



## 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

#### **Type of secondary business provided**

- Air Conditioning Shop
- Aluminum Wheel Repair
- Brake & Muffler
- Dealer Body Shop
- Detailing Shop
- Frame Repair
- Glass Shop
- Heavy Equipment – Specialty/Mechanical/Trailer
- Heavy Equipment Dealer – Paint and Body
- Heavy Equipment Independent – Paint and Body
- Impound Lot Operator
- Independent Body Shop
- 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
- Welding and Machining

**Completing Company Profile Checklist - Collision****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? (Yes/No)



You can indicate up to 3 owners.

**Signing Officer Information**

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



You can indicate up to 2 signing officers.

**Licences**

- \*BC Registrar of Companies Number (BCXXXX).
- 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.
- \*If you have Municipal Business or Letter of Authorization for Land Use, then you will need a file/image showing the Municipal Business Licence or Letter of Authorization for Land Use.
- Municipal Business Licence Number Expiry Date.
- \* WorkSafeBC registration number and status
- ICBC vendor number if you have, or ever had one. Ex: A1234567

**Insurance**

- File/image of Garage Liability Policy with \*Garage liability Policy Number, and \*Garage Liability Policy expiry date.
- \*File/image of Commercial General Liability Policy (must include company name, address, expiry date and declaration page which includes the minimum coverage of \$2,000,000 policy limits).

**Tax/Billing**

- GST Registration Number.
- \*PST Registration Number.

**Contact Information****Manager**

- \*Manager 1: Name.
- Manager 1: Direct Business Phone Number (if applicable).
- Manager 1: Business Email (if applicable).
- Manager 1: Date of Employment or Active in Role.
- Manager 1: ICBC Collision Repair Program training certificate number (previously Express Repair certificate number).
- Is Manager 1 the primary contact? (Yes/No)



You can indicate up to 2 managers.

**Alternate Contact**

- Alternate Contact: Name (if applicable).
- Alternate Contact: Direct Business Phone Number (if applicable).
- Alternate Contact: Business Email.
- Alternate Contact: Date of Employment or Active in Role.
- Is the Alternate Contact the primary contact? (Yes/No)

## Completing Company Profile Checklist - Collision

### Admin/Front Desk

- \*Admin/Front Desk 1: Name.
- Admin/Front Desk 1: Direct Business Phone Number (if applicable).
- \*Admin/Front Desk 1: Business Email.
- Admin/Front Desk 1: Date of Employment or Active in Role.
- Admin/Front Desk 1: ICBC Collision Repair Program training certificate number (previously Express Repair certificate number).
- Is Admin/Front Desk 1 the primary contact? (Yes/No)

 You can indicate up to 3 Admin/Front Desk staff

### Estimator

- \*Estimator 1: Name.
- Estimator 1: Direct Business Phone Number (if applicable).
- \*Estimator 1: Business Email.
- Estimator 1: Date of Employment or Active in Role.
- Estimator 1: ICBC Collision Repair Program training certificate number (previously Express Repair certificate number).
- Is Estimator 1 the primary contact? (Yes/No)

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

### Facility

#### Premises

- \*Size of premises in square feet.
- \*Is the office/reception area self-contained?

#### 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
- Designated parking stall #1 and #2
- Designated parking signage for stall #1 and #2
- 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
- CPU
- Hard disk
- RAM memory
- Monitor
- Video card
- Sound card
- DVD-Rom
- Printer
- Modem/Internet Connection
- Security software
- Browsers
- Version of Java
- Digital camera
- Office productivity software
- Software
- \*Do you have access to current OEM repair procedures?
- \*Do you have current valid subscription to Vehicle Dimensional Data?

**Recycling**

- List any environmental contributions made by your facility with respect to recycling materials (e.g. Plastic Recycling, Coolant Recycling, Oil Recycling).

**Equipment**

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

**Structural Repair Equipment & Measuring Systems**

- \*Number of dedicated universal chainless four point anchoring systems, such as floor rail fixture system(s), straightening rack(s), or bench(s), capable of anchoring unibody and full-frame vehicles.
- \*Manufacturer's name and model of simultaneous three dimensional electronic measuring equipment.
- \*Serial number of simultaneous three dimensional electronic measuring equipment.

**Pulling Equipment Capable of Multiple Simultaneous Pulls**

- \*Equipment 1: Manufacturer's name and model.
- \*Equipment 1: Serial number.

 You can indicate up to 6 pieces of equipment

**Anchoring System**

- \*Manufacturer's name and model of full frame anchoring system.
- \*Description of unibody anchoring system.
- \*Manufacturer's name of unibody anchoring system.
- \*Model number of unibody anchoring system.

**Welding Equipment**

- \*Amperage of MIG/MAG/Pulse welder.
- \*Duty cycle of MIG/MAG/Pulse welder.
- \*Manufacturer's name and model of MIG/MAG/Pulse welder.
- \*Serial number of MIG/MAG/Pulse welder.
- \*Manufacturer's name of squeeze type resistance welder.

## Completing Company Profile Checklist - Collision

- \*Amperage of squeeze type resistance welder.
- \*Duty cycle of squeeze type resistance welder.
- \*Serial number of squeeze type resistance welder.
- \*Do you have oxygen acetylene welding equipment?


### Diagnostic Equipment

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

### Plastic Repair System

\*You must have a plastic repair system, and provide:

- Manufacturer and product names of adhesive/chemical bond.
- Manufacturer's name of airless welder or hot air welder.
- \*Plastic Repair System 1: Manufacturer's name of plastic repair system.

 You can indicate up to 3 plastic repair systems.

### Paint Equipment

- \*Manufacturer's name of paint refinish system.
- \*Paint refinish system product name.
- \*You must have a low VOC refinishing system and please provide:
  - \*Type of Spray gun (LVLP, HLVP or other approved equivalent).
- \*Spray Booth 1: Manufacturer's name.
- \*Spray Booth 1: Model Number.
- \*Spray Booth 1: Serial Number.

 You can indicate up to 3 spray booths

### Aluminum Repair Equipment

- This selection will be visible on the Smart Locator: Is the facility capable of aluminum repair? (Yes/No)
- Does the facility have a work separation system that isolates aluminum vehicles from vehicles undergoing steel repairs? Separation can be a separate room or curtain system. (Yes/No)
- Does the facility have a designated set of hand/special tools especially for aluminum vehicles to prevent from cross contamination with steel body vehicles? (Yes/No)
- If yes, provide a list of all required hand tools per manufacturer specifications.
- Does the facility utilize a 220V Pulse MIG welder used specifically for aluminum vehicles? (Yes/No)
- Does the facility utilize a dent extraction system specifically designed for aluminum that contains an aluminum stud welder, heat gun, pyrometer, aluminum hammers, and dent extraction system? (Yes/No)
- Does the facility utilize a specialized aluminum SPR (Self Piercing Rivet) gun that meets or exceeds manufacturer specifications? (Yes/No)
- Does the facility utilize an Immersion-Type, Wet Mix dust extraction system? The system can be portable or a centrally installed system. (Yes/No)
- Has the facility completed I-CAR FOR06 Structural Repair Training Course or functional equivalent? (Yes/No)
- File/image of the certificate for I-CAR FOR06 Structural Repair Training Course or functional equivalent.
- Has the facility completed I-CAR WCA05 Aluminum GMA (MIG) Welding Certification or functional equivalent? (Yes/No)

### Other

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

### Photos

\*All photos listed below are required:

## Completing Company Profile Checklist - Collision

- \*Universal chainless four point anchoring systems capable of anchoring unibody and full-body vehicles
- \*Manufacturer's name, model and serial number of simultaneous three dimensional electronic measuring equipment
- \*Manufacturer's name, model and serial number of all pulling equipment capable of multiple simultaneous pulls
- \*Manufacturer's name and model of full frame anchoring system
- \*Manufacturer's name, model number and description of unibody anchoring system
- \*Manufacturer's name, model, serial number, amperage and duty cycle of MIG/Mag/Pulse welder
- \*Manufacturer's name, serial number, amperage and duty cycle of squeeze type 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.

All photos listed below are required only if you have aluminum capabilities:


- Work separation system that isolates aluminum vehicles from vehicles undergoing steel repairs.
- Hand/special tools for aluminum vehicles to prevent cross contamination with steel body vehicles.
- 220V Pulse MIG welder specifically for aluminum vehicles.
- Dent extraction system containing aluminum stud welder, heat gun, pyrometer, aluminum hammers, and dent extraction system.
- Specialized aluminum SPR (Self Piercing Rivet) gun that meets or exceeds manufacturer specifications.
- Immersion-Type, wet mix dust or pneumatic dry vacuum extraction system dedicated to aluminum dust (portable or central).
- Other additional photos

### **Warranty**

- \*File/image of the written warranty. If it isn't written, then describe type.

### **Alternate Transportation**

- \*Do you provide rental ATS courtesy vehicles?
- \*If no, do you provide ATS courtesy vehicles (owned/leased or rental)? (Yes/No)
- \*If you have a Temporary Substitute Motor Vehicle Agreement (TSMV) for shop owned/leased courtesy cars, then provide a file/image of the TSMV
- If you have a fleet policy provide the policy number. Do not complete the section for vehicles.
- Fleet policy expiry date.
- If you do not have a fleet policy, indicate the number of vehicles in your inventory and complete the required vehicle information in the section for vehicles.
- Vehicle 1: vehicle year.
- Vehicle 1: make/model.
- Vehicle 1: licence plate number.
- Vehicle 1: registration number.

 You can indicate up to 10 vehicles.

### **Training Requirements**

- \*List the names of employees who require ICBC Collision Repair Program training.

## Completing Company Profile Checklist - Collision

### I-Car

- \*Level of I-Car certification: Gold Class, Gold Class Aluminum, None.
- I-Car recognition year.
- File/image showing I-Car certificate.

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

- Select all OEM certifications that are applicable to your facility: Acura ProFirst Certification, Aston Martin Factory Authorized Collision Repair Program, Audi Authorized Collision Repair Centre, Bentley Factory Authorized Collision Repair Facility, BMW Certified Collision Repair Centre, Cadillac Aluminum Repair Network, Ferrari Factory Certified Collision Repair Centre, etc.). Specify if "Other".

### 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's Trade: Painter, Bodyman, Prepper, Mechanic, Other.
- Technician 1: Other.
- Technician 1: Trade Qualification Number.
- Is Technician 1 an apprentice? (Yes/No)
- Technician 1: Apprentice Number.
- File/image of Technician 1s certification or registration agreement for apprentice.
- Technician 1: ICBC Collision Repair Program training certificate number (previously Express Repair certificate number).



You can indicate up to 12 technicians.

### Unibody/Frame Measuring System

- \*Unibody System 1: Technician Name.
- Unibody system 1: Date of completion.
- File/image of Unibody System 1: Technical Training.



You can indicate up to 2 Unibody/Frame Measuring Systems technicians

### Painter

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



You can indicate up to 4 painters.

### A/C Retrofit Certificate

- \*If your facility undertakes recycling, charging and handling of refrigerants and retrofitting of vehicles from R-12 to R-134a refrigerant, then provide a copy of A/C Retrofit certificate(s). Must have at least one employee in shops with certificate.

### HRAI (CFC Emissions Certificate(s))

- \*If your facility services automotive air conditioning systems or perform 134A retrofits, then with employee(s) consent(s), provide a copy of HRAI (CFC Emissions) certificate(s). All employees that perform this function must have this certificate.



## Completing Company Profile Checklist - Collision

### **Silicon Bronze MIG Equipment**

- \*If your facility has silicon bronze MIG equipment, then with employee(s) consent(s), provide a copy of certificate(s) held by technician(s) handling silicon bronze MIG equipment.

### **MIG Brazing**

- \*If your facility has technician(s) who have completed the BRZ02 MIG Brazing course then with employee(s) consent(s), provide a copy of the BRZ02 MIG Brazing certificate(s).

### **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.