

## APPLICATION FOR ACCREDITATION



Proud Association of  RMI

### ARA – AUTOMOTIVE REMANUFACTURERS’ ASSOCIATION

#### **CONDITIONS OF MEMBERSHIP**

Members of the RMI who have the necessary facilities, equipment and qualified staff to comply with the required standards, and are prepared to abide by the Code of Business Practice, may apply to become a member of the RMIs **AUTOMOTIVE REMANUFACTURERS’ ASSOCIATION.**

The business, which qualifies for entry with regard to equipment and personnel, shall be entitled to display the RMI and ARA emblem or other insignia, which indicates to the general public, that the business concerned is that of an ACCREDITED “ARA” ESTABLISHMENT as defined by the Association.

All ARA members must display the RMI ARA Logo on their premises, documents, vehicles and correspondence with Industry / Stakeholders / Clientele / Businesses.

The requirements shall prescribe conditions for membership, and upon the applicant obtaining membership shall apply as continuing conditions of membership.

Kindly complete the attached (relevant to your respective trade) documents and return to the relevant RMI ARA representative.



**GENERAL REQUIREMENTS**

**ACCREDITED MEMBERSHIP APPLICATION FORM**

Date of Application: ..... RMI Membership No: .....

Nominated Representative: .....

Company Name: .....

Proprietor: .....

Trading Name of Firm: .....

Address: ..... Code: .....

Tel: ..... Fax: .....

E-Mail: .....

Signature: .....

I/We wish to become a member of the Automotive Remanufacturers' Association and agree to be bound at all times by the required standards, rules and by-laws of ARA and the RMI.

**REFERENCES:**

Please nominate three (3) references from current RMI members or trade references, listing business names, address, contact person and telephone number:

- 1. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 2. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 3. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**PLEASE NOTE:**

The ARA National Executive Committee (NEC) reserves the right to interview any applicant to the Association.

I/We, the undersigned have noted all the Rules and By-Laws incorporating the Code of Practice of the Automotive Remanufacturers' Association of the Retail Motor Industry Organisation and agree to abide by these Rules and By-Laws and Code of Practice.

I/We agree to abide by any ruling or decision of the ARA National Executive Committee (NEC) and solemnly declare that my / our business complies with the requirements of membership of the **AUTOMOTIVE REMANUFACTURERS' ASSOCIATION.**

I/We readily agree to an inspection of our premises, equipment, etc. by duly authorised member of the RMI staff or representative at any time during normal working hours.

I/We also agree that in the event of my / our ceasing to qualify for membership of this Association, I/We will immediately notify the RMI in writing of this fact and remove from display and advertising, the Organisational and Associational emblem.

I/We further undertake to abide by the aforementioned in the event of my/our membership subscription stop-order payments not being honoured timeously.

I (*the nominated representative*) \_\_\_\_\_ certify that the above information is true and correct.

Signed: \_\_\_\_\_ Designation: \_\_\_\_\_

**For office use only (observations / notes):**

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## APPLICATION (ACCREDITATION) REQUIREMENTS









### IMPORTANT TO NOTE:

-  For an Automotive Engineering establishment, please complete **ANNEXURE A**; inclusive of wholesalers, retailers and independent operators;
-  For an Automotive Component establishment, please complete **ANNEXURE B**, inclusive of wholesalers, retailers and independent operators;
-  For a Diesel Fuel Injection establishment, please complete **ANNEXURE C**, inclusive of wholesalers, retailers and independent operators.

### **Complimentary / assisting documents (attached), for business housekeeping (not essential for ARA accreditation):**

-  Introduction to OHS, 10 point-check;
-  First Aid Stock-kit;
-  RMI regional office addresses, and contact details.

### **Gas ready Workshop requirements (not essential for ARA accreditation):**

-  Lifting equipment from hoist to overhead crane depending on conversion;
-  Hot works and welding bay;
-  Flammable storage area, open and outside;
-  Exhaust gas analyser and diagnostic equipment;
-  5 Ample space for size of vehicle into workshop;
-  Auto-electrical and mechanical expertise;
-  ADR bay if working inside workshop or working on ADR vehicles;
-  OHS Act compliance related to gas handling.



## **BASIC REQUIREMENTS FOR ACCREDITATION OF AN ARA – AUTOMOTIVE REMANUFACTURER'S ESTABLISHMENT**

### **FACILITIES**

#### **1. Reception**

- ▣ The customer must be received at a reception desk or counter not used for normal administration duties;
- ▣ Must display the RMI Code of Conduct with the current year's membership disc;
- ▣ Housekeeping to be well maintained with reception areas being clean and tidy.

### **WORKSHOPS**

#### **1. Floors**

- ▣ Must be in a good condition.

#### **2. Signage**

- ▣ There must be sufficient signage to indicate services provided, facilities and customer/commercial restrictions;
- ▣ Must satisfy municipal and safety requirements.

#### **3. Lighting**

- ▣ Adequate lighting with no faulty globes or tubes.

#### **4. Ventilation**

- ▣ The working area must be well ventilated.

#### **5. Uniforms**

- ▣ Must be clean and of a uniform standard and colour.

#### **6. Technical Manuals**

- ▣ Must have workshop manuals for all popular makes.

#### **7. Covered Working Bays**

- ▣ General business to be conducted in a workshop, which is roofed and walled.



## NON-TECHNICAL REQUIREMENTS

### 1. ADMINISTRATION

#### 1.1 Job cards/Invoices

- Must include the facilities for the following information;
- Customer name;
- Contact name;
- Telephone number;
- Date;
- Details of work to be carried out;
- Parts and labour must be separately specified and priced;
- VAT to be reflected separately;
- All terms and conditions plus disclaimer to be displayed in the proximity of the customer's signature;
- Customer to authorise commencement of work and any special conditions/limitations.



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## ANNEXURE A

**BASIC REQUIREMENTS FOR GENERAL WORKSHOP EQUIPMENT, FOR AN AUTOMOTIVE ENGINEERING ESTABLISHMENT – MIBCO, CHAPTER IV**

Description	Quantity	Comment
Arbor Press		
Hydraulic Press		
Artisans tools		
Bearing pullers (internal & external)		
Bench Drill		
Bench Grinder		
Creepers		
Trestles		
Trolley jack		
Piston Ring Compressor		
Pulley Extractor		
Tool Cupboard		
Vacuum Tester		
Welding Plant (electrical)		
Welding Plant (oxy-acetylene)		
Workbenches & Vices		
Compressor		
Micrometers*		
Verniers		
Torque Wrenches*		
Straight Edges		
Suitable Cleaning Equipment		
Cylinder Bore or Telescopic gauges		
Universal Milling Machine		
Flywheel / Brake Drum Lathe		
Dynamometer		

Suitable lifting equipment:	Tonnage		
Description			
1)			
2)			
3)			
4)			
5)			



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**Briefly describe calibration procedures in place, if any -**

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**LIST OF SPECIALISED EQUIPMENT** (applications must conform to the required specialised equipment, in order to be considered)

Description		Quantity	Comment
1	Pressure Testing Equipment		
2	Crack Detector		
3	Cylinder Head Resurfacer		
4	Valve Refacer		
5	Valve Seat Machine		
6	Reboring Machine		
7	Lineboring Machine		
8	Cylinder Honing Machine		
9	Crankshaft Straightener		
10	Crankshaft Grinder		
11	Crankshaft Polisher		
12	Conrod Honing Machine		
13	Conrod Lathe		
14	Pin Borer		
15	Cap Refacer		
<b>Additional Machinery</b>			
1			
2			
3			

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**ANNEXURE B**

**BASIC REQUIREMENTS FOR ACCREDITATION OF AN AUTOMOTIVE COMPONENT ESTABLISHMENT / RADIATOR SPECIALIST**

Kindly indicate which type of membership and category you wish to apply for:

- |   |  |
|---|--|
|  Associate Membership:   | C1 Business Franchise: (if any) .....  |
|  Development Membership: | C2 .....                               |
|  Accredited Membership:  |  |
| • Radiator Repairer,  | C3 Product Franchise/s: (if any) ..... |
| • Air & Hydraulic Brake Component   | C4 .....                               |
| • Brake-shoes,  | C5 .....                               |
| • Brake-drums / Discs,  | C6 .....                               |
| • Clutch Covers and Driven Plates,  | C7.....                                |
| • Prop Shafts / Drive shafts,   | C8 .....                               |
| • C.V. Joints,  | C8 .....                               |
| • Steering Racks & Components,  | C9 .....                               |

**RADIATOR REPAIRERS****EQUIPMENT**

1.	Boil out compound bath	
2.	High pressure type water / air gun (paraffin / diesel or other types of cleaning unacceptable)	

**TESTING**

1.	Regulated air pressure for testing in bath under water	
2.	Pressure testing kit to pressure test in vehicle combustion testing kit	
3.	Anti-freeze and coolant tester	
4.	Test bath	

**WORKSHOP**

1.	Commonly used radiator clamping stand	
2.	Assembly stand for fitment of plastic tanks	
3.	Commonly used gas / air torches	



4.	Compressor	
5.	Arc Welder	
6.	Oxy / Acetylene sets	
7.	Spray booth - Balco specifications	
8.	Workshop table - legal authority requirements	
9.	Storage facilities	

### **MINIMUM STANDARDS**

#### **Workshop**

1.	A reasonable level of neatness and order must exist	
2.	No fire or chemical fumes hazard - easy movement	

#### **Reception**

3.	Reception area must be neat and tidy	
4.	RMI Code of Conduct and RRA Accreditation Certificate must be prominently displayed	

#### **Legal Requirements**

5.	Ventilation, lighting and safety precautions of workshop must comply with the requirements of the Occupational Health and Safety Act	
6.	Health and hygiene of staff	
	◆ A compulsory testing of lead levels in blood	
	◆ Designated areas for cleansing, eating etc.	
	◆ Must comply with OHS Act	

### **COMPONENT REMANUFACTURERS' – MIBCO, CHAPTER V**

**NOTE:** Firms that undertake the bonding of automotive brake disc pads will not be acceptable for registration.

1.	Components for reconditioning must be done in reasonable quantities for placing in stock to be used for exchange purposes.	
2.	The premises and machinery layout must provide for:	
	(a) clear demarcation between brake-shoe reconditioning, air hydraulic brake component reconditioning, clutch component reconditioning, brake drum/disc skimming activities	
	(b) physical demarcation between the reconditioning of the components mentioned in (a) above and the reconditioning of radiators/fuel tanks and/or prop shafts/CV joints	
	(c) a systematic flow of work from stripping and cleaning to final testing of components	



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3.	There must be satisfactory machinery and cleaning equipment for the reconditioning of components.	
4.	For brake shoe reconditioning (bonding/riveting) there must be:	
	(a) gas burner	
	(b) finishing machine	
	(c) sandblast or similar cleaning machine	
	(d) a thermostatic oven with pyrometric control and adequate circulation to ensure even temperature	
	(e) a radius grinder with calibrations for depth of cut and measuring gauges must be on hand	
	(f) riveting machine	
	(g) drilling machine	
	(h) bonding bands with turnbuckles	
	(i) finishing machine or side grinder	
5.	For reconditioning of air hydraulic brake components there must be:	
	(a) chemical cleaning bath and rinsing bath	
	(b) glass bead blaster	
	(c) bench grinder fitted with wire brush	
	(d) appropriate equipment for testing of airbrake components and hydraulic brake components (pressure hold and release etc.)	
	(e) cylinder honer	
	(f) compressor	
	(g) pneumatic or hydraulic press	
6.	For skimming of brake drums and discs there must be:	
	(a) a drum lathe	
	(b) a machine for skimming of brake discs	
	(c) brake drum grinder for removing hard spots	
	(d) dial gauge to measure run-out	
	(e) precision measuring instruments (vernier/micrometer etc.)	
7.	For reconditioning of clutch plates there must be:	
	(a) suitable cleaning equipment	
	(b) a drilling machine	
	(c) a riveting machine	
	(d) suitable bench mounted jigs/run-out mandrel to test trueness of plates	
8.	For reconditioning of clutch pressure plates there must be:	
	(a) suitable cleaning equipment	
	(b) a machine for grinding (refacing) of pressure plates	
	(c) a setting and stripping table with appropriate gauges	
	(d) a spring tester	
	(e) an appropriate pressure plate tester for testing overall pressure and release of unit	
	(f) a suitable machine for riveting diaphragm type pressure plates	



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**NOTE:** All finger type and diaphragm type pressure plates must be completely stripped before reconditioning

9. For reconditioning of radiator, heat exchanger and fuel tanks, there must be:	
(a) a boil-out compound bath	
(b) high pressure type water/air gun	
(c) radiator/fuel tank clamping stand	
(d) gas flame/air torches	
(e) compressor	
(f) appropriate welding/soldering equipment	
(g) regulated air pressure bath for underwater testing	

10. For propshaft/CV joint reconditioning there must be:	
(a) suitable cleaning equipment	
(b) a propshaft balancing machine	
(c) appropriate welding equipment (CO <sup>2</sup> )	
(d) stripping tables	
(e) appropriate hand tools	
(f) hydraulic press	
(g) centre lathe and arbour press	
(h) suitable testing equipment	

11. There must be adequate supervision by adequately qualified technicians and satisfactory arrangements for regular testing of all the above mentioned components	
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**ANNEXURE C**

**BASIC REQUIREMENTS FOR ACCREDITATION OF A DIESEL FUEL INJECTION ESTABLISHMENT**

Associate Membership: C1 .....

Development Membership: C2 .....

Accredited Membership:

 Franchise Workshop C3 .....
 Independent Workshop C4 .....

Business Franchise (if any) .....

Product Franchise/s (if any) .....

<b>Facilities:</b>	<b>Yes</b>	<b>No</b>
<b>Image</b>		
• Company signage		
• Vehicle signage		
<b>Use of RMI logo on:</b>		
• Company signage		
• Stationery		
• Company Vehicles		
<b>Product promotion</b>		
<b>Comment on general appearance</b>		
<b>Reception area</b>	<b>Yes</b>	<b>No</b>
Sales counter - not used for normal administration duties		
Display of RMI Code of Conduct with valid disc		
Good housekeeping of area		
Workshop/Admin offices separate from reception		
<b>Customer waiting facility</b>	<b>Yes</b>	<b>No</b>
Seating for clients with reading material		
<b>Customer refreshments</b>		
<b>Guarantee / Warranty Provided</b>	<b>Yes</b>	<b>No</b>
Displayed / Advertised / Printed		
Length of Warranty		



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<b>Lighting</b>	<b>Yes</b>	<b>No</b>
Adequate lighting		
<b>Ventilation</b>	<b>Yes</b>	<b>No</b>
Is area ventilated		
<b>Other Requirement: Please provide the following information</b>		
Number of years in the business	Years	
VAT number		
Import registration number		
What size are your premises, excluding parking?	Sq. m	
<b>Other Requirement: Please provide the following information</b>		
	<b>Yes</b>	<b>No</b>
Do you own the property?		
Are you SABS 0166 compliant?		
If you import, are you registered with SABS?		
Do you offer a delivery service?		
Do you operate a computerized workshop management accounting system?		
<b>Franchise Status</b>	<b>Yes</b>	<b>No</b>
Indicate if part of a franchised group		
Which group:		
<b>Safety</b>	<b>Yes</b>	<b>No</b>
Does your equipment comply with the Occupational Health & Safety Act?		
Warning Signs: Facilities and customer/commercial restrictions (must satisfy safety requirements)		
Fire Extinguishers: Visibly placed and identified?		
Maintenance contracts up to date?		
<b>Employment</b>		
MIBCO reference number		
PAYE reference number		
UIF reference number		
Workmen's Compensation reference number		
<b>Employment</b>	<b>Yes</b>	<b>No</b>
Do you provide medical aid for your staff		
Do you provide pension/provident funds for staff		
Do you provide ongoing product training for staff		
Do you provide other training for staff		
If yes, details		



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Uniform / Corporate clothing provided		
Company / Franchise / RMI identification		
Staff complement:		
Sales / Admin		
Technical		
<b>Total</b>		
<b>Staff:</b>	<b>Yes</b>	<b>No</b>
Do you employ journeymen?		
Do you employ apprentices/learners?		
<b>Workroom</b>	<b>Yes</b>	<b>No</b>
Does your workroom comply with the Factories, Machinery & Building Work Act 22 of 1941?		
Is the size of the workroom sufficient?		
Is there sufficient ventilation in the workroom?		
Is the workroom dust & particle free?		
Is the workroom clean and tidy?		
Is there sufficient lighting in the workroom		
Does the heating system cause condensation?		
Do you provide ear protection for staff?		
Do you provide eye protection for staff?		
Do you have a bi-annual certificate of fitness for test bench/es and injector testers?		
Do you have a pressure test tank?		
<b>Cleaning Equipment</b>	<b>Yes</b>	<b>No</b>
Is protective clothing provided for the cleaning processes?		
Do you have a motorized wire brush & buff?		
Do you have an air compressor?		
Do you use an ultrasonic cleaning method?		
<b>General Equipment</b>	<b>Yes</b>	<b>No</b>
Do you have a workbench/es?		
Trays & containers to hold parts?		
Wet assembly tray with calibration fluid?		
Tool and test equipment storage facility?		
Three phase electrical and other supply?		
Technical literature and records?		
<b>Hand Tools</b>	<b>Yes</b>	<b>No</b>
Do you have the following tools:		
0-300nm torque wrench		
letter & figure punches		
0 - 150mm internal/external vernier caliper		
engraving tool		



0-5000r/m tachometer		
stopwatch graduated 0,1s		
spanners		
flare nut wrenches		
socket wrenches		
sealing pliers		
locking wire seals hexagon wrench keys and specialized tool kits		
<b>Test Bench</b>		
What type of test bench/es do you have?		
Which models?		
<b>Injector Test Equipment</b>	<b>Yes</b>	<b>No</b>
Do you have an injector test facility		
Do you have two spring injector tooling?		
<b>Do you have in-house capabilities to repair and test?</b>	<b>Yes</b>	<b>No</b>
Bosch Mw Type - Mechanical Governor		
Cav-Bosch-Zexel-Nippon Denso - A-Type Mechanical Governor		
A-Type Combined Governor		
Flange Mounted		
Bosch P-Type Turbocharged 1,2,3000 Series		
Bosch P-Type Turbocharged 7/8000 Series		
Bosch P-Type Non-Turbocharged 1,2,3000 Series		
Bosch P-Type Non-Turbocharged 7/8000 Series		
Bosch P-Type Turbocharged Electronic 6 Cyl		
Bosch H-Type Turbocharged Electronic 6 & 8 Cyl		
Rotary Fuel Pump Va & Ve		
Rotary Fuel Pump Ve Turbocharged		
Rotary Fuel Pump Ve Electronic 6,5,& 4 Cyl		
Dpa/Roto Diesel Pump		
Dpc/Dps Pump		
Stanadyne Pump		
Stanadyne Pump Electronic 6,4 & 3 Cyl		
Cummins-Pt		
Cummins-Pt With Afc		
Caterpillar Pump - Sleeve Metering		





Caterpillar Pump - Scroll Type		
Service Injectors / Renew Nozzle		
Recondition Cummins Injectors		
Recondition G.M. Injectors		
Recondition Unit Injector		
Recondition 2-Spring Injector		
Calibration Only		
Consumables / Sundry Kit		
Strip, Wash And Quote		
<b>General</b>	<b>Yes</b>	<b>No</b>
Do you service and/or repair Turbo's? If yes, please supply more details on equipment in use		
Do you offer electronic onboard diagnostics testing?		
Do you offer field service?		
Do you have a wheel dynamometer?		

**Briefly describe calibration procedures in place, if any -**

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**For office use only (observations / notes):**

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