



**MPI/MCVRA  
2009/2010 COMMERCIAL 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 – 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 industry or O.E.M. repair standards and recommendations.
- e) You agree to warranty workmanship for a minimum period of one [1] year from the date the repairs were completed. You also agree to honour all suppliers and OEM warranties from the date the repairs were completed. Regarding frame repairs, you agree to provide a warranty equal to industry standard.
- 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 but not limited to:
  - 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 manufacturers type of color and finish. The spray booth size must accommodate commercial vehicles (minimum booth size of 14 feet high and 16 feet wide). Any new applicants must have a minimum booth length of 44 feet long.

Note: The applicant must use products, equipment and methods that meet all Federal and Provincial Regulations.

- ii) Mitchell heavy truck estimating manual
  - iii) Pulling tower with extensions and anchoring system with a minimum pull height of 10 feet and which meets all Workplace Safety & Health standards. Facility must be fitted with floor anchor pots
  - iv) Gauging and measuring equipment capable of reading three-dimensional damage (length, height and width)
  - v) M.I.G. welding equipment - minimum 230 volt
  - vi) Aluminum welder minimum 230 volt
  - vii) AC/DC arc welder minimum 230 volts
  - viii) Huck bolt gun minimum 3/16 and ¼"
  - ix) Mono bolt gun minimum 3/16 and ¼"
  - x) Minimum 3/4" inch drive impact gun
  - xi) 3/4" drive torque wrench capable of reading 500 ft. lbs.
  - 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.
  - iii) Must employ a minimum of one employee that possesses a valid class 3 driver's license 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 as determined by trade committee. Once the courses are

in place, then proof of training must be submitted.[may include some I-CAR courses]

- i] 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).
- j] Must have a fax machine that is at all times in good working order.
- k] The Commercial accredited repair facilities are encouraged to acquire imaging equipment to facilitate the handling of supplemental requests.

**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 (minimum 230 volts)
  - MAKE: \_\_\_\_\_
  - MODEL: \_\_\_\_\_
  
- M.I.G. WELDING EQUIPMENT (minimum 230 volts)
  - MAKE: \_\_\_\_\_
  - MODEL: \_\_\_\_\_
  
- AC/DC ARC WELDER (minimum 230 volts)
  - MAKE: \_\_\_\_\_
  - MODEL: \_\_\_\_\_
  
- HEADLAMP AIMING EQUIPMENT: YES \_\_\_\_\_ NO: \_\_\_\_\_  
TYPE: \_\_\_\_\_
  - HUCK BOLT GUN (3/16 and 1/4" minimum) YES \_\_\_\_\_ NO \_\_\_\_\_
  - MONO BOLT GUN (3/16 and 1/4" minimum) YES \_\_\_\_\_ NO \_\_\_\_\_
  - MINIMUM 3/4" INCH DRIVE IMPACT GUN YES \_\_\_\_\_ NO \_\_\_\_\_
  - MINIMUM 3/4" DRIVE TORQUE WRENCH (capable of reading 500 ft. lbs.) 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 \_\_\_\_\_
  
- EMPLOYEE(S) MINIMUM OF ONE (1) QUALIFIED JOURNEYMAN OR EQUIVALENT



## **ACCREDITATION CRITERIA- COMMERCIAL FRAME**

In order for a repairer to receive the accredited labour rate for frame repairs, it must possess sufficient additional tools, manuals, an equipment to perform safe, quality repairs including but not limited to:

- Anchoring equipment capable of anchoring conventional body-over-frame vehicles
- Straightening equipment capable of making multiple pulls and pushes
- Gauging and measuring equipment capable of reading rear axle housing dimensions.
- Mitchell heavy truck estimating manual
- Gauging and measuring equipment capable of reading three-dimensional damage (length, height and width)
- M.I.G. welding equipment - minimum 230 volt
- Aluminum welder - minimum 230 volt
- AC/DC arc welder - minimum 230 volts
- Huck bolt gun - minimum 1/2 to 3/4 “
- Minimum 3/4" inch drive impact gun
- 3/4" drive torque wrench capable of reading 750 ft. lbs.
- Minimum 10 ton floor jack
- Minimum of four - 10 ton jack stands
- 4 ton and 10 ton hydraulic rams

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;
- a] Must employ a minimum of one employee that possesses a valid class 3 drivers license 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.

b] To meet the criteria of Accreditation, repairers will have to complete designated structural and alignment courses as determined by trade committee. Once the courses are in place, then proof of training must be submitted [may include some I-CAR courses].

➤ ANCHORING EQUIPMENT CAPABLE OF ANCHORING CONVENTIONAL BODY OVER FRAME VEHICLES. YES \_\_\_\_\_ NO: \_\_\_\_\_ TYPE: \_\_\_\_\_

➤ STRAIGHTENING EQUIPMENT CAPABLE OF MAKING MULTIPLE PULLS AND PUSHES WITH A MINIMUM OF 20 TONS CAPACITY:

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

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

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

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

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

**DECLARATION**

**I HEREBY DECLARE THAT THE PROCEEDING INFORMATION IS TRUE AND CORRECT AND THAT I WILL COMPLY WITH THE TERMS AS SET OUT IN THE COMMERCIAL 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            | <input type="checkbox"/> |
| Frame                       | <input type="checkbox"/> |
| Commercial Collision Repair | <input type="checkbox"/> |
| Frame,                      | <input type="checkbox"/> |
| Glass (Repair/Replace)      | <input type="checkbox"/> |
| Glass (Repair).             | <input type="checkbox"/> |

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**