



Purpose

This checklist provides the information you need to complete your company profile in the Entegral application.



Requirements for Company Profile

You need the following information to complete your company profile. The asterisk (*) indicates mandatory fields that must be completed in order for the profile to be submitted for review and approval.

Consent

*Using the [employee consent form job aid](#), please get consent to save employee personal information on Entegral’s US servers. Refer to [completing the consent form](#) job aid for further information about consent requirements and Entegral.

Company Details

Facility classification

- Mutli- Shop Operators (MSO)
- Banner/Franchise
- Independent
- Dealer

Type of secondary business provided (These will be updated by a Supplier Programs Coordinator)

- Air Conditioning Shop
- Aluminum Wheel Repair
- Brake & Muffler
- Detailing Shop
- Frame Repair
- Heavy Equipment – Specialty/Mechanical/Trailer
- Heavy Equipment Dealer – Paint and Body
- Heavy Equipment Independent – Paint and Body
- Impound Lot Operator
- Locksmith
- Mechanical Shop
- Moto Dealer – GST Reimbursement
- Motor Cycle Repair
- New Car Dealer Mechanical Shop
- Paintless Dent Repair
- Parts Store
- Radiator Repair
- Rental Vehicle
- RV Repair Shop
- Service Station
- Snowmobile Repair
- Sound Equipment Shop
- Tire Store
- Towing Company
- Truck Canopy
- Upholstery

Completing Company Profile Checklist - Commercial

Owner/Signing Officer Information

- *Owner 1: Name
- *Owner 1: Business address
- Owner 1: Driver's licence
- Owner 1: Owner percentage
- Owner 1: Are you the signing officer?



You can indicate up to 3 Owners

Signing Officer Information

- Signing Officer 1: Name
- Signing Officer 1: Business phone
- Signing Officer 1: Business email



You can indicate up to 2 Signing Officers

Licences

- *BC Registrar of Companies number (BCXXXX)
- *File/image showing the BC Registrar of Companies number
- BC Registration of Operating Name (DBA)/Sole Proprietorship/Partnership number
- File/image showing the Sole Proprietorship/Partnership number
- *File/image showing the Central Securities Register identifying owner's individual shares
- *Do you have Municipal Business or Letter of Authorization for Land Use
- *File/image showing Municipal Business Licence or Letter of Authorization for Land Use
- *Municipal Business Licence number expiry date
- * WorkSafeBC registration number and status

Insurance

- File/image of Garage Liability Policy with *Policy number and *Policy expiry date
- *File/image of Commercial General Liability Policy (must include company name, address, expiry date and declaration page with the minimum coverage of \$2,000,000 per occurrence, minimum \$5,000,000 aggregate and names ICBC as an additional insured)

Tax/Billing

- GST Registration number
- *PST Registration number

Contact Information

Manager

- *Manager 1: Name
- Manager 1: Direct business phone number
- Manager 1: Business email
- Manager 1: Date of employment or active in role
- Is Manager 1 the primary contact?



You can indicate up to 2 Managers

Alternate Contact

- Alternate Contact: Name
- Alternate Contact: Direct business phone number
- Alternate Contact: Business email
- Alternate Contact: Date of employment or active in role
- Is the Alternate Contact the primary contact?

Admin/Front Desk


- *Admin/Front Desk 1: Name
- Admin/Front Desk 1: Direct business phone number
- *Admin/Front Desk 1: Business email
- Admin/Front Desk 1: Date of employment or active in role
- Is Admin/Front Desk 1 the primary contact?



You can indicate up to 3 Admin/Front Desk staff

Estimator

- *Estimator 1: Name
- Estimator 1: Direct business phone number
- *Estimator 1: Business email
- Estimator 1: Date of employment or active in role
- Is Estimator 1 the primary contact?

 You can indicate up to 5 Estimators

Customer Service Options (These selections will be visible on the Smart Locator)

- Indicate all languages your facility supports and can speak proficiently to assist customers: English, Punjabi, Cantonese, Mandarin, Tagalog (Filipino), German, French, Korean, Spanish, Persian (Farsi), Vietnamese, Hindi, Russian, Italian, Japanese
- Indicate any additional services offered to the customer: Remote vehicle pick-up and drop off, online repair status updates

*Answer the following questions for each day of the week (Monday – Sunday):

- Is the facility open or closed on: Monday, Tuesday, Wednesday, etc. (Open/Closed)
- If open, what time does the facility open on: Monday, Tuesday, Wednesday, etc.
- If open, what time does the facility close on: Monday, Tuesday, Wednesday, etc.

Employee Licensing

- *Does your facility have an employee that holds a valid and appropriate driver's licence to operate the vehicles repaired at the facility?

Facility
Premises

- *Size of premises in square feet
- *Is the office/reception area self-contained?
- *Does your facility have an easily accessible customer reception area?
- *Does your facility have minimum of one door with dimensions 13' 6" x 10'
- *Does your facility provide secure customer vehicle storage?
- *How does your facility secure customer vehicles?

Photos

*All photos listed below are required:

- Free standing business signage
- Business signage affixed to building
- Any applicable additional signage (optional)
- Exterior of building: Front view, Side view #1, Side view #2, Rear view
- Customer parking and access route to customer service/office area
- Overview from parking to customer service / office area
- View of entrance to customer service / office area
- Customer service / office area - waiting area
- Customer service / office area - service counter
- Customer access route to washroom
- Washroom
- Preparation area
- Detail area
- Collision repair area
- Other additional photos

Technology Requirements

- *Review [Recommended Technology Requirements](#) to ensure your facility meets minimum technology requirements
- Operating system
- RAM memory
- Monitor
- Internet connection
- Browser
- Does your facility have access to current OEM repair procedures?

Recycling

- List any environmental contributions made by your facility with respect to recycling materials (example: plastic recycling, coolant recycling, oil recycling)

Equipment

- *Review [minimum equipment requirements](#) to ensure your facility meets the minimum [equipment](#) requirements

Frame Repair Equipment

- *Manufacturer's name and model of the full truck and trailer frame repair systems capable of completing multiple push or pull operations
- *Serial number of the repair system

 You can indicate up to 2 pieces of equipment

Anchoring System

- *Manufacturer's name and model of full frame anchoring system

Welding Equipment

- *Amperage of MIG welder
- *Duty cycle of MIG welder
- *Manufacturer's name and model of MIG welder
- *Serial number of MIG welder
- *Amperage of aluminum welder
- *Duty cycle of aluminum welder
- *Manufacturer's name and model of aluminum welder
- *Serial number of aluminum welder
- *Does your facility have oxygen acetylene welding equipment?

Diagnostic Equipment

- *Manufacturer's name and model of diagnostic scan tool
- *Serial number of diagnostic scan tool

Fibreglass Repair Capability

- *Does your facility have fiberglass repair capabilities?
- *List the fiberglass repair equipment

Plastic Repair System

- *Does your facility have a plastic repair system?
- Manufacturer and product names of adhesive/chemical bond
- Manufacturer's name of airless welder or hot air welder

Paint Equipment

- *Manufacturer's name of paint refinish system
- *Paint refinish system product name
- *You must have a low VOC refinishing system and provide:
 - *Type of spray gun (LVLV, HLVP or other approved equivalent)
- *Spray Booth 1: Does your facility have a spray booth with the minimum dimensions of 14 feet high x 32 feet long?
- *Spray booth 1: Manufacturer's name
- *Spray Booth 1: Model number
- *Spray Booth 1: Serial number

You can indicate up to 3 spray booths

Other

- List any specialty repair equipment that is not currently identified in the profile

Photos

*All photos listed below are required:

- *Manufacturer's name, model and serial number of all full truck and trailer frame repair systems capable of completing multiple push or pull operations
- *Manufacturer's name and model of full frame anchoring system
- *Manufacturer's name, model, serial number, amperage and duty cycle of MIG welder
- *Manufacturer's name, serial number, amperage and duty cycle of aluminum resistance welder
- *Manufacturer's name, model and serial number of diagnostic scan tool
- *Manufacturer's name and product names of adhesive/chemical bond
- *Manufacturer's name of airless welder or hot air welder
- *Manufacturer's name and product name of paint refinish system
- *Manufacturer's name, model number and type of spray booth(s)
- *Spray booth(s) compliant with local codes: Overall view, interior, side view - 1, side view - 2, front view and rear view.

Warranty

- *Does your facility have a written or verbal warranty
- File/image of the written warranty if your facility has one
- Describe warranty if verbal

Industry Certifications (These selections will be visible on the Smart Locator)

- Select any industry certifications applicable for your facility: CCR/CCIAP, CCC, I-CAR Gold

Technician

- *Technician 1: Name
- Technician 1: Date of employment or active in role
- Select all applicable Technician 1: Trade
Automotive Refinishing Technician Red Seal, Automotive Refinishing Technician Apprentice, Auto Body & Collision Technician Red Seal, Auto Body & Collision Technician Apprentice, Automotive Refinishing Prep Technician, Automotive Service Technician
- Technician 1: Apprentice Level – Level 1/Level 2/Level 3/Level 4
- Technician 1: Trade Qualification/Apprentice ID number
- File/image of Technicians certification or Registration Agreement for apprentice

You can indicate up to 12 Technicians

OEM refinish product training/VOC Certification

- *OEM refinish product training/VOC Certification 1: Name
- OEM refinish product training/VOC Certification 1: OEM approved refinish product training
- OEM refinish product training/VOC Certification 1: OEM refinish product training/VOC certification expiry date
- File/image of OEM refinish product training/VOC certification
- OEM refinish product training/VOC Certification 1: VOC certification
- OEM refinish product training/VOC Certification 1: VOC certification number
- File/image of OEM refinish product training/VOC Certification 1 VOC clearing the air certificate (applicable for Metro Vancouver only)



You can indicate up to 4 OEM refinish product training/VOC Certifications

HRAI (CFC Emissions) Certificate(s)

- *If your facility services automotive air conditioning systems, provide a copy of HRAI (CFC Emissions) certificate(s). All employees that perform this function must have this certificate

Other

- Any training that is not currently identified in the profile

Privacy
Section 30 of FIPPA – Protection of Personal Information

- *I understand personal information includes but is not limited to: driver's licence, credit or bank card information, customer name(s), addresses and phone numbers. (Yes/No)
- *Are the customers' files stored in a secure environment (inaccessible from the public)? (Yes/No)
- *Are the hard or electronic copies of files stored in a secure area onsite? (Yes/No)
- If no, then please explain where the information is being stored.
- *Are the customers' files left unattended and accessible/viewable by the public? (Yes/No)
- Is customer's personal information displayed in public areas (white/chalk board, file folders)? (Yes/No)
- *Is customer's personal information viewable and accessible by the public on a computer screen? (Yes/No)
- *Are facility/firm user ID's and passwords protected from view or access to the public? (Yes/No)
- *When parts ordering or sublet repairs are being completed is customer's information being removed from ICBC documentation? (Yes/No)

Section 30.1 of FIPPA – Storage & Access in Canada

- *Does the facility/firm store, access or disclose personal information (arising from, connected with, or related to an ICBC claim) outside of Canada? (Yes/No)
- If yes, provide the country where information is stored
- If yes, provide the name of Data Management Company

Electronic Signature

- *Provide electronic signature once all mandatory fields have been filled out.