





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 for the profile to be submitted for review and approval.

Storage of Information

*All employees who work on ICBC claims must be notified their qualification information will be shared with ICBC. Refer to the Material Damage Claims Procedures for further information.

Company Details

Facility classification

- ☐ Multi-Shop Operators (MSO)
- □ Banner/Franchise
- □ Independent

Type of secondary business provided Please allow a Supplier Programs Coordinator to update this section

0	upc	late this section
		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

□ Welding and Machining

Upholstery

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Owne	er/Signing Officer Information
	*Owner 1: Name *Owner 1: Business address Owner 1: Driver's licence You can indicate up to 4 Owners
	*Owner 1: Owner percentage Owner 1: Do you identify as an owner belonging to an equity-seeking group? Owner 1: If yes, choose all that apply: 2SLGBTQIA+, Indigenous, People of colour, People with disabilities, Women *Owner 1: Are you the signing officer?
	ng Officer Information
	Signing Officer 1: Name Signing Officer 1: Business phone You can indicate up to 2 Signing Officers
Licen	
	*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 BC Registration of Operating Name (DBA)/ Sole Proprietorship/Partnership number File/image showing the Central Securities Register identifying owner's individual shares *Do you have Municipal Business or a Letter of Authorization for Land Use? *File/image of Municipal Business Licence or Letter of Authorization for Land Use *Municipal Business Licence number expiry date * WorkSafeBC account number and status *ICBC vendor number if you have, or ever had one Please leave the number section empty
Insur	ance
	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/E	GST registration number *PST registration number
	act Information
Mana	*Manager 1: Name Manager 1: Direct business phone number Manager 1: Business email *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?
Score	card and Program Communication
	*Scorecard and program communications: Name *Scorecard and program communications: Direct business phone number *Scorecard and program communications: Business email





Contract Notices and Communications
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 Admin/Front Desk 1: ICBC Collision Repair Program training certificate number (previously Express Repair certificate number) *Is Admin/Front Desk 1 the primary contact?
Estimator *Estimator 1: Name Estimator 1: Direct business phone number *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?
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, aluminum repair capabilities
*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.



<u>Facil</u> Prem	
	*Size of premises in square feet
	*Is the office/reception area self-contained?
Photo	
*All p	notos 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
	Other additional photos
Techi	*Review Recommended Technology Requirements to ensure your facility meets minimum technology requirements *Do you have access to current OEM repair procedures? *Do you have current valid subscription to Vehicle Dimensional Data?
Recyc	List any environmental contributions made by your facility with respect to recycling materials (example: plastic recycling, coolant recycling, oil recycling)
<u>Equi</u>	<u>oment</u>
	*Review minimum equipment requirements to ensure your facility meets the minimum
	equipment requirements
Struc	tural repair equipment & measuring systems *Number of 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
	g Equipment capable of multiple simultaneous pulls You can indicate up to
	*Equipment 1: Manufacturer's name and model *Equipment 1: Serial number 6 pieces of equipment
	Equipment 1. Serial number





Ancho	*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
Weldi	*Amperage of MIG/Mag welder *Duty cycle of MIG/Mag welder *Manufacturer's name and model of MIG/Mag welder *Serial number of MIG/Mag welder *Amperage of pulse welder *Duty cycle of pulse welder *Manufacturer's name and model of pulse welder *Serial number of pulse welder *Manufacturer's name of squeeze type resistance welder *Amperage of squeeze type resistance welder *Serial number of squeeze type resistance welder *Serial number of squeeze type resistance welder *Serial number of squeeze type resistance welder *Do you have oxygen acetylene welding equipment?
Diagn	ostic equipment*Manufacturer's name and model of diagnostic scan tool*Serial number of diagnostic scan tool
*You r	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 *Paint refinish system product name *You must have a low VOC refinishing system and provide: Type of spray gun (LVLP, HLVP or other approved equivalent) *Spray Booth 1: Model number *Spray Booth 1: Model number
□ Alumi	*Spray Booth 1: Serial number num repair equipment
	Is the facility capable of aluminum repair? (If yes, will be visible on the Smart Locator) 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) Does the facility have designated hand and/or special tools for use on aluminum vehicles to prevent from cross contamination with steel body vehicles? If yes, list all tools according to manufacturer specifications Does the facility utilize a 220V Pulse MIG welder used specifically for aluminum vehicles? 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? Does the facility utilize a specialized aluminum SPR (Self Piercing Rivet) gun that meets or exceeds manufacturer specifications?





	Does the facility utilize an immersion-type, wet mix dust extraction system? (The system can be portable or a centrally installed system)
	Has the facility completed I-CAR FOR06 Structural Repair Training Course or functional equivalent?
	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?
Other	
	List any specialty repair equipment that is not currently identified in the profile
Photo	
•	notos listed below are required:
	*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 pho	otos listed below are required only if you have aluminum capabilities:
	Work separation system that isolates aluminum vehicles from vehicles undergoing steel repairs
	Hand and/or specialty tools designated for use on 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 fan, 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	for
Alternate Transportation	for
 *Do you provide rental ATS courtesy vehicles? *If no, do you provide ATS courtesy vehicles (owned/leased or rental)? *If you have a Temporary Substitute Motor Vehicle Agreement (TSMV) for shop owned/leased courtesy cars, provide a file/image of the TSMV 	for
vehicles Fleet policy expiry date If you do not have a fleet policy, indicate the number of vehicles in your inventor 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	
Training Requirements	
*List the names of employees who require ICBC Collision Repair Program training	ı
I-Car	
 *Level of I-Car certification: Gold Class, Gold Class Aluminum 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 applicable to your facility: Aston Martin Factory Author Collision Repair Program, Audi Authorized Collision Repair Centre, Bentley Factory Authorized Collision Repair Facility, Ferrari Factory Certified Collision Repair Centre Note: The locked OEM certifications are updated directly by Certified Collision Care.	/
Industry Certifications (These selections will be visible on the Smart Locator) Select all industry certifications applicable to your facility: CCR, CCC, I-CAR Gold File/image showing CCR and CCC certification and recognition year	
Technicians	
 *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 Red Seal, Automotive Service 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 Technician 1: ICBC Collision Repair Program training certificate number (previous Express Repair certificate number) 	nnician an





Unibody/Frame Measuring	of completion You can indicate up to 2 Unibody/Frame Measuring System
 □ *OEM refinish product training □ *OEM refinish product training □ : OEM refinish product training □ : VOC certification (applitive Vancouver only) expiry da □ *File/image of OEM refinising □ OEM refinish product training □ OEM refinish product training 	ning/VOC Certification 1: Name ning/VOC Certification 1: OEM approved refinish product ning/VOC Certification aining expiry date ing/VOC Certification cable for Metro te h product training/VOC certification ing/VOC Certification 1: VOC certification ing/VOC Certification 1: VOC certification number product training/VOC Certification 1 VOC clearing the air
retrofitting of vehicles fror	s recycling, charging and handling of refrigerants and n R-12 to R-134a refrigerant provide a copy of A/C Retrofit t least one employee in facility with certificate
	utomotive air conditioning systems or perform 134A retrofits FC Emissions) certificate(s). All employees that perform this
Silicon Bronze MIG Equipmer *If your facility has silicon technician(s) handling silicon	bronze MIG equipment provide a copy of certificate(s) held by
	cian(s) who have completed the BRZ02 MIG Brazing course e technician(s) and a copy of the BRZ02 MIG Brazing
Other	
☐ Any training that is not cu	rrently identified in the profile





<u>Priva</u>	
Section	on 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.
	*Are the customers' files stored in a secure environment (inaccessible from the public)?
	*Are the hard or electronic copies of files stored in a secure area onsite? If no, then please explain where the information is being stored.
	*Are the customers' files left unattended and accessible/viewable by the public?
	Is customer's personal information displayed in public areas (white/chalk board, file folders)?
	*Is customer's personal information viewable and accessible by the public on a computer screen?
	*Are facility/firm user ID's and passwords protected from view or access to the public?
	*When parts ordering or sublet repairs are being completed is customer's information being removed from ICBC documentation?
Stora	ge of information
	*Does the facility/firm store, access or disclose personal information (arising from,
	connected with, or related to an ICBC claim) outside of Canada? If yes, provide the country where information is stored
	If yes, provide the country where information is stored If yes, provide the name of Data Management Company
_	If yes, provide the name of Data Management Company
	ronic Signature *Provide electronic signature once all mandatory fields have been completed.
Elect	ronic Signature