



CCIAP Audit Guidelines – Shop Responsibilities

It shall be the responsibility of the owner and or manager of the repair facility to ensure all documentation listed below is available at the time of the Auditor's Scheduled Visit.

- a) Copy of Current Garage Liability Policy
- b) Copy of Current Commercial General Liability Insurance - Min. 2,000,000
- c) Facilities Work Place and Safety Program Document
- d) Business License
- e) Provincial / Municipal Hazardous Waste Removal Contract or agreement
- f) Copy of Written Limited Lifetime Warranty Document
- g) All Journeyman Red Seal Motor Vehicle Repairer (Metal and Paint, Refinisher) Certificate and or number (if applicable)
- h) Apprenticeship Red Seal Motor Vehicle Repairer (Metal and Paint) and or (refinisher) enrollment registration confirmation (if applicable)
- i) Proof of compliance for OEM repair information. (Subscription confirmation and or electronic receipt)
- j) Copy of a document providing proof of current Electronic Estimating P-Page subscription
- k) Copy of a current 3D Measuring Data Subscription
- l) Copy of technician(s) valid Refrigerant/Recovery/Recycling Certificate
- m) Documented proof of Qualified Refrigerant/Recovery/Recycling sublet provider (if applicable)
- n) Copy of current Wheel Alignment Data Subscription
- o) Copy of Paint Manufacture's proof of OEM Approved Refinishing System in the repair facility
- p) Copy of documented proof of licensed sublet provider for pre and post repair vehicle scanning (if applicable)
- q) Copy of Quality Assurance Document

