

Chapter 3

Body Shops

Section 3-1

Certification

3-1.1 Collision-related Mechanical Repair. A mechanic in a body shop who removes and replaces mechanical parts that are clearly collision-damaged must be certified either in the category appropriate to the part involved or in the category of Collision-related Mechanical Repair.

- a) Repair, diagnosis or overhaul of most mechanical components must be done by mechanics certified in appropriate repair categories;
- b) A mechanic certified in Collision-related Mechanical Repair may remove and replace other vehicle components in order to gain access to the collision-damaged mechanical components;
- c) Evacuating and charging of air conditioning systems must be performed by mechanics certified in Heating and Air Conditioning.

3-1.2 Unitized Body and Structural Repair. A mechanic who diagnoses, repairs, or replaces components that affect the structural integrity or unitized body of a vehicle must be certified in Unitized Body and Structural Repair. This includes persons who diagnose (estimate) the extent of work needed to repair damaged vehicles that do not require repairs to the structure or unibody.

- a) Structural Components are all parts identified by the motor vehicle manufacturer that maintains the structural integrity of the vehicle;
- b) Removing a dent from a roof or quarter panel is not viewed as affecting the structural integrity of the vehicle and does not require certification. However, the sectioning or replacement of the roof panel or quarter panel requires the person performing the repair to be certified in Unitized Body and Structural Repair;
- c) Repair or replacement of a bolt-on component, such as a hood, fender, door, deck lid, hatch or bumper, does not require certification.

Section 3-2

Body Shop Inspections

During reasonable business hours, Department investigators and other law enforcement officials may make periodic, unannounced inspections of the premises and parts inventories of facilities. Failure to allow, or hindering an inspection, will result in a summary suspension of the facility.

Section 3-3

Major Component Parts

The Act defines the following parts as the major component parts of a vehicle:

- a) The engine;
- b) The transmission;
- c) The right or left front fender
- d) The hood;
- e) A door that allows entrance to or egress from the passenger compartment of the vehicle;
- f) The front or rear bumper bar;
- g) The right or left rear quarter panel;
- h) The deck lid, tailgate, or hatchback;
- i) The trunk floor pan;
- j) The cargo box of a pickup;
- k) The frame, or if the vehicle has a unitized body, the parts identified by the motor vehicle manufacturer as structural components;
- l) The cab of a truck;
- m) The body of a passenger vehicle;
- n) Airbags and seatbelts.

Section 3-4

Major Component Part Record

3-4.1 Requirement. A repair facility engaged in body repairs must maintain a major component part record (see the Appendix in Chapter 2 for an example). When a body shop acquires a used late model major component part or dismantles a late model vehicle for its component parts, the following must be entered in the major component part record:

- a) Purchase or acquisition date of the part or the vehicle from which the part was removed;
- b) Description of the part (engine, right front door, front bumper, etc.);

- c) Vehicle Identification Number or stock number assigned to the individual part. When a whole vehicle that is already entered into the Police Book is being dismantled for parts, the purchase, stock, or inventory number assigned to the whole vehicle may be used as the stock number assigned to each part that is removed. When a stock number is assigned to an individual part, the number used must be traceable, in the facility's records, back to the vehicle identification number of the vehicle from which the part was removed;
- d) Make, year, model and color of the vehicle from which the part was removed (vehicle color is not required for engines or transmissions);
- e) If an individual part, the name and address of the person from whom the individual part was acquired or to whom it was sold;
- f) Parts purchase invoice number.

3-4.2 Record Retention. A late model major component part record must be maintained in a ledger-type format with a single line entry for each part acquired and sold. The pages of the record must be numbered consecutively.

3-4.3 Electronic Record Keeping. A body shop may keep an electronic major component part record if the following requirements are met:

- a) Hard (paper) copies of all data entries shall be produced (printed) in sequential order and available for inspection at the body shop's location upon request from a regulation agent or law enforcement;
- b) A reference guide to any codes or abbreviations used in the electronic records is available at the body shop's location for review by a Department of State investigator or other law enforcement officer during a record inspection or a complaint investigation;
- c) If the electronic system is not functioning at the time of an inspection or investigation, the body shop must produce for an investigator, upon request, hard (paper) copies of the computer record of any transaction required to be in the body shop's record keeping system within a reasonable amount of time;
- d) The records system must be searchable to identify individual records.

Section 3-5

Retention of Damaged Parts

If the customer and insurance company do not want damaged parts which have been removed from a vehicle, a body shop may keep them for possible reuse. All late model major component parts, regardless of how acquired, including damaged parts removed and kept for future use, must be assigned a stock number and entered in the late model major component part record.

Section 3-6

Salvage Vehicles

A body shop may not buy a salvage vehicle at a salvage pool unless the body shop is licensed as a Class C Used Vehicle Parts Dealer or a Class R Automotive Recycler Dealer. Body shops may not sell a whole salvage vehicle or a rebuilt vehicle without a Class C or R dealer license.

Section 3-7

Disposing of a Salvage Vehicle

If a body shop purchases a vehicle and removes one or more of its major component parts, the body shop may sell the remaining portion of the vehicle to one of the following:

- a) A Class C used vehicle parts dealer;
- b) A Class E distressed vehicle transporter;
- c) A Class R automotive recycler;
- d) A Class F scrap metal processor; or
- e) A Class H foreign salvage vehicle dealer.

When the remaining portion of the vehicle is sold, the body shop must update its Police Book to show when and to whom it was sold.

Section 3-8

Class C or R Dealer and Body Shop

A body shop that sells but does not install motor vehicle parts must be licensed as a Class C Used Vehicle Parts Dealer or a Class R Automotive Recycler.

- a) One set of parts records is acceptable for a business which is both a Class C/R dealership and a body shop;
- b) The records must be available at the licensed address. If the Class C/R dealership and the body shop are at two separate locations, duplicate records must be kept at each location.