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met	
<b>Certified + Aluminum</b> <ul style="list-style-type: none"> <li>Have one tech who has successfully completed I-CAR ALI01 or FOR06 Structural Repair training course</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met	
<b>Certified + Aluminum</b> <ul style="list-style-type: none"> <li>Have one tech who has successfully completed I-CAR WCA03 or WCA05 Aluminum GMA (MIG) Welding Certification</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met	

### TRAINING - PERSONNEL

Evidence that technicians are provincially licensed where required	Provide staff list		
Technician Name	Trade	Level	ID Number

### BASIC SHOP REQUIREMENTS

Criteria	Shop	Auditor	Model / Serial #	Notes
Plastic repair system (eg: airless, chemical, hot air)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		
Headlamp alignment system	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		
Above ground lift with minimum 6,000 lb capacity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		

200 amp / 220 volt MIG/MAG welder • Minimum 35% duty cycle required	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		
Frame rack or dedicated fixture bench with appropriate anchoring and pulling capabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		Note: a Four-point anchoring system using floor rails capable of holding a vehicle in a stationary position meets this criteria
Electrical or hydraulic equipment capable of making simultaneous, multiple body, or structural pulls	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		
Tools to remove, replace, and reinstall steering and suspension components, engines and drive train units	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		If sublet, list provider
Ability to conduct a four-wheel alignment through computer printout.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		In house with certified tech or a sublet provider
Pressurized spray booth equipped with a respirator system that meets all current federal, provincial, and regional requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		
Facility for cleaning and recycling paint waste	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		

### CCR CERTIFIED / CCIAP CORE SHOP REQUIREMENTS

Criteria	Shop	Auditor	Model / Serial #	Notes
Spray booth with forced drying capabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		
OEM approved refinish system	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		
Use of R134a or R1234yr refrigerant recovery/recycling system or proof of a qualified sublet provider	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		If sublet, list provider
Corrosion protection equipment and consumables to restore corrosion protection	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		
Access to OE repair procedures and proof of compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		
Use of an electronic p-page estimating system	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		

Have a 220 volt, 3-Phase inverter-type squeeze type resistance spot welder (STRSW) capable of 600lbf (270 daN) clamp force and 10,000 amps at electrodes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		
Have a pulse MIG welder with silicon-bronze MIG brazing capabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		
Utilize an electronic 3-D measuring system with a current data subscription	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		
Have a documented Quality Assurance system	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		
Have a dent removal system/pulling system for steel panels that contains a stud welder, stud pins, and washers, wiggle wire and pulling attachments	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		
Possess electronic diagnostic tools able to assess fault codes for pre- and post-repair vehicle diagnostic scans and proof of calibrations	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		If sublet, list provider

### CCR CERTIFIED + ALUMINUM / CCIAP ADVANCE SHOP REQUIREMENTS

Criteria	Shop	Auditor	Model / Serial #	Notes
Maintain a separate and isolated aluminum repair space	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		
Dedicated aluminum dust extraction system with wet mix technology or a dry vacuum system using compressed air only, at a low cfm rating (less than 10 cfm) with no electric input that captures aluminum dust, fines and particles at the source and removes them to a disposable bag meeting the appropriate safety certifications	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		
Designated set of aluminum-specific tools containing all required hand tools per manufacturer specifications system	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		
(220v) Pulse MIG Welder specifically for aluminum components	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		

Dedicated aluminum dent extraction system containing an aluminum stud welder, heat gun, pyrometer, aluminum hammers, and dent extraction systems	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		
Specialized aluminum self-pierce rivet (SPR) gun that meets or exceeds manufacturer specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Criteria Met <input type="checkbox"/> Criteria Not Met		