



Certified EVfriendly Licensed Motor Dealer

SELF-ASSESSMENT CHECKLIST

This checklist is provided to assist collision repair businesses in preparing to apply to become an EVfriendly Certified Licensed Motor Dealer. Use the checklist to prepare for your application.

Part One – Facility & Business Standards

Facility Details		
	YES	NO
• Facility is a full-time business with a permanent structure at a fixed location?	<input type="checkbox"/>	<input type="checkbox"/>
• Business has a municipal business license or land use agreement?	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of your municipal business license or land use agreement ready to upload with application? (PDF/JPG/PNG)	<input type="checkbox"/>	<input type="checkbox"/>
• Business holds a valid license from the Motor Vehicle Sales Authority (MVSA)? (License number to be provided on application)	<input type="checkbox"/>	<input type="checkbox"/>
• All salespersons licensed by the MVSA?	<input type="checkbox"/>	<input type="checkbox"/>
Insurance & Regulation Compliance		
• Business maintains a minimum \$2M level of commercial general liability insurance (\$5M recommended for larger lots)?	<input type="checkbox"/>	<input type="checkbox"/>
• Business maintains a garage policy?	<input type="checkbox"/>	<input type="checkbox"/>
• Facility meets all applicable federal, provincial, and municipal acts, regulations, and standards?	<input type="checkbox"/>	<input type="checkbox"/>
• Business a member of ARA (Automotive Retailers Association)? *Not required	<input type="checkbox"/>	<input type="checkbox"/>

Part Two – Training

Electric Vehicle Training		
	YES	NO
• Only staff with EV training may sell EVs?	<input type="checkbox"/>	<input type="checkbox"/>
• EVfriendly training completed by all salespersons? (Recommended for all other employees)	<input type="checkbox"/>	<input type="checkbox"/>
• Copies of certificates of completion of applicable EVfriendly courses for each employee available in case of audit?	<input type="checkbox"/>	<input type="checkbox"/>
• Records of all relevant training are kept and are up to date?	<input type="checkbox"/>	<input type="checkbox"/>

Part Three – Equipment and Safety Standards

Equipment		
	YES	NO
• You commit to install a Level 2 charging station within 1 year of being accepted as an EVfriendly Licensed Motor Dealer?	<input type="checkbox"/>	<input type="checkbox"/>
• You commit to including a battery state of health report with every used EV mechanical safety inspection?	<input type="checkbox"/>	<input type="checkbox"/>

Safety & Powertrain Warranty		
	YES	NO
• You commit to all applicable safety standards as set out in OHS regulations, ARA EV Guidelines and EV training?	<input type="checkbox"/>	<input type="checkbox"/>
• Facility complies with all applicable WorkSafeBC safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>
• Facility has a written emergency response plan?	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency response plan communicated to all employees?	<input type="checkbox"/>	<input type="checkbox"/>
• You commit to offer a third-party warranty that offers protection for EVs and/or HV battery and component coverage or a 30-day dealer warranty offering coverage for HV battery and components?	<input type="checkbox"/>	<input type="checkbox"/>

Part Four – EVfriendly Program Support

Promotional Material		
	YES	NO
• You commit to display EVfriendly signage (window sticker, plaque) identifying as an EVfriendly licensed motor dealer?	<input type="checkbox"/>	<input type="checkbox"/>
• You commit to display the EVfriendly logo on your website with link to <i>EVfriendly.ca</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
• You commit to displaying a QR code on all EVs directing customers to the <i>EVfriendly.ca</i> website for EV information?	<input type="checkbox"/>	<input type="checkbox"/>
• You commit to refer only qualified, EVfriendly certified providers (where applicable) for repairs on customer EVs?	<input type="checkbox"/>	<input type="checkbox"/>