



AMBRA National Shop Grading Program 2018



Foreword

To maintain the accreditation, your premises will be re-inspected at least every two years to ensure that compliance is maintained.

The Australian Motor Body Repairers Association believes that this document outlines a fair and equitable overview of the minimum compliance required to run a professional and well-equipped body repair business.

The Shop Grading process is as follows:

1. Read through the Shop Grading document.
2. Choose the category you wish to apply for.
3. Collect all the relevant information required as outlined in this self audit.
4. Contact your Association through an Application Form or your Division Manager to arrange an audit of your business.
5. The Association will then invoice you for payment.
6. The audit will take place at your shop premises by an independent auditor.

100 per cent compliance is required.
7. Final approval will be made by the State Body Repair Division Chairperson, the Body Repair Division Manager and one member of the AMBRA Shop Grading Committee.
8. An agreement will be sent to members for signing together with a signage order form.

The audit will be conducted by a party approved by the MTAA

This agreement will commence for a two-year period from the date of the agreement being signed. The agreement will end after two years have expired from the date of the agreement being approved. The responsibility of renewing the agreement falls solely with the shop owner, at which point the process above must be followed.

At any point the member can apply for a higher or lower category. The full Shop Grading process will need to be followed when applying for a different category.

Terms and Conditions

In applying and accepting the final approval (agreement) for your Shop Grading category, you are deemed to have read and agreed to the following terms and conditions:

Definition of Terms

1. **Agreement** refers to this agreement.
2. **Client, Member, you and your** refers to you, the person applying for the Shop Grading audit and accepting the terms and conditions.

3. **Independent auditor** means an auditor not in the employ of the MTAA or state Motor Trades Association or the Member being audited.
4. **Party, parties or us** refers to both the client and ourselves, or either the client or ourselves.
5. **Privacy Law** means the Commonwealth Privacy Amendment (Private Sector) Act 2000 (CTH) and Regulations, and include any guidelines issued by the Privacy Commissioner from time to time.
6. **100 per cent compliance** – The program is designed to ensure both consumer and insurer confidence that the body repair shop grade applied for has been achieved and is being maintained. As such, to be successful in achieving a category, all requirements listed in the category must be satisfied. Throughout the document this is referred to as '100 per cent compliance'.
7. **MTAA** refer to Motor Trades Association Australia.
8. **AMBRA** refers to Australian Motor Body Repairers Association.

Privacy statement

We are committed to protecting your privacy. Only authorised employees of MTAA your state Association and Shop Grading Committee can use any information collected from individual members for the purpose of Shop Grading only.

All parties must observe Australian Privacy Laws.

Confidentiality

Client records are regarded as confidential and therefore will not be divulged to third parties unless legally required to do so by the appropriate authorities.

Charges and payment

The audit will incur an audit fee per visit. On the submission of the application form, an invoice from the Association will be sent to the Member. This invoice must be paid in full before the audit is to take place.

Signage

All signage must be displayed by the Member in a prominent position and may not be altered in any way. The Member will also be issued with a sign as appropriate. All signage remains the property of the Association.

Termination of agreements and refunds policy

Both the Member and the Association have the right to terminate the Shop Grading agreement. There will be no refund granted for monies paid during the agreement.

Copyright notice

Copyright and other relevant intellectual rights exist on all text to the MTAA services and the full content of the Shop Grading process.

Communication

Contact details for Shop Grading can be found on the state Association's website.

Notification of changes

The MTAA reserves the right to change these terms and conditions from time to time as it sees fit. Updated Terms and Conditions will be outlined on the website.

The member will notify the state Association in writing of any changes made to the shop if it affects the Shop Grading level.

Governing law

This agreement will be governed by any laws of the Commonwealth or State in which the business operates.

Motor Vehicle Insurance and Repair Industry (MVIRI) Code of Conduct

All Association Members are deemed signatories to the MVIRI Code of Conduct and must abide by the principles of the Code.

Complaints resolution

Business achieving shop grading must comply with the complaints resolution process as determined by the MTAA

AGREEMENT FOR MTA SHOP GRADING LEVEL DETERMINATION

To be completed by the state Association:

The state Association has determined that the Shop Grade level for

_____ (name of shop)

is _____ (category achieved)

Association representative signature: _____

Association representative name: _____

Witness signature: _____

Witness name: _____

Date: _____

To be completed by the applicant

I _____ (member name)

accept the Shop Grading level determination made by the Association.

I have read and accept the terms and conditions of Shop Grading.

Member signature: _____

Member name: _____

Witness signature: _____

Witness name: _____

Date: _____

Category Rapid

This business **cannot** perform structural repairs or replace any welded, bonded/riveted panels inclusive of any form of repairs to aluminum/carbon fibre components, 4WD chassis or mechanical suspension components.

This business can return vehicles to pre-accident condition, which involves replacing **bolt-on** panels only which are generally minor in nature.

100 per cent compliance to all sections must be achieved to receive Category RAPID status.

BUSINESS / PREMISES - GENERAL CRITERIA	YES	NO
That the business is appropriately registered in the state in which it operates.		
Work, Health and Safety Repairer must have a documented or electronic WHS system		
Environmental management Green Stamp Plus Accreditation Level 3 or accredited equivalent		
Has a fully ventilated and filtered booth.		
The accreditation requires Members to provide a facility that ensures every effort is made to provide safe and secure storage of vehicles as required meeting insurance compliance.		
Fully integrated computerised quoting package designed to effectively suit the requirements of the business. Consideration shall be given to quoting, invoicing, record retention, data backup.		
ABN or ACN Number: _____		
Current copy of WorkCover certificate.		
Reception access shall ensure that the customer is not required to enter restricted or dangerous areas.		
The presentation and decorum of staff in contact with the customer shall project the company's professional image.		
Sufficient control over noise level will be maintained to ensure suitable customer comfort.		
Shall provide a designated waiting area that is clean, neat, tidy, presentable, and well ventilated.		
The premises and surrounding areas should be neat and well maintained.		
Provide clean and easily accessible toilets for clients that are clearly defined from workshop and employee facilities, if in the same block.		
Shall provide customer parking.		
Must provide undercover pick-up and estimating area.		
Shall have Public Liability Insurance minimum cover of \$10 million. (certificate of currency is required to be available for inspection)		
WORKSHOP AREAS & EQUIPMENT CRITERIA		
EQUIPMENT	YES	NO
Has infra-red drying capabilities		
Bonded glass removal equipment or appropriate licensed company. License number _____		
Scan tool. Brand: _____ Serial # _____		
Basic body alignment pulling system – specific system type (floor, bench, etc.) Type: _____		

EQUIPMENT (continued)		YES	NO
Inverter MAG (Metal Active Gas) for welding steel. (ensure power supply is sufficient to enable welder to work at maximum efficiency.)	Type: _____ Serial number: _____		
Compressed Air purifying equipment (attach appropriate State Legislation paperwork)			
A dedicated detailing area with high pressure cleaner.			
A current Refrigerant Handling License or contract air conditioning work to an appropriately licensed individual or company. Accreditation No: _____			
Hoist. Type: _____ Serial No: _____			
A radiator pressure tester.			
Induction heater.			
Suitable means of localising sparks (splatter mats or screens), fire blanket.			
General cleaning equipment.			
ALL WORKSHOP AREAS		YES	NO
Sealed concrete floor with suitable areas specially characterized for minor body alignment			
Dust Extraction Systems – specify (portable dustless / fixed) Panel Shop Type: _____ Paint Shop Type: _____			
An approved solvent disposal system documented disposal/licensed contractor.			
Sufficient lighting to cope with normal and predictable circumstances. (artificial lighting)			
Preparation area set aside from booths.			
Storage facilities for vehicle parts when removed from vehicles once under repair.			
PAINT AND REFINISH AREAS		YES	NO
Ventilated and secured paint mixing room			
Cleaning activities that ensure used areas are well maintained.			
Spray-gun cleaning machine.			
In line breathable air filters as per regulations (attach appropriate State Legislation paperwork)			

PAINT AND REFINISH AREAS (continued)	YES	NO
Booth maintenance as per manufacturers specifications. (documented evidence required)		
Electronic tinting machine.		
Comprehensive product range reference material.		
Access to data reference service from paint supplier.		
MSDS should be made available in hardcopy where it is provided from the supplier or readily accessible electronically at all times. (MSDS remain subject to ongoing legislative changes)		
SAFETY EQUIPMENT	YES	NO
As per PPE register.		
PARTS RECEIVING	YES	NO
Shall have a parts receipting system.		
Shall have a designated parts area.		
REPAIR PROCESSES		
Access to the documented manufacturer's technical specifications including those supplied by other industry recognized agencies or authorities.		
Access to a realistic times guide.		
TRAINING REQUIREMENTS		
<ul style="list-style-type: none"> ➤ Must have a pass in the selected course for each nominated technician ➤ I-Car or equivalent training courses by an AMBRA recognised RTO. <p><u>COURSE Non-Structural</u></p> <p>FCR01 Fundamentals of Collision Repair</p> <p>CPS01 Corrosion Protection</p> <p>PLA03 Plastic and Composite Repair</p> <p><u>COURSE Estimator</u></p> <p>FCR01 Fundamentals of Collision Repair</p> <p>DAM10 Exterior Panels Damage Analysis</p> <p>BLU01 Blueprinting Process and Damage Discovery</p> <p>DAM07 Damage analysis of advanced automotive systems</p>		

Category 2

This business **cannot** undertake **ANY** repairs to aluminum/carbon fibre components including welding, bonding or riveting.

This business **can** replace non-structural bolt-on aluminium/carbon fibre panels only.

This business **can** return vehicles to pre-accident condition which involves bolt-on, repair and replace welded panels, mechanical suspension; 4WD chassis.

The business must be able to provide brand specific OEM specifications for methods, tooling and training on any structural repairs

100 per cent compliance to all sections must be achieved to receive Category 2 status.

BUSINESS / PREMISES - GENERAL CRITERIA	YES	NO
That the business is appropriately registered in the state in which it operates.		
Work, Health and Safety Repairer must have a documented or electronic WHS system		
Environmental management Green Stamp Plus Accreditation Level 3 or accredited equivalent		
Has a fully ventilated and filtered booth.		
The accreditation requires Members to provide a facility that ensures every effort is made to provide safe and secure storage of vehicles as required to meet insurance compliance.		
Fully integrated computerised quoting package designed to effectively suit the requirements of the business. Consideration shall be given to quoting, invoicing, record retention, data backup.		
ABN or ACN Number: _____		
Current copy of WorkCover certificate.		
Reception access shall ensure that the customer is not required to enter restricted or dangerous areas.		
The presentation and decorum of staff in contact with the customer shall project the company's professional image.		
Sufficient control over noise level will be maintained to ensure suitable customer comfort.		
Shall provide a designated waiting area that is clean, neat, tidy, presentable, and well ventilated.		
The premises and surrounding areas should be neat and well maintained.		
Provide clean and easily accessible toilets for clients that are clearly defined from workshop and employee facilities, if in the same block.		
Shall provide customer parking.		
Must provide undercover pick-up and estimating area.		
Shall have Public Liability Insurance minimum cover of \$10 million. (certificate of currency is required to be available for inspection)		
WORKSHOP AREAS & EQUIPMENT CRITERIA		
EQUIPMENT	YES	NO
Has chassis alignment capabilities include multi pulling, universal jig system with compatible print-outs, web-based access to data including current updates.		
Has infra-red drying capabilities.		
Bonded glass removal equipment or appropriate licensed company. License number _____		
Scan tool. Brand: _____ Serial # _____		

INSPECTION CHECKLIST

EQUIPMENT (continued)		YES	NO
Compressed Air purifying equipment (attach appropriate State Legislation paperwork)			
A dedicated detailing area with high pressure cleaner.			
Ensure power supply is sufficient to enable welders to work at maximum efficiency.			
Inverter spot welder, which is fully automated.	Type: _____ Serial number: _____		
Silicon bronze welder.	Type: _____ Serial number: _____		
Inverter MAG (Metal Active Gas) for welding steel.	Type: _____ Serial number: _____		
A current Refrigerant Handling License or contract air conditioning work to an appropriately licensed individual or company. Accreditation No: _____			
Hoist. Type: _____ Serial No: _____			
A radiator pressure tester.			
One welding screen.			
Induction heater.			
Suitable means of localising sparks (splatter mats or screens), fire blanket.			
General cleaning equipment.			
ALL WORKSHOP AREAS		YES	NO
Sealed concrete floor with suitable areas specially characterized for major body alignment and accurate body measurement.			
Dust Extraction Systems – specify (portable dustless/ fixed) Panel Shop Type: _____ Paint Shop Type: _____			
An approved solvent disposal system documented disposal/licensed contractor.			
Sufficient lighting to cope with normal and predictable circumstances. (artificial lighting)			
Storage facilities for vehicle parts when removed from vehicles once under repair,			
PAINT AND REFINISH AREAS		YES	NO
Preparation area set aside from booths.			
Ventilated and secured paint mixing room			
Cleaning activities that ensure used areas are well maintained.			
Spray-gun cleaning machine.			
In line breathable air filters as per regulations (attach appropriate State Legislation paperwork)			

PAINT AND REFINISH AREAS	YES	NO
Booth maintenance as per manufacturers specifications. (documented evidence required)		
Electronic tinting machine		
Comprehensive product range reference material.		
Access to data reference service from paint supplier.		
MSDS should be made available in hardcopy where it is provided from the supplier or readily accessible electronically at all times. (MSDS remain subject to ongoing legislative changes)		
SAFETY EQUIPMENT	YES	NO
As per PPE register.		
PARTS RECEIVING	YES	NO
Shall have a parts receipting system.		
Shall have a designated parts area.		
REPAIR PROCESSES		
Access to the documented manufacturer's technical specifications including those supplied by other industry recognized agencies or authorities.		
Access to a realistic times guide.		
TRAINING REQUIREMENTS		
<ul style="list-style-type: none"> ➤ Must have a pass in the selected course for each nominated technician ➤ Tradesperson to achieve I-Car Platinum Level, with an Estimator having 2 years. ➤ I-Car or equivalent training courses by an AMBRA recognised RTO. 		
COURSE Structural SPS07 Steel Unitised Structures Technology and Repair SPS09 Best Practices for High Strength Steel Repairs ADH01 Adhesive Bonding WSC04 Squeeze Type Resistance Spot Welding SSS01 Structural Straightening Steel WSCA3 Welding Qualification Test – 3 Genre COURSE Estimator FCR01 Fundamentals of Collision Repair DAM10 Exterior Panels Damage Analysis DAM08 Advanced Material Damage Analysis BLU01 Blueprinting Process and Damage Discovery DAM07 Damage Analysis of Advanced Automotive Systems Must be completed within one year: SPS07 Steel Unitised Structures Technology and Repair CPS01 Corrosion Protection DAM12 Steel Structures Damage Analysis SPS09 Best Practices for High Strength Steel Repairs RES02 Advanced Restraint Systems		

Category 3

This business **can** return vehicles to pre-accident condition which involves bolt-on panels, repair and replace welded panels.

This business **can** replace and/or repair mechanical suspension; 4WD chassis.

The business **must** be able to provide brand specific OEM specifications for methods, tooling and training for any structural repairs including **aluminum/carbon fibre structural repairs**, welding, bonding or riveting.

100 per cent compliance to all sections must be achieved to receive Category 3 status.

BUSINESS / PREMISES - GENERAL CRITERIA	YES	NO
That the business is appropriately registered in the state in which it operates.		
Work, Health and Safety Repairer must have a documented or electronic WHS system		
Environmental management Green Stamp Plus Accreditation Level 3 or accredited equivalent		
Has a fully ventilated and filtered booth.		
The accreditation requires Members to provide a facility that ensures every effort is made to provide safe and secure storage of vehicles as required to meet insurance compliance.		
Fully integrated computerised quoting package designed to effectively suit the requirements of the business. Consideration shall be given to quoting, invoicing, record retention, data backup.		
ABN or ACN Number: _____		
Current copy of WorkCover certificate.		
Reception access shall ensure that the customer is not required to enter restricted or dangerous areas.		
The presentation and decorum of staff in contact with the customer shall project the company's professional image.		
Sufficient control over noise level will be maintained to ensure suitable customer comfort.		
Shall provide a designated waiting area that is clean, neat, tidy, presentable, and well ventilated.		
Dedicated coffee machine and refreshments for customers		
The premises and surrounding areas should be neat and well maintained.		
Provide clean and easily accessible toilets for clients that are separate from workshop and employee facilities.		
Shall provide customer parking.		
Must provide undercover pick-up and estimating area.		
Shall have Public Liability Insurance minimum cover of \$10 million. (certificate of currency is required to be available for inspection)		
WORKSHOP AREAS & EQUIPMENT CRITERIA		
EQUIPMENT	YES	NO
Aluminum bay can be dedicated or a suitable area partitioned by plastic curtains. Tools include aluminum dent puller, aluminum vacuum system. Full set of dedicated aluminum hand tools only and a crack detection kit		
Self-piercing riveting tool.		
Has chassis alignment capabilities include multi pulling, universal jig system with compatible print-outs, web-based access to data including current updates.		
Has infra-red drying capabilities.		

INSPECTION CHECKLIST

EQUIPMENT (continued)		YES	NO
Bonded glass removal equipment or appropriate licensed company. License number _____			
Scan tool. Brand: _____ Serial # _____			
Compressed Air purifying equipment (attach appropriate State Legislation paperwork)			
A dedicated detailing area with high pressure cleaner.			
Ensure power supply is sufficient to enable welders to work at maximum efficiency.			
Inverter spot welder, which is fully automated.	Type: _____ Serial number: _____		
Silicon bronze welder.	Type: _____ Serial number: _____		
Aluminum welder.	Type: _____ Serial number: _____		
Inverter MAG (Metal Active Gas) for welding steel.	Type: _____ Serial number: _____		
A current Refrigerant Handling License or contract air conditioning work to an appropriately licensed individual or company. Accreditation No: _____			
Hoist. Type: _____ Serial No: _____			
A radiator pressure tester.			
One welding screen.			
Induction heater.			
Suitable means of localising sparks (splatter mats or screens), fire blanket.			
General cleaning equipment.			
ALL WORKSHOP AREAS		YES	NO
Sealed concrete floor with suitable areas specially characterized for major body alignment and accurate body measurement.			
Dust Extraction Systems – specify (portable dustless/fixed) Panel Shop Type: _____ Paint Shop Type: _____			
An approved solvent disposal system documented disposal/licensed contractor.			
Sufficient lighting to cope with normal and predictable circumstances. (artificial lighting)			
Storage facilities for vehicle parts when removed from vehicles once under repair.			
Preparation area set aside from booths.			
Ventilated and secured paint mixing room			
Cleaning activities that ensure used areas are well maintained.			

PAINT AND REFINISH AREAS	YES	NO
Spray-gun cleaning machine.		
In line breathable air filters as per regulations (attach appropriate State Legislation paperwork)		
Booth maintenance as per manufacturers specifications. (documented evidence required)		
Electronic tinting machine.		
Comprehensive product range reference material.		
Access to data reference service from paint supplier.		
MSDS should be made available in hardcopy where it is provided from the supplier or readily accessible electronically at all times. (MSDS remain subject to ongoing legislative changes)		
SAFETY EQUIPMENT	YES	NO
As per PPE register.		
PARTS RECEIVING	YES	NO
Shall have a parts receipting system.		
Shall have a designated parts area.		
REPAIR PROCESSES		
Access to the documented manufacturer's technical specifications including those supplied by other industry recognized agencies or authorities.		
Access to a realistic times guide.		
TRAINING REQUIREMENTS		
<ul style="list-style-type: none"> ➤ Must have a pass in the selected course for each nominated technician. ➤ Need I-Car Platinum Level in each category (Structural, Aluminum & Estimator). ➤ I-Car or equivalent training courses by an AMBRA recognised RTO. <p><u>COURSE Structural</u></p> <p>SPS07 Steel Unitised Structures Technology and Repair</p> <p>ADH01 Adhesive Bonding</p> <p>WSC04 Squeeze Type Resistance Spot Welding</p> <p>SPS10 Replacement of Steel Unitised Structures</p> <p>SSS01 Structural Straightening Steel</p> <p>WSCA3 Welding Qualification Test – 3 Genre</p> <p><u>COURSE Aluminum</u></p> <p>DAM05 Aluminum Panels and Structures Damage Analysis</p> <p>APR01 Aluminum Panel Repair and Replacement</p> <p>MEA01 Measuring</p> <p>ALI01 Aluminum Intensive Vehicle Repairs</p> <p>WCA03 Welding Training & Certification: Aluminum GMA (MIG) Welding</p> <p><u>COURSE Estimator</u></p> <p>FCR01 Fundamentals of Collision Repair</p> <p>DAM10 Exterior Panels Damage Analysis</p> <p>DAM08 Advanced Material Damage Analysis</p> <p>BLU01 Blueprinting Process and Damage Discovery</p> <p>SPS09 Best Practices for High Strength Steel Repairs</p> <p>DAM07 Damage Analysis of Advanced Automotive Systems</p> <p>RES02 Advanced Restraint Systems</p> <p>DAM05 Aluminum Panels and Structures Damage Analysis</p> <p>ADH01 Adhesive Bonding</p> <p>APR01 Aluminum Panel Repair and Replacement</p>		

Category 4 Manufacturer Approved Repairer

This business **can** return vehicles to pre-accident condition which involves all types of repair and replacement, including all structures and materials.

Business **must** be able to provide brand specific OEM specifications on method and tooling all specialized structural repairs

100 per cent compliance to all sections must be achieved to receive Category 4 status.

BUSINESS / PREMISES - GENERAL CRITERIA	YES	NO
That the business is appropriately registered in the state in which it operates.		
Work, Health and Safety Repairer must have a documented or electronic WHS system		
Environmental management Green Stamp Plus Accreditation Level 3 or accredited equivalent		
Has a fully ventilated and filtered booth.		
The accreditation requires Members to provide a facility that ensures every effort is made to provide safe and secure storage of vehicles as required to meet insurance compliance.		
Fully integrated computerised quoting package designed to effectively suit the requirements of the business. Consideration shall be given to quoting, invoicing, record retention, data backup.		
ABN or ACN Number: _____		
Current copy of WorkCover certificate.		
Reception access shall ensure that the customer is not required to enter restricted or dangerous areas.		
The presentation and decorum of staff in contact with the customer shall project the company's professional image.		
Sufficient control over noise level will be maintained to ensure suitable customer comfort.		
Shall provide a designated waiting area that is clean, neat, tidy, presentable, and well ventilated.		
Dedicated coffee machine and refreshments for customers.		
The premises and surrounding areas should be neat and well maintained.		
Provide clean and easily accessible toilets for clients that are separate from workshop and employee facilities.		
Shall provide customer parking.		
Must provide undercover pick-up and estimating area.		
Shall have Public Liability Insurance minimum cover of \$10 million. (certificate of currency is required to be available for inspection)		
WORKSHOP AREAS & EQUIPMENT CRITERIA		
EQUIPMENT	YES	NO
Aluminum bay can be dedicated or a suitable area partitioned by plastic curtains. Tools include aluminum dent puller, aluminum vacuum system. Full set of dedicated aluminum hand tools only and a crack detection kit		
Self-piercing riveting tool		
Has chassis alignment capabilities include multi pulling, universal jig system with compatible print-outs, web-based access to data including current updates.		
Has infra-red drying capabilities.		

INSPECTION CHECKLIST

EQUIPMENT (continued)		YES	NO
Bonded glass removal equipment or appropriate licensed company. License number _____			
Scan tool. Brand: _____ Serial # _____			
Compressed Air purifying equipment (attach appropriate State Legislation paperwork)			
A dedicated detailing area with high pressure cleaner.			
Ensure power supply is sufficient to enable welders to work at maximum efficiency.			
Inverter spot welder, which is fully automated.	Type: _____ Serial number: _____		
Silicon bronze welder.	Type: _____ Serial number: _____		
Aluminum welder.	Type: _____ Serial number: _____		
Inverter MAG (Metal Active Gas) for welding steel.	Type: _____ Serial number: _____		
A current Refrigerant Handling License or contract air conditioning work to an appropriately licensed individual or company. Accreditation No: _____			
Hoist. Type: _____ Serial No: _____			
A radiator pressure tester.			
One welding screen.			
Induction heater.			
Suitable means of localising sparks (splatter mats or screens), fire blanket.			
General cleaning equipment.			
ALL WORKSHOP AREAS		YES	NO
Sealed concrete floor with suitable areas specially characterized for major body alignment and accurate body measurement.			
Dust Extraction Systems – specify (portable dustless,/ fixed) Panel Shop Type: _____ Paint Shop Type: _____			
An approved solvent disposal system documented disposal/licensed contractor.			
Sufficient lighting to cope with normal and predictable circumstances. (artificial lighting)			
Storage facilities for vehicle parts when removed from vehicles once under repair.			
Preparation area set aside from booths.			
Ventilated and secured paint mixing room.			
Cleaning activities that ensure used areas are well maintained.			

PAINT AND REFINISH AREAS	YES	NO
Spray-gun cleaning machine.		
In line breathable air filters as per regulations (attach appropriate State Legislation paperwork)		
Booth maintenance as per manufacturers specifications. (documented evidence required)		
Electronic tinting machine.		
Comprehensive product range reference material.		
Access to data reference service from paint supplier.		
MSDS should be made available in hardcopy where it is provided from the supplier or readily accessible electronically at all times. (MSDS remain subject to ongoing legislative changes)		
SAFETY EQUIPMENT	YES	NO
As per PPE register.		
PARTS RECEIVING	YES	NO
Shall have a parts receipting system.		
Shall have a designated parts area.		
REPAIR PROCESSES		
Access to the documented manufacturer's technical specifications including those supplied by other industry recognized agencies or authorities.		
Access to a realistic times guide.		
TRAINING REQUIREMENTS		
<ul style="list-style-type: none"> ➤ Must have a pass in the selected course for each nominated technician. ➤ Need I-Car Platinum Level in each category (Structural, Aluminum & Estimator). ➤ I-Car or equivalent training courses by an AMBRA recognised RTO or specific Vehicle Manufacturer training. <p><u>COURSE Structural</u></p> <p>SPS07 Steel Unitised Structures Technology and Repair</p> <p>ADH01 Adhesive Bonding</p> <p>WSC04 Squeeze Type Resistance Spot Welding</p> <p>SPS10 Replacement of Steel Unitised Structures</p> <p>SSS01 Structural Straightening Steel</p> <p>WSCA3 Welding Qualification Test – 3 Genre</p> <p><u>COURSE Aluminum</u></p> <p>DAM05 Aluminum Panels and Structures Damage Analysis</p> <p>APR01 Aluminum Panel Repair and Replacement</p> <p>MEA01 Measuring</p> <p>ALI01 Aluminum Intensive Vehicle Repairs</p> <p>WCA03 Welding Training & Certification: Aluminum GMA (MIG) Welding</p> <p><u>COURSE Estimator</u></p> <p>FCR01 Fundamentals of Collision Repair</p> <p>DAM10 Exterior Panels Damage Analysis</p> <p>DAM08 Advanced Material Damage Analysis</p> <p>BLU01 Blueprinting Process and Damage Discovery</p> <p>SPS09 Best Practices for High Strength Steel Repairs</p> <p>DAM07 Damage Analysis of Advanced Automotive Systems</p> <p>RES02 Advanced Restraint Systems</p> <p>DAM05 Aluminum Panels and Structures Damage Analysis</p> <p>ADH01 Adhesive Bonding</p> <p>APR01 Aluminum Panel Repair and Replacement</p>		

Category 5 Heavy Vehicle Repairer

This business is capable of repairing heavy vehicles that exceed 4.5 tonnes.

The following criteria has been established by the Australian Heavy Vehicle Repairers Association (AHVRA). All queries relating to this category should be directed to (02) 9016 9000 or mail@ahvra.com.au.

GENERAL CRITERIA	YES	NO
<u>Conditions</u> <ul style="list-style-type: none"> ➤ Proven record of repairs to one or more of the following categories: <ul style="list-style-type: none"> ▪ Light rigid vehicles ▪ Medium rigid vehicles ▪ Large rigid vehicle and/or Prime Movers ▪ Trailers ➤ Minimum of 5 years trading in the Heavy Vehicle Repair Industry 		
<u>Premises</u> <p>The repair facility must be visually presentable with good customer facilities, well equipped and fully functional.</p>		
<u>Minimum Requirements.</u> <p>Administration</p> <ul style="list-style-type: none"> ➤ Business computer system ➤ WHS compliant ➤ Waste management procedures ➤ Sufficient insurance cover ➤ Acceptable presentation ➤ Adequate insurance cover (\$20 million public liability) <p>Workshop Facilities</p> <ul style="list-style-type: none"> ➤ Fibreglass area ➤ Aluminium repair area ➤ Preparation bays ➤ Wash bay ➤ Compliant paint room ➤ Detail / delivery bay ➤ Secure premises <p>Staff</p> <ul style="list-style-type: none"> ➤ Licensed crane and/or forklift operator ➤ Estimator ➤ Foreman / Leading Hand ➤ Engineering tradesperson (mechanical) ➤ Panel Beaters ➤ Spray Painters ➤ Workshop Manager ➤ Engineering tradesperson (fabrication) <p>Workshop Equipment</p> <ul style="list-style-type: none"> ➤ Fuel log and storage ➤ Parts bins/racks ➤ Bonnet / cabin / sleeper / axle / chassis stands ➤ Cab jig ➤ Lifting spreader bars 		

Workshop Equipment (continued)

- Floor jacks / vehicle jacks / heavy vehicle
- Forklift and/or crane (minimum 4 tonne)
- Spot welder / MIG welder / TIG welder
- Oxy acetylene LP gas
- Plasma cutter
- Heat inductor
- Headlight focusing equipment
- Parts cleaner
- Portable trestles
- Hydraulic press
- Slings / chains / ropes (tested and tagged)
- Steam cleaner
- Heavy vehicle hoist or inspection pit or a method to allow under vehicle inspection and repairs
- Riveting tools

Paint

- Compliant baking oven (minimum 17m long by 5m wide x 5m high)
- Air feed spray hoods
- Portable dust extraction
- Colour dialing and spray out cards
- Gun wash
- HVLP spray guns or equivalent

Chassis

- Approved heavy vehicle chassis alignment and straightening equipment
- Chassis alignment equipment
- Porta power ram set (minimum 1 x 20 tonne)