

## Certified EVfriendly Mechanical Repair

### SELF-ASSESSMENT CHECKLIST

This checklist is provided to assist mechanical repair businesses in preparing to apply to become an EVfriendly Certified Mechanical Repair facility. 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"/>
• Facility is properly zoned for use as a vehicle repair facility?	<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"/>
• Facility has a WorkSafeBC compliant vehicle-lifting hoist?	<input type="checkbox"/>	<input type="checkbox"/>
• Photo of repair bay with hoist ready to upload with application?	<input type="checkbox"/>	<input type="checkbox"/>
• Photo of customer service area ready to upload with application?	<input type="checkbox"/>	<input type="checkbox"/>
Insurance & Regulation Compliance		
• Business maintains a minimum \$2M level of commercial general liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>
• Facility meets all applicable federal, provincial, and municipal acts, regulations, and standards, including health and safety (See guidebook, page 15)?	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
• Business has a valid garage policy?	<input type="checkbox"/>	<input type="checkbox"/>
• You commit to the proper handling and disposal of waste materials? (See guidebook, page 15)	<input type="checkbox"/>	<input type="checkbox"/>
• Business a member of ARA (Automotive Retailers Association)? <b>*Not required</b>	<input type="checkbox"/>	<input type="checkbox"/>

## Part Two – Training

Electric Vehicle Training		
	YES	NO
• Only staff with EV training provide services related to EVs?	<input type="checkbox"/>	<input type="checkbox"/>
• At least one (1) technician has completed EV Technician training at an approved training institution? (See guidebook, page 16)	<input type="checkbox"/>	<input type="checkbox"/>
• All other technicians not certified and working on or around EVs have completed the <b>EVfriendly</b> Mechanical Repair training? (Recommended for all other employees)	<input type="checkbox"/>	<input type="checkbox"/>
• Copies of certificates of completion of applicable <b>EVfriendly</b> 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"/>
Operational Oversight		
• You commit to protocols as per guidebook, page 17?	<input type="checkbox"/>	<input type="checkbox"/>
• You commit to providing ongoing training for staff?	<input type="checkbox"/>	<input type="checkbox"/>

## Part Three – Equipment and Safety Standards

Equipment		
	YES	NO
• Proper PPE used for the handling EVs?	<input type="checkbox"/>	<input type="checkbox"/>
• Proper equipment used for all operations involving EVs, as per pages 18-20 of guidebook?	<input type="checkbox"/>	<input type="checkbox"/>
OEM Repair Procedures		
• Repair facility follows OEM repair procedures?	<input type="checkbox"/>	<input type="checkbox"/>
• Repair facility has access to OEM repair information?	<input type="checkbox"/>	<input type="checkbox"/>
Repair information obtained through subscription to (check all that apply):		
• OEM technical information websites	<input type="checkbox"/>	<input type="checkbox"/>
• ALLDATA	<input type="checkbox"/>	<input type="checkbox"/>
• Mitchell Repair	<input type="checkbox"/>	<input type="checkbox"/>
• Other third-party provider	<input type="checkbox"/>	<input type="checkbox"/>
Warranty		
• 12-month/20,000 km warranty provided on all EV repairs?	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of warranty policy posted for customers?	<input type="checkbox"/>	<input type="checkbox"/>
Safety		
• 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 following all environmental protocols?	<input type="checkbox"/>	<input type="checkbox"/>

## Part Five – EVfriendly Program Support

Promotional Material		
	YES	NO
• You commit to display EVfriendly signage (window sticker, plaque) identifying as an EVfriendly repair facility?	<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 refer only qualified, EVfriendly certified providers (where applicable) for repairs on customer EVs?	<input type="checkbox"/>	<input type="checkbox"/>