

Certified EVfriendly Automotive Dismantler/Recycler

SELF-ASSESSMENT CHECKLIST

This checklist is provided to assist automotive recycling businesses in preparing to apply to become an EVfriendly Certified Automotive Dismantler/Recycler. Use the checklist to prepare for your application.

Part One – Facility & Business Standards

Facility Details		
	YES	NO
• This is a full-time business in a permanent structure at a fixed location?	<input type="checkbox"/>	<input type="checkbox"/>
• Facility operates during normal business hours (i.e., 8:30 a.m.—5:30 p.m.)?	<input type="checkbox"/>	<input type="checkbox"/>
• All EVs are processed/dismantled at your onsite facility?	<input type="checkbox"/>	<input type="checkbox"/>
• Facility is properly zoned for use as a recycling/dismantling facility?	<input type="checkbox"/>	<input type="checkbox"/>
• Facility 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"/>
• HV battery storage area and general facility meet all safety requirements? <i>See OHS Responsibilities and Industry-Supported Safe Work Practices for the Handling, Dismantling, Storage and Transportation of Electric Vehicles and High-Voltage Batteries available from https://ohs.ara.bc.ca and recycler training available from https://training.ara.bc.ca.</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Photo(s) of battery storage area ready to upload with application?	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
• EV receiving area is a separate area apart from other salvage vehicles and clearly marked with cautionary signage?	<input type="checkbox"/>	<input type="checkbox"/>
• Photo of your EV receiving area ready for upload? Photo must show that the area is separated from the other salvage vehicles and is clearly marked with cautionary signage.	<input type="checkbox"/>	<input type="checkbox"/>
• Dismantling area is equipped with vehicle hoist for removing batteries?	<input type="checkbox"/>	<input type="checkbox"/>
• Photo of your dismantling area ready for upload?	<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"/>
• Business maintains a valid garage policy?	<input type="checkbox"/>	<input type="checkbox"/>
• Facility meets all applicable federal, provincial, and municipal acts, regulations, and standards, including health and safety (includes HWR 3-17 and vehicle dismantling regulations)?	<input type="checkbox"/>	<input type="checkbox"/>
• Business is a member of AREA (Auto Recycler Environmental Association)?	<input type="checkbox"/>	<input type="checkbox"/>
• If no, copy of Ministry of Environment registration letter ready for upload?	<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"/>
• EVfriendly Recycler Level 1 training completed by all managers, parts persons, delivery drivers, shippers and receivers, inventory management and dismantlers? (required training)	<input type="checkbox"/>	<input type="checkbox"/>
• EVfriendly Recycler Level 2 training completed by all receivers, dismantlers, inventory managers and anyone testing batteries? (required for these employees, recommended for all others)	<input type="checkbox"/>	<input type="checkbox"/>
• Copies of certificates of completion of applicable EVfriendly courses kept in case of audit?	<input type="checkbox"/>	<input type="checkbox"/>
• Have any employees (i.e., shipper) completed Transportation of Dangerous Goods (TGD) training? (Recommended but not required)	<input type="checkbox"/>	<input type="checkbox"/>
• Records of all relevant training are kept and are up to date?	<input type="checkbox"/>	<input type="checkbox"/>
Observational Assessment		
• Continued observational assessments conducted by a supervisor or senior operator? (See guidebook, “Observational Assessment”, page 13)	<input type="checkbox"/>	<input type="checkbox"/>

Part Three – EV Batteries

Battery Warranty		
	YES	NO
• Four-month warranty on used EV batteries for general sale, and six-month warranty on batteries sold to EVfriendly service providers?	<input type="checkbox"/>	<input type="checkbox"/>
• Warranty posted in your business and/or on your website?	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of your battery warranty ready to upload?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have HV battery testing equipment (optional)?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you perform HV battery tests in-house and record the state-of-health?	<input type="checkbox"/>	<input type="checkbox"/>
• If no, do you use a third-party for battery testing?	<input type="checkbox"/>	<input type="checkbox"/>

Part Four – Equipment and Safety Standards

Equipment		
	YES	NO
• Proper PPE used for the handling and dismantling of EVs?	<input type="checkbox"/>	<input type="checkbox"/>
• Proper equipment used to remove HV batteries during dismantling?	<input type="checkbox"/>	<input type="checkbox"/>

Safety		
	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"/>

	YES	NO
• You commit to following all environmental protocols, including maintaining all records of battery sales/disposal and waste batteries as per HWR section 6?	<input type="checkbox"/>	<input type="checkbox"/>
• You commit to ask consumers wanting to purchase a used EV battery a prescribed set of qualifying questions?	<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 Recycler?	<input type="checkbox"/>	<input type="checkbox"/>
• You commit to display the EVfriendly logo on your website with link to evfriendly.ca for information on battery recycling and second-life purposes?	<input type="checkbox"/>	<input type="checkbox"/>
• You commit to providing safety information for the consumer and/or second-life usage of batteries?	<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"/>