



Auto Glass Safety Council
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ATTACHMENT B

ANSI/AGSC/AGRSS 003-2015™ Automotive Glass Replacement Safety Standard
DECLARATION OF STANDARD CONFORMANCE
SELF ASSESSMENT

Company Name: _____ Date: _____

Company Address: _____

Company FEIN #: _____

Is this a new AGSC Registration application or a renewal of an AGSC Registration application?
NEW APPLICATION: Proceed to page 2 and complete remainder of document
RENEWAL APPLICATION: Complete Section R-1: Registration Renewal below

SECTION R-1: RENEWAL DECLARATION

R:1 What adhesive manufacturer system are you currently using? _____

R:2 Is this the same system you were using when you originally registered with AGSC or at the time of your last registration renewal? YES _____ NO _____

R:3 If YES, has the adhesive manufacturer's system and system documentation stayed the same since your last registration renewal? YES _____ NO _____

If you answered YES to R:2 and R:3, please sign and date the form below and return along with your payment to:

Auto Glass Safety Council, 20 PGA Drive, Suite 201, Stafford, VA 22554

If you answered NO to either R:2 and/or R:3, please complete the remainder of this document.

The information on Attachment B is true and accurate to the best of my knowledge.

Signature: _____ Date: _____
(Signed by company officer or owner)

Printed name: _____

PLEASE NOTE: Items going forward are numbered to correspond with the ANSI/AGSC/AGRSS 003-2015 Standard and do not necessarily follow numerical order.

SECTION 4: VEHICLE ASSESSMENT BEFORE REPLACEMENT

4.1 Do the personnel performing automotive glass replacement refrain from beginning or completing an installation where any related condition would compromise the retention system (*examples may include, but are not limited to, the following: rust, contamination, suspect materials*)? Yes No

4.1.01 In the event that such a compromised installation is apparent, are processes in place and followed to notify the owner/operator of such a condition? Yes No

4.1.02 If such a condition has occurred, is documentation completed, kept on file and available for review? Yes No

SECTION 4: CHECKING CONFORMANCE

- **Check to make sure that:**
 - **Inspections are completed to identify conditions outlined in Section 4, and that no installation takes place when such conditions exist.**
 - **The owner/operator is notified of such a condition.**
 - **Documents noting such conditions are created and maintained.**

DELIVERABLES:

4.1 Have available a copy of the record utilized to record conditions of vehicle that could compromise the retention system.

SECTION 5: SELECTION OF GLASS AND RETENTION SYSTEMS

5.1 Have all the retention system suppliers/vendors that your functional units use been verified to ensure that their products are produced under the ISO 9001 standard or any standard that contains the entire text of ISO 9001? Yes No

5.2 Has assurance been established that the glass products purchased for use by your company meet the requirements of ANSI-Z26.1 as required by Federal Motor Vehicle Safety Standard 205? Yes No

5.3 Is the retention system you are using OEM approved or equivalent and is documentation available certifying this approval of equivalency? Yes No

5.4 Is documentation readily available from the retention system manufacturer or private labeler that instructs users of such systems regarding all of the following criteria:

5.4.01 Proper use of application materials? Yes No

5.4.02 Storage specifications? Yes No

5.4.03 Special requirements regarding adverse weather conditions? Yes No

5.4.04 If the documentation is available as stated in 5.4, has such documentation been verified to be the most current revision available from the retention system manufacturer or private labeler? Yes No

5.5 For products stored and accessible for use, have they been verified for being within specified expiration dates and having printed and legible lot numbers? Yes No

SECTION 5: CHECKING CONFORMANCE

- Ask retention system manufacturer/private labeler to provide documentation verifying their products as being produced under the ISO 9001 standard or any standard that contains the entire text of ISO 9001.
- Ask retention system manufacturer/private labeler to provide record of products being OEM approved or equivalent.
- Ask retention system manufacturer/private labeler to provide current written comprehensive instructions regarding proper use of application materials, storage specifications, minimum drive-away time containing temperature and humidity variables and requirements regarding adverse weather conditions.
- Make sure all auto glass technicians have such instructions readily available and that such instructions are followed.
- Check inventories to verify all products are within the specified expiration dates and have printed, legible lot numbers.

DELIVERABLES:

5.1 During your validation review, have available a copy of the retention system manufacturer/private labeler document that specifies compliance to the ISO 9001 standard or any standard that contains the entire text of ISO 9001.

5.3 Have available a retention system manufacturer/private labeler document that specifies retention system being either OEM approved or equivalent.

5.4 Have available the original (or photo-copy of the cover of) retention system manufacturer's/private labeler's current written instructions in which all points mentioned in section 5.4 are covered.

SECTION 6: INSTALLATION STANDARDS—ADHESIVE BONDED

6.1 Are all automotive glass replacements, either in-shop or mobile, completed in accordance with the manufacturer's/private labeler's application instructions as stated in 5.5? Yes No

6.2 Are all products stored and controlled according to the manufacturer's/private labeler's requirements? Yes No

6.3 Are all automotive glass replacements, undertaken using an adhesive glass retention bonding system, allowed to achieve minimum drive-away-time strength by the time the vehicle may reasonably be expected to be operated? Yes No

6.4.01 Are all vehicle owners/operators notified prior to the installation process of the minimum drive-away time under the circumstances of the replacement? Yes No

6.4.02 Are all vehicle owners/operators notified after the installation process of the minimum drive-away time under the circumstances of the replacement? Yes No

- 6.5 Is the adhesive bead applied in such a manner that the profile and dimensions meet or exceed the original equipment configuration or recommendation of adhesive system manufacturer? Yes No
- 6.6 Application questions regarding polyurethane, polysulfide, butyl, or other non-polyurethane adhesive bonding systems:
- 6.6.01 In OEM polyurethane applications, is the glass replaced with polyurethane or an equivalent bonding system? Yes No
- 6.6.02 If the OEM installations are butyl, polysulfide or other non-polyurethane and the vehicle is licensed for highway use, are all applications performed using polyurethane or an equivalent retention system used (unless these are applied in conflict with current OEM specifications)? Yes No
- 6.7 Are all adhesive system component lot numbers traceable to each job? Yes No
- 6.8 Are all glass parts DOT numbers and part numbers traceable to the installation? Yes No
- 6.9 Are all products used, subject to open shelf life, active shelf life and expiration dates, controlled to prevent unintended usage? Yes No
- 6.10 Are all replacement supplemental mechanical glass retention devices replaced to the original equipment specifications? Yes No
- 6.11 When installation personnel detect inappropriate replacement methods or materials, is the owner/operator of the vehicle so notified? Yes No
- 6.12 Are all improper glass installations, caused by inappropriate replacement methods or materials, corrected by using appropriate methods as described in Section 5.0? Yes No
- 6.13 When sealing air or water leaks within a polyurethane retention system, are compatible polyurethane adhesives used (equates to NO silicones or butyls are used)? Yes No
- 6.14 Is only the full cut method used in polyurethane retention system installations? Yes No

SECTION 6: CHECKING CONFORMANCE

- **Check to see that the following list of adhesive manufacturer/private labeler instructions are followed:**
 - **All automotive glass replacements are completed in accordance to current written instructions.**
 - **All products are stored in accordance to current written instructions.**
 - **All automotive glass replacements are allowed to achieve recommended drive-away times prior to being operated.**
 - **All products subject to shelf life, active shelf life and expiration dates are used in accordance to written instructions.**
 - **All installations are completed using the full-cut method.**
 - **All air or water leaks are sealed with a compatible polyurethane adhesive when working with a polyurethane retention system.**
 - **All improper glass installations caused by inappropriate replacement methods or materials are corrected according to written instructions and that the owner/operator of the vehicle is notified.**
- **Check to see that adhesive beads applied meet or exceed OEM profile and dimension configuration or recommendation of adhesive system manufacturer.**

- Check to see that polyurethane and/or an equivalent bonding system is always used in OEM polyurethane applications.
- Check to see that all non-polyurethane OEM installations are performed using a polyurethane and/or equivalent retention system, if the vehicle is licensed for highway use and not in conflict with current OEM specifications.
- Check to see that all adhesive system component lot numbers and glass part DOT/part numbers are traceable to each job.
- Check to see that vehicle owners/operators are notified prior to the installation process of the minimum drive-away time.
- Check to see that vehicle owners/operators are notified of the minimum drive away time after the installation is completed.
- Check to see that all mechanical glass retention devices are replaced to original equipment specifications.

DELIVERABLES:

6.3 During your validation review, have available a copy of the drive-away time chart provided by the retention system manufacturer/private labeler.

6.4 Have available a copy of the record utilized to record drive-away times specified to the vehicle owner/operator.

6.7 Have available a copy of the record utilized to note retention system lot numbers and glass part DOT/part numbers.

SECTION 7: INSTALLATION STANDARDS—RUBBER GASKET

7.1.01 In OEM installations where a combination of a rubber gasket and polyurethane is used in a retention system, is an equivalent adhesive bonding system used in all such replacements? Yes No

7.1.02 In OEM gasket installations where the OEM did not include polyurethane or an equivalent adhesive system, is polyurethane or an equivalent adhesive bonding system used, even if later production models included the addition of adhesive systems without vehicle body style modifications? Yes No

7.2 Do all installations where the OEM gasket installation does not include adhesive and the vehicle is licensed for highway use and is less than 10,000 lbs. Gross Vehicle Weight (GVW), include polyurethane or an equivalent adhesive bonding system? Yes No

7.3 When sealing air or water leaks within a rubber gasket/polyurethane ADHESIVE SYSTEM, is only compatible polyurethane used? Yes No

SECTION 7: CHECKING CONFORMANCE

- Check to see that all gasket set installations and sealing for air or water leaks comply with each of the stated 7.1.01 through 7.3 points of this section.

SECTION 8: ADDITIONAL REQUIREMENTS

- 8.1 During all mechanically-fastened automotive installations, are parts replaced only according to original equipment specifications? Yes No
- 8.2 When glass parts are installed in vehicles licensed for highway use, including custom cut parts, are they marked in compliance with the certification requirements specified in FMVSS 205 and the marking requirements of ANSI Z26.1? Yes No
- 8.3 When internal or external mirrors are replaced, do these parts meet or exceed original equipment specifications and the requirements of FMVSS 111? Yes No
- 8.4 Whenever OEM retention systems are modified on later production models without body style modifications, is only the most current retention system used in the replacement unless otherwise stated by the OEM? Yes No
- 8.5.01 Do you have a system in place that requires reporting directly to the manufacturer or product supplier a failure or defect in any product used or intended for use in the automotive glass replacement process that the installer believes could jeopardize customer safety? Yes No
- 8.5.02 Do you have a system in place that requires reporting directly to the customer any product installed by those engaged in automotive glass replacements that is discovered to be defective or is determined could jeopardize customer safety with an offer to remedy the situation? Yes No
- 8.5.03 In instances as described in 8.5.01 and 8.5.02, are records kept of such notification and product deficiency? Yes No
- 8.6.01 Are there policies and controls in place preventing the use of materials that could adversely affect the glass retention system, including but not limited to, cleaners, release agents, solvents and lubricants? Yes No
- 8.6.02 Are there policies and controls in place that prevent any installation practice that could adversely affect the glass retention system? Yes No
- 8.7 Are documents maintained to demonstrate compliance with ANSI/AGSC/AGRSS 003-2015 for at least three years following the date the work was completed and are these records legible, easily identifiable and readily available? Yes No
- 8.8.01 When repairing, removing or replacing motorized windows and/or panels in automobiles equipped with anti-pinch mechanisms, are these mechanisms reset, initialized and/or confirmed to be in proper operation before the vehicle is released to the owner? Yes No
- 8.8.02 Are there policies in place to notify the owner both verbally and in writing should such resetting or initializing be unable to be completed for any reason? Yes No

SECTION 8: CHECKING CONFORMANCE

- **Check to see that technicians are equipped with proper training and follow proper guidelines for replacing all mechanically-fastened parts according to OEM specifications.**
- **Check to see that all glass parts and mirrors are compliant with FMVSS 205/ANSI Z26.1 and FMVSS 111 respectively and that glass parts are marked for such compliance.**

- Check to see that the most current retention system is used whenever OEM retention systems are modified on later production models without body style modification.
- Check to see that you have a system in place to report to the manufacturer or supplier of products if their products may jeopardize customer safety.
- Check to see that you have a system in place to report to the customer products that are defective or may jeopardize customer safety with an offer to remedy the situation.
- Check to see that you maintain, for at least three years following the date the work was completed, the documents which demonstrate your compliance with ANSI/AGSC/AGRSS 003-2015.
- Check to see that motorized windows and/or panels in automobiles equipped with anti-pinch mechanisms are reset, initialized and/or confirmed to be in proper operation before the vehicle is released to the owner and should such proper operation not be obtainable, check to see that you have policies in place to notify the owner both verbally and in writing.
- Check to see that you have policies and controls in place that prevent the use of materials or installation practices that could adversely affect the glass retention system.

SECTION 9: EDUCATION

- 9.1 Are all technicians, performing replacement of automotive glass fully qualified for the tasks they are required to perform (note: qualifications shall include, at a MINIMUM, completion of a comprehensive training program with a final exam and an ongoing education component)? Yes No
- 9.1.01 Does the training program include AGR Safety issues? Yes No
- 9.1.02 Does the training program include understanding of OEM installation standards and practices? Yes No
- 9.1.03 Does the training program include relevant technical specifications? Yes No
- 9.1.04 Does the training program include comprehensive retention specific training? Yes No
- 9.1.05 Does the training program include the opportunity to apply and demonstrate the skills learned? Yes No
- 9.1.06 Are records maintained that demonstrate compliance with 9.1? Yes No
- 9.2.01 Are all personnel directly involved in the automotive glass replacement process (examples: schedulers, purchasers, managers, and customer service and quality control representatives) trained with respect to the content and requirements of the current version of the ANSI/AGSC/AGRSS Standard? Yes No
- 9.2.02 Are records kept and maintained detailing the content and date of this training as well as the participants and the acknowledgement of the participants' successful completion of the training and the participants' receipt of a printed copy of the current standard? Yes No

SECTION 9: CHECKING CONFORMANCE

- Check to see that all personnel performing auto glass replacement are current with completion of a qualified training program that includes, but is not limited to, points 9.1.01 through 9.1.05.
- Check to see that records are maintained to demonstrate each person's completion of the training specified within section 9.
- Check to see that all personnel involved in the automotive glass replacement process (examples: schedulers, purchasers, managers, and customer service and quality control representatives) are trained with respect to the contents and requirements of the current ANSI/AGSC/ AGRSS Standard and receive a copy of this standard.
- Check to see that records are maintained to demonstrate each person's completion of training and receipt of a copy of the current standard.

DELIVERABLES:

9.1 During your validation review, have available a sample copy of AGR-related training certificate of employed auto glass technicians indicating form of training maintained.

9.2 During your validation review, have available records indicating the training of all personnel involved in the automotive glass replacement process.



DECLARATION OF CONFORMANCE TO ANSI/AGSC/AGRSS 003-2015

Company Name: _____

Person Completing Registration: _____

Title: _____

The information in Attachment B is true and accurate to the best of my knowledge.

Signature: _____ Date: _____
(Signed by company officer or owner)

DELIVERABLES CHECK LIST

The following is a list of the items that need to be submitted with this Attachment B-Declaration of Standard Conformance in application to become an AGSC Registered Member company. You will also need to have copies of these items available during your validation audit.

DELIVERABLE 1:

4.1 Copy of form used to record conditions of vehicle that could compromise the retention system.

DELIVERABLE 2:

5.1 Copy of the retention system manufacturer/private labeler document that specifies compliance to the ISO 9001 standard or any standard that contains the entire text of ISO 9001.

DELIVERABLE 3:

5.3 Copy of the retention system manufacturer/private labeler document that specifies retention system being either OEM approved or equivalent.

DELIVERABLE 4:

5.4 Copy of cover of retention system manufacturer/private labeler current written instructions.

DELIVERABLE 5:

6.3 Copy of drive-away time chart provided by retention system manufacturer/private labeler.

DELIVERABLE 6:

6.4 Copy of your shop's record utilized to record drive-away times specified to the vehicle owner/operator (make sure names of owner/operator do not appear).

DELIVERABLE 7:

6.7 Copy of your shop's record utilized to note retention system lot numbers and glass part DOT/part numbers (make sure names of owner/operator do not appear).

DELIVERABLE 8:

9.1 Copy of AGR-related training certificate of personnel performing auto glass replacement indicating form of training maintained.

9.2 Copy of proof of training of all personnel directly involved in the automotive glass replacement process detailing the content, date, participants and acknowledgement of the participants' successful completion of the training and receipt of a printed copy of the current standard.