



SELF-ASSESSMENT CHECKLIST

Use this checklist to perform your facility self-assessment. This will ensure that you have everything you need before you complete the actual application form. Correct any deficiencies before proceeding to the next step. The relevant sections of the guidebook are referenced for each item in the checklist.

Part One – General Facility Standards

| Customer Parking | | | |
|---|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| Adequate customer parking separate from vehicle holding area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Photo ready for submission? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 1, P7 | | | |

| Counter Sales Area | | | |
|---|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| Area is safe, friendly, and professional? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Counter is clean and free of debris? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Area is clear of hazardous wastes and components? | | | |
| Photo ready for submission? | | | |
| Comments | | | |
| Guidebook: Standard 2, P7 | | | |

| Signage and Affiliations | | | |
|--|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| Facility has proper signage? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Appropriate identification of affiliations is displayed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 3, P7 | | | |

| Facility Structures | | | |
|---|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| Property is well maintained and reflects an orderly business? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Offices are organized and tidy? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 4, P7 | | | |

Part Two - General Environmental Health and Safety Standards

| Health and Safety Policy | | | |
|---|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| The facility has a written health and safety policy posted where employees can easily see it? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 1, P8 | | | |

| Health and Safety Training | | | |
|---|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| Workers have received adequate training (e.g. forklift, WHMIS)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 4, P8 | | | |

| Environmental Compliance | | | |
|---|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| The dismantling and hazardous waste storage areas comply with MoE requirements? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Photo ready for submission? | | | |
| Comments | | | |
| Guidebook: Standard 2, P8 | | | |

| Tools and Equipment | | | |
|---|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| Equipment is in good working order? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Equipment complies with WorkSafeBC regulations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 3, P8 | | | |

| First Aid | | | |
|---|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| There are minimum required first aid and eyewash stations and/or the minimum level of first aid attendants on site? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 5, P8 | | | |

| Personal Protective Equipment | | | |
|--|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| The facility has a written PPE policy? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 6, P8 | | | |

Part Three - Vehicle Dismantling, Parts Pulling, Shipping, and Environmental Processing

| Vehicles are Properly Prepared Prior to Dismantling and Processing | | | |
|---|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| A procedure is in place prior for processing vehicles? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vehicle garbage is removed and made safe for handling prior to transport into dismantling and/or processing area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vehicle electrical components are properly tested and any dismantling prep work is performed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vehicle is transported safely into processing area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Photo of processing area ready for submission? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 1, P9 | | | |

| Vehicles are Processed According to Environmental Standards | | | |
|---|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| Area is properly sectioned or marked-off and appropriate distance is maintained from any activity that could produce sparks. A spill kit is nearby and employees can easily locate? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Battery and Fluids are drained and stored in proper containment area. Mercury switches (if applicable) are removed and stored in proper container? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tires and lead tire weights are removed and stored in designated area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| All other Hazardous materials, including refrigerants are removed according to proper procedures and stored in appropriate containers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 2, P9 | | | |

| Vehicles are Dismantled According to Written Instructions | | | |
|--|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| The dismantler observes written instructions. Any deficiencies are properly noted on the work order and communicated to supervisor or sales staff? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| When inventorying parts VIN# should be recorded through stock number or if no stock number is used then the VIN should be written on the part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 3, P10 | | | |

| Mechanical Parts – All Mechanical Parts are Removed with Care | | | |
|---|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| Dismantler follows correct procedures & keeps a clean and orderly area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A catchment container is placed under all parts that may contain residual oils and fluids? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dismantler wears appropriate PPE when pulling parts and complies with company policy? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dismantler properly writes stock number and other information on part and places and/or stores part in proper location? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dismantler properly disconnects wires and attachments from parts and plugs parts? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dismantler does not take unnecessary risks when lifting, transporting, or removing parts? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 4, P10 | | | |

| Body parts – Interior and Exterior Parts are Removed with Care | | | |
|---|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| Dismantler follows correct procedures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dismantler does not take unnecessary risks when lifting, transporting, or removing parts? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dismantler wears appropriate PPE when removing parts? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dismantler writes stock numbers and other important information on part prior to storage? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Any extra or extraneous parts removed are left in vehicle with stock number and other information written on them? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| When removing any component that has wiring or attachments, the dismantler is careful to disconnect from source and avoids any unnecessary cutting? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 5, P11 | | | |

| Parts are Cleaned Prior to Shipment | | | |
|---|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| All parts have been cleaned and inspected prior to shipping? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The facility should have parts cleaning procedures that complies with environmental regulations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cleaning procedures ensure parts will not be damaged while cleaning (e.g., mechanical parts are properly protected during cleaning; grease, oil, and dirt is thoroughly removed during cleaning)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Photo of parts cleaning area ready for submission? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 6, P11 | | | |

| Parts are Securely Wrapped and Shipped with Proper Shipping Documentation | | | |
|--|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| Glass is wrapped and secured in cardboard or appropriate container with stickers place on it marked fragile, top, load, or glass? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Small parts like engine control modules are placed in a box with filler paper or bubble wrap, or vacuum sealed, to protect them from damage? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Doors and quarter panels are created or placed on a pallet? Rear clips, front clips, and truck boxes are placed on a pallet? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| All packages have a shipping order with the company information to which it is being shipped clearly marked on it? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Photo of shipping area ready for submission? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 7, P12 | | | |

| Parts are Stored with Care and Properly Identified | | | |
|---|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| Body panels are always be stored with care? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parts are stored in a safe and tidy manner? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Delicate parts are stored with other delicate parts? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stock numbers with proper identification accompany each other (either tagged or written on part)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Photo of storage area ready for submission? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 8, P12 | | | |

| Section Cuts are Properly Identified on the Work Order | | | |
|--|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| Work orders properly detail sections to be cut and are communicated to parts dismantler? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vehicle dismantler takes appropriate care when sectioning vehicle and follows all health and safety protocols? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 9, P12 | | | |

Part Four – Inventory and Parts Grading Standards

| Advertised Parts (mechanical and body) are Properly Graded and List Proper Damage Codes | | | |
|--|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| Advertisements (e.g. car-part listings) list appropriate damage code and parts grade? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Allied RPL responses list damage code and parts grade and any other appropriate damage descriptions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Picture / screen shot of recent advertisement or parts quote available to submit? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 1, P13 | | | |

| Pictures Used in Advertisements Reflect Parts Grade and Damage | | | |
|--|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| Pictures of damage are and show an unobstructed view of the part reflecting the type and location of damage? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parts grade properly reflects what is shown in the picture? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 2, P13 | | | |

| Inventoried Parts are Properly Coded for Damage and Parts Grade | | | |
|---|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| All electronically inventoried parts list damage code and/or parts grade? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 3, P13 | | | |

| The Facility has a Quality Control System in Place for Returned Parts | | | |
|--|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| The facility has a written return policy? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| All returned parts are documented on the invoice with the reason for the return? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The part is re-inspected before re-stocked and any corrections should be reflected in the inventory system | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 4, P13 | | | |

| The Facility has a Quality Control System in Place for Returned Parts | | | |
|--|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| The facility has a written return policy? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| All returned parts are documented on the invoice with the reason for the return? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The part is re-inspected before re-stocked and any corrections should be reflected in the inventory system | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: S4, P13 | | | |

| All Employees Whose Job Entails Inventorying, Recording, Grading or Selling Parts should have a good Working Knowledge of Parts Coding, Grading and the ARA Parts Definitions Standards | | | |
|---|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| Employees have completed module two of the recycler training program? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Employees have a good working knowledge of the ARA parts standards | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 5, P14 | | | |

Part Five – Sales and Communications

| Sales and Counter Staff Conduct themselves in a Friendly, Professional Manner | | | |
|--|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| Calls are answered in a friendly, professional manner with their name and company information? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Callers on hold are answered in the shortest time possible? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If not able to connect with person then offered a chance to have them receive a call back when the person is able? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Conversation is kept professional? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 1, P15 | | | |

| Written policies | | | |
|---|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| Sale staff is aware of all warranty and return policies? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Policies are written and placed in a visible location or made available to customers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 2, P15 | | | |

| Standards of performance | | | |
|--|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| For all ICBC related claims sales staff refer to the ICBC standards of performance? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A copy of the standards of performance is printed and accessible or sales staff knows how to access information from the ICBC website? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sales staff has completed the standards of performance (module three) of the recycler-training program? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sales staff try to resolve disputes using the Standards of Performance as a guideline? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If the repair facility is not aware of the standards and/or the expectations of recyclers and repair facilities, then the sales staff will do their best to communicate and explain that information to the repair facility? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 3, P16 | | | |

| Parts Grading and Damage Coding | | | |
|--|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| Sales staff reference the ARA damage codes and parts grade when communicating parts quality to ICBC repair facilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The sales staff will do their best to explain what the codes and grade mean? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The sales staff avoid use of common slang and acronyms when communicating parts quality to repair facilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sales staff have completed Inventory Management and Parts Grading (Module two)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: Standard 4, P16 | | | |

| Photos required for submission during program application | | | |
|---|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| Customer parking area | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Counter sales area | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Environmental compliance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dismantling and processing area | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parts cleaning area | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Recent advertisement or parts quote | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Health and safety policy posted where employees can easily see it | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Storage area | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Shipping area | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Miscellaneous/additional supporting photos | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | |
| Guidebook: S4, P16 | | | |

Conclusion

If you have answered “NO” to any of the above, you must take corrective action before you can be accepted as an ARA Certified Auto Recycler. The application form only has “YES” or “N/A” as choices. Once you have successfully answered “YES” (or N/A if the item does not apply to your type of business), you are ready to apply for the program.