

# **Cadillac Aluminum Repair Network**

## **Body Shop Participation Agreement**

### **To: Collision Repair Facility Organizations:**

This Cadillac Aluminum Repair Network Shop Participation Agreement outlines the Cadillac Aluminum Repair Network requirements which must be completed for a body shop to be authorized to complete structural repairs on a Cadillac CT6. Participation in the Cadillac Aluminum Repair Network is being offered in the United States, and participation is purely voluntary.

### **Participating Shop Requirements**

To be in the Cadillac Aluminum Repair Network, a body shop must comply with all program requirements. Participating shops are the only repair facilities authorized by Cadillac to perform structural repairs on aluminum construction vehicles. Non-network collision facilities will not be able to purchase structural aluminum parts.

### **Program Requirements**

Program requirements include:

- Tools and equipment (Attachment A)
- Aluminum repair bay (area) (Attachment A)
- Training (Attachment B)
- Repair processing (Attachment C)
- Annual facility auditing to ensure compliance to program requirements (Attachment D)
- Collision repair Customer Satisfaction Index (CSI) measurement

Repair information for this vehicle will be available free of charge at [www.genuinegmparts.com](http://www.genuinegmparts.com) to help repair facilities determine the difference between structural and non-structural repairs. More details on program requirements may be found in the program manual and other related program documentation.

### **Annual Program Membership Fee**

There is a non-refundable annual membership fee of \$4,500 for Body Shops participating in this program. All marketing materials, including any signage or plaques provided to a body shop remain the property of Cadillac. Should a shop become non-compliant and fail to make necessary corrections to return to a compliant status, they will be terminated from the program. In the event an additional verification audit visit is required to validate shop compliance and correction of initially identified gaps, there will be an additional charge of \$1,250 per visit. The collision facility is solely responsible for the additional costs associated with these on-site gap correction audits. The on-site gap correction audits are not to be considered annual renewal audits.

Program requirements and fees are subject to change. Payment must be made via an Automated Clearing House (ACH) transaction (refer to Attachment E). In the event of a change in requirements including fees, a repair facility will be given notice of the upcoming change(s) and provided with a timeline to meet the new requirements to continue their compliant status.

The completed agreement and a completed enrollment form should be emailed to:

[CadillacNetwork@verifactsauto.com](mailto:CadillacNetwork@verifactsauto.com)

### **Body Shop Acknowledgement Agreement**

I have read and agree to meet all the requirements to participate in the Cadillac Aluminum Repair Network. I understand the annual membership fee will be collected via ACH deposit at the time my membership application is accepted. The membership fee is non-refundable and acceptance into the program is conditional upon meeting all program requirements as per program guidelines.

Body Shop Name:		
City:	State:	Zip:
Shop Contact Person:		Email:
Telephone:		Fax:
Shop Owner or Authorized Representative Print Name:		
Shop Owner or Authorized Representative Signature:		
Date:		

**Body Shops electing to participate should complete the enrollment form. The completed documents should be emailed to: [CadillacNetwork@verifactsauto.com](mailto:CadillacNetwork@verifactsauto.com)**

# Cadillac Aluminum Repair Network

## Body Shop Participation Agreement

### Attachment A

#### Tools & Equipment

Program requirements are subject to change. In the event of a change in requirements, a repair facility will be given notice of the upcoming change(s) and provided with a timeline to meet the new requirements to continue their compliant status. The list below provides an overview of the critical tools. Each participating shop will be expected to have the necessary industry accepted tools required for aluminum collision repairs. The examples shown may not necessarily be the only acceptable models. It is at Cadillac's sole discretion to determine equivalent equipment vendors & models acceptable for program criteria. More information regarding tools and equipment will be available at [www.genuinegmparts.com](http://www.genuinegmparts.com).

**Cadillac CT6 Collision Repair Tools & Equipment List**

Tool	Required or Recommended	Specifications
<b>Aluminum MIG Welder</b>	<b>Required</b>	<b>Dedicated Aluminum MIG Welder 220v/Pulse MIG 140 Amp Minimum .035-5554 Wire</b>
* Elektron MultiMig 511 with Standard Torch		
* Elektron MultiMig 511 with Push Pull Torch		
* Elektron MultiMig 522 Dual Torch		
* Pro-Spot SP-1		
* Pro-Spot SP-2		
* Pro-Spot SP-5		
<b>Structural Riveting Tool</b>	<b>Required</b>	
Weilander/Schill Express 800 with CT6 Accessory Kit	<b>Required</b>	Weilander/Schill Express 800 with CT6 Accessory Kit
<b>Flow Drill Screw Hole Locator Kit</b>	<b>Recommended</b>	
<b>Aluminum Isolation Bay/Curtain</b>	<b>Required</b>	<b>Isolate Repair Particles To/From Repair Bay Minimum Size: 25'L x 15'W x 10'H</b>
*GFS Aluminum Repair Isolation Station		(or equivalent)
<b>Ventilation Aluminum Particulate Extraction System</b>	<b>Required</b>	<b>Wet/Mix Technology</b>
* Eurovac EII 2.5HP Wet Mix Dust Collector		(or equivalent)
* Eurovac Aluminum Repair Center System Package		(or equivalent)
<b>Aluminum Dent Repair</b>	<b>Required</b>	<b>Wet/Mix Technology</b>
* Elektron Multi Tool Aluminum Dent Repair Station complete with Elektron MultiSpot M22 Aluminum Stud Welder		(or equivalent)
<b>Structural Repair Bench</b>	<b>Required</b>	<b>Fixture Type</b>
Celette Sevenne XL or Griffon XL Fixture Set 2646 Base/Piston Set		Fixture Type CT6 Rental Fixture Set Available for North America Only
Car-O-Liner		Fixture Type (EVO 1, 2, 3)
Chief		Fixture Type (Dedicated CT6 Fixtures)
Spanesi		Fixture Type (Dedicated CT6 Fixtures)

\* Specific tool shown are examples and available in dealer equipment

# Cadillac Aluminum Repair Network Body Shop Participation Agreement

## Attachment B

### *Training*

Training requirements are subject to change. In the event of a change in training requirements, a repair facility will be given notice of the upcoming change(s) and provided with a timeline to meet the new requirements to continue their compliant status. The list below provides an overview of the training requirements. Each participating shop will be expected to have the necessary number and type of technicians properly trained for aluminum collision repairs. It is at Cadillac's sole discretion to determine the training requirements acceptable for program criteria.

- Shop facility recognition consisting of one of the two following designations:
  - I-CAR Gold facility status
  - *or*
  - VeriFacts VQ facility status
- I-CAR technician training certificates
- Cadillac-specific training classes
- Estimator training certificates
- Current aluminum structural certifications

# Cadillac Aluminum Repair Network

## Body Shop Participation Agreement

### Attachment C

#### *Repair Processing*

Repair processing requirements are subject to change. In the event of a change in training requirements, a repair facility will be given advance notice of the upcoming change(s) and provided with a timeline to meet the new requirements to continue their compliant status. The list below provides an overview of the repair processing categories. Each participating shop will be expected to have the necessary processes and procedures in place for aluminum collision repairs. It is at Cadillac's sole discretion to determine the requirements acceptable for program criteria.

Repair processing consists of output competency repair verification which validates the proper approach to:

- Repair planning
- Pre and post scan for every vehicle
  - All vehicles must be tested for Diagnostic Trouble Codes (DTCs) when repair is being assessed for collision damage repairs.
  - The vehicle must be re-tested after all repairs are complete in order to verify that the faults have been repaired and new faults have not been introduced during the course of repairs.
- Vehicle measuring and preservation
- Structural repairs: preparation, straightening, and welding
- Cosmetic repairs: plastic repair, refinish, and corrosion protection
- Final repair review (clean-up and pre-delivery)

The items included under the second element involve repair safety. Ideally, 3-4 vehicles will be assessed against each of the areas described in output competency repair verification. If actual vehicles are not available the auditors will discuss the processes to validate understanding. Should the collision facility fail the audit in an area that is repair safety related, they may be required to have a second audit to ensure any deficiencies identified in the gap report were addressed. The collision facility will be solely responsible for any additional costs associated with an on-site re-verification audit.

# Cadillac Aluminum Repair Network

## Body Shop Participation Agreement

### Attachment D

#### *Annual Body Shop Auditing*

Auditing requirements are subject to change. In the event of a change in auditing requirements, a repair facility will be given advance notice of the upcoming change(s) and provided with a timeline to meet the new requirements to continue their compliant status. The list below provides an overview of the auditing requirements. Each participating shop will be expected to successfully pass the annual program requirements audit for aluminum collision repairs. It is at Cadillac's sole discretion to determine the auditing requirements acceptable for program criteria.

#### **Facility**

The verification auditor will look at the facility in general, take pictures as required to document the premises, and look for things such as, but not limited to:

- Business licenses, regulatory certificates
- Insurance policies
- Secure storage

#### **Administration**

The verification auditor will look for things such as, but not limited to:

- Estimating software updates
- Digital cameras sufficient for the estimating staff
- Estimating/delivery bay(s)
- Subscriptions to OEM repair procedure web sites
- Estimating procedures

#### **Customer Relations**

The verification auditor will look for things such as, but not limited to:

- Standardized procedures to inspect and test drive all repaired vehicles before delivery
- Facility security features to protect customer vehicles
- If the facility offers a limited lifetime warranty for paint repairs
- Repair updates to vehicle owners

## **Safety and Environmental**

The verification auditor will look for things such as, but not limited to:

- All employees are provided with and use Personal Protective Equipment (PPE)
- Fire exits are appropriately marked and fire extinguishers are maintained annually by contract
- A hazardous waste disposal contract with a licensed company
- MSDS information is readily available to all employees

## **Training Requirements**

The verification auditor will look for things such as, but not limited to the items listed in Attachment B.

## **Tools and Equipment**

The verification auditor will look for things such as, but not limited to as the items listed in Attachment A.

## **Repair Process**

The verification auditor will look for things such as, but not limited to the items listed in Attachment C.

## **Repair Procedure Verification**

### Structural

The verification auditor will look for things such as, but not limited to:

- OEM procedures provided to the technician in the work order
- If the vehicle is correctly disassembled
- If the battery is disconnected
- That fit, finish, and gaps are even and correct per factory guidelines

### Cosmetic

The verification auditor will look for things such as, but not limited to:

- Vehicle protection
- If the work performed is in accordance with the work order

## Refinish

The verification auditor will look for things such as, but not limited to:

- A well-maintained, downdraft paint booth
- Minimum lighting of 1,000 lumens
- A digital paint mixing scale

## Reassembly

The verification auditor will look for things such as, but not limited to:

- That all parts are correctly installed as per the work order
- That all sublet items are completed

## Detail

The verification auditor will look for things such as, but not limited to:

- That there are sufficient polishers in good working condition
- That there is thorough cleaning before delivery
- That there is a pre-delivery quality inspection

## Program Requirement

The verification auditor will look for things such as, but not limited to:

- That Cadillac materials are properly displayed
- That there is no improper use of the Cadillac logo displayed or on any documentation
- That the usage of technical repair information provided by Cadillac is observed
- Collision repair Customer Satisfaction Index (CSI) measurement



## Cadillac Aluminum Repair Network Body Shop Participation Agreement

Attachment E  
ACH Form

### AUTHORIZATION AGREEMENT FOR ACH DEBITS

***PLEASE NOTE: The online version of this form MUST be completed in its entirety.***

<b>Shop Name:</b>	
<b>Address:</b>	<b>City, State, Zip:</b>
<b>Business Phone:</b>	<b>Business Fax:</b>
<b>E-Mail Address:</b>	<b>Company Tax ID or SSN:</b>

VeriFacts Automotive has been authorized to invoice and collect payments on behalf of Cadillac and the Cadillac Aluminum Repair Network. Payments must be made directly to VeriFacts Automotive on the Collision Repair Network website. In the event of a change in requirements including fees, a repair facility will be given advance notice of the upcoming change(s) and provided with a timeline to meet the new requirements to continue their compliant status. I (We) hereby authorize:

**VeriFacts Automotive, LLC, 1000 Bristol Street North, Suite 17-206, Newport Beach, CA 92660**  
**Business: (949) 272-3836 / Fax: (949) 272 - 3833**  
**verifactsauto@verifactsauto.com**

Herein after called COMPANY, to initiate debit entries in the amount of \$ \_\_\_\_\_, and/or correction entries to our:

**Checking Account**       **Savings Account**      **(Please Select One)**

Indicated at the bank named below, herein called DEPOSITORY, to credit the same such account.

<b>Bank Name:</b>		<b>Account Number:</b>	
<b>City:</b>	<b>State:</b>	<b>Branch:</b>	
<b>Bank Transit/ABA#:</b>			

This authorization is to remain in full force until COMPANY has received written notification from me (or us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY reasonable opportunity to act upon it.

<b>Printed Name of Authorized Signer on Account:</b>	<b>Position:</b>
<b>Signature:</b>	<b>Date:</b>
<b>Printed Name of Authorized Signer on Account:</b>	<b>Position:</b>
<b>Signature:</b>	<b>Date:</b>

\*\*\*Please attach a copy of a canceled check from the above mentioned account\*\*\*