



BUSINESS PRESENTATION



SHOP PRESENTATION STANDARDS

As the CRA is committed to maintaining a high standard of members, all applicants should be reputable and of good standing in the business community. The CRA is also committed to maintaining a high quality repair standard and you may be asked to supply information on some recent repairs for auditing purposes.

OFFICE

- Must be painted or wallpapered.
- Must have no offensive art work on walls.
- Must have floor coverings eg. vinyl, carpet.
- Must be clean and tidy at all times.
- Must have seating for client or insurance personnel.

FRONT YARD

- Must be in good repair (no pot holes etc).
- Building must be painted and have a fresh look.
- All rubbish and disused panels must either be screened from public view (fenced off area) or if in view must be tidy.
- All signage must be in good repair.
- CRA sign must be shown (once a financial member).

WORKSHOP

- Workshop area to be defined.
- Must be swept daily and all rubbish removed.
- Plant and equipment to be in good repair.
- Plant and equipment to be hung up when not in use.
- General appearance must be clean and tidy.
- Should have a parts storage area.

STAFF ROOM

- Must be clean and tidy at all times.
- Must have tables and chairs, no car seats or boxes.
- Keep offensive artwork out of public view.
- Must have floor coverings eg. 'vinyl'.
- Painted walls that have a fresh look.
- Rubbish in bin.

TOILETS

- Be clean and tidy and have a lock on the door.
- Must have no offensive artwork.

HEALTH AND SAFETY

- Fully implemented Health & Safety Policy.
- Signage for Evacuation with assembly point.
- Annual staff health checks.
- Eye wash in or near tint room as well as in first aid kit.
- Signage for first aid.
- First aid kit including stock list.
- Company vehicle first aid kit.

STAFF

- Written Employment Agreements for all staff.
- Protective gloves available to all workshop staff.
- Must wear safety footwear.
- Must have tidy personal presentation.
- At least one collision repair technician must hold a current I-CAR Automotive Steel MIG Welding Qualification or equivalent.

WASH AREA

- To be clean at all times.
- Hand cleaning facilities and drying area.

FOR AN APPROVED STRUCTURAL REPAIR CENTRE

After 12 months of membership as Panelbeating/Spraypainting category, the member is eligible to apply for an upgrade to become a Structural Repair Centre. However at the discretion of the National Executive a new full member can join as a Structural Repair Centre if they comply with all equipment, compliance and presentation levels.

Paint shop only businesses are not eligible to become a Structural Repair Centre.

In addition to the above shop presentation standards, the following is also required:

- The office/reception must be separate from workshop.
- The front yard must be sealed (tar, concrete).
- The toilets must be clean 'for customer use'.
- To have attained the required points to complete the 'Continuing Compulsory Annual Retraining (C-CAR) Programme within the last 12 months. A schedule showing how these points can be attained is set each year.
- At least one technician/manager/estimator must have current I-CAR NZ Bronze Recognition or higher. This is required before December 2018.

REQUIRED EQUIPMENT LIST - SPRAYPAINTING

- Compressors, suitable and of adequate capacity for the work being carried out.
- Moisture extraction equipment, to support the amount of work being undertaken eg. Refrigerated dryer or moisture extraction off each air drop in shop.
- Spray guns, of suitable design and capacity to carry out the work being undertaken.
- Paint mixing scales and formula data. A full paint tinting system carrying all tinters in the systems' range, supported by mixing formula data (electronic or hard copy).
- Paint storage, to meet all Government Department and Local Body requirements.
- Isocyanates - to be used in strict compliance with WorkSafe NZ regulations. If complaints of substance are reported and substantiated about misuse of Isocyanates, it will result in your membership being revoked.
- An air fed respirator for every tradesperson, compliant with WorkSafe NZ regulations.
- Clean air (breathable) system that is checked regularly.
- Adequate fire extinguishers that meet WorkSafe NZ regulation and servicing requirements.
- Set of four car stands.
- Floor jack (1.5 tonne minimum).
- Infrared heat lamps (preferred but not mandatory).
- Polishing buff.
- Mechanical and pneumatic sanders suitable for the work being undertaken.
- Suitable rubbish containers.
- Workshop staff to present a professional image - suitable protective clothing.
- Proper provisions in place for the disposal of waste thinners.
- Dustless sanding/Extraction system (preferred but not mandatory).

FOR AN APPROVED STRUCTURAL REPAIR CENTRE

In addition to the above equipment, the following are also required:

- A spray booth and tint/mixing room which complies with all Regulations, Standards and Code of Practice including WorkSafe NZ.
- Resource Consent, Location Test Certificates and Compliance with all applicable local council and government regulations.

REQUIRED EQUIPMENT LIST - PANELBEATING

- Adequate alignment equipment capable of undertaking non-structural realignment of under frame and unitised body vehicles.
- 1 trammel.
- Floor jack (1.5 tonne minimum).
- Set of four car stands.
- Engine removal facility (if undertaking mechanical work).
- Slide hammer kit.
- Headlight aligning facility (beam setter).
- Rustproofing equipment.
- Vacuum cleaner equipment.
- Hand tools suitable for the repairs being performed.
- Inspection/Lead lights or suitable lighting system.
- Minimum four tonne porta power kit.
- Adequate fire extinguishers that meet WorkSafe NZ regulations and servicing requirements.
- Suitable storage areas and bins.
- Suitable rubbish containers.
- Workshop to present a professional image.
- Work personnel to present a professional image - suitable protective clothing.
- MIG welder.
- Assortment of industry specific machine tools required to effectively perform all repairs undertaken by the business.
- Oxy-acetylene plant with cutting equipment (preferred but not mandatory).
- Spot type dent pulling system.
- Hoist – to be serviced regularly.
- Power tools should be tagged to industry and safety standards.

Scale of duplication guidelines:

- ◆ **Alignment system** - one system to every six tradespeople employed.
- ◆ **Body jacks and attachments** - one to every three tradespeople.
- ◆ **Floor jacks** - one for every three tradespeople.
- ◆ **MIG welders** - one to every three tradespeople.

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In addition to the above equipment, the following are also required:

- A regularly calibrated, three dimensional measuring system is required and backed by appropriate, factory based data sheets relating to the machine. (Made by a company who specialises in the manufacture of equipment with patents that are accepted by the Collision Repair Association).
- An Inverter spot welder.