



## Glass Repair Facility, Equipment & Training Requirements

### ICBC Glass Repair Program

The following tables identify the ICBC Glass Repair Program facility, equipment and training requirements. These are the minimum requirements to participate in the Program.

#### Facility Requirements

Facility Requirement	Required By
	Date
Business in permanent structure at a fixed location open during normal business hours	√
Registered legal business name and operating name, if applicable	√
Phone Number	√
Email Address	√
Website	√
Signage consistent with operating name	√
Municipal business license	√
ICBC Garage Policy	√
GST & PST Registration Number	√
WorkSafeBC Registration	√
Commercial General Liability policy with minimum coverage of \$2,000,000 to the benefit of ICBC	√
Computer equipment with access to the internet and a company email account through an Internet Service Provider (ISP)	√
Secured vehicle storage	√
Compliance with local, Provincial and National legislated environmental requirements	√
Maintain clean, professional customer areas	√
Employee with valid driver license available during normal business hours	√



## Equipment

	Required By Date Mar. 3, 2020
<b>Tape Kits</b>	
Foam dam tape	√
M Seal tape kits	√
Double sided tape	√
Butyl tape (as required)	√
<b>Urethanes &amp; Primer</b>	
OEM approved urethane (max 1 hr SDAT)	√
Non-conductive high modular (as required)	√
Body primer	√
Glass Prep/Primer (as required)	√
Pre-applied Adhesive System (PAAS) activator (as required)	√
PVC Primer (as required)	√
<b>Tools</b>	
<b>Urethane Applicator</b>	
Caulking Gun (18:1 ratio)	√
Cut-Out Tool	√
DVOM Meter (Digital)	√
Wiper Arm Puller	√
Vacuum Cleaner	√
Pinchweld Scraper	√
Rivet Gun Large	√
Rivet Gun Small	√
Temperature and humidity gauge (Hygrometer)	√
Hood and Seat Protectors	√
Hand tools (screwdriver, pry tools, etc.)	√
Windshield Vacuum Cups	√
Mechanical Assists system (required if offering mobile services)	√
Windshield stand	√
Heat gun	√
Door panel remover	√
Door handle tool	√
Rear view mirror removal tool	√
Wire cutting tool	√
Laminated glass chip repair system	√
<b>Rust Treatments</b>	
Inhibitors	√
Primer and Sealer (Epoxy primer)	√



	Required By Date Mar. 3, 2020
<b>Installation Products</b>	
Everseal (as required)	√
Conductive Gridline Repair Material	√
Krytox lubrication (as required)	√
Mirror Button Adhesive	√
Moulding Clips (as required)	√
Paint Friendly Moulding Retention Tape	√
<b>Rear defroster tab adhesive</b>	√
Spray Adhesive	√
Universal replacement moulding	√
Universal vapour barrier material	√
Rain sensor installation kits	√
<b>Cleaning Products</b>	
Auto Glass cleaner compatible with urethane products	√
Urethane Cleaner	√

## Technical Reference Material

	Required By Date Mar. 3, 2020
<b>Material Type</b>	
Access to manufacturer repair procedures through subscription or per use	√

## Training Requirements

	Required By Date Mar. 3, 2020
<b>Training Type</b>	
Technicians performing technical repairs hold relevant British Columbia trade qualifications or in an apprenticeship agreement	√