

AGRSS

Auto Glass Replacement
Safety Standards Council

AGRSS Council

800 Roosevelt Road, Bldg. C, Suite 312
Glen Ellyn, Illinois 60137
630-942-6597, rickc@agrss.com

Attention: Auto Glass Replacement Shop

Subject: **AGRSS Council approval of Registration of Conformance with ANSI/AGRSS 002-2002 Automotive Glass Replacement Safety Standard**

From: AGRSS Council

Date: October, 2009

Thank you for your request to become an AGRSS registered company. Your successful completion of the following registration form and Declaration of Standard Conformance creates a means for your company to demonstrate its compliance with this standard of best practices for the safe installation of auto glass.

Treat this application seriously, since you are stating that your company and its auto glass installation personnel adhere to the standard.

Within this application package, you will find:

- A. An Application:** Defines subjects of agreement, signature of endorsement, business information, payment, number of additional shop locations requiring certificates and submission information.
- B. Attachment A:** Copy of current ANSI/AGRSS 002-2002 standard for record and circulation to those within your employment.
- C. Attachment B:** Declaration of Standard Conformance that represents your own assessment of conformance to the required practices as defined by the standard. The gray-shaded boxes, entitled, "Checking Conformance", provide tips on how to measure your company's compliance with each particular section (1-8) of the standard. The yellow-shaded boxes define what documents must be attached to the "DELIVERABLE CHECK-LIST-SHEET" that provide further validation of your company's conformance. Each deliverable is numbered within each yellow-shaded box representing a separate deliverable and corresponding to the applicable section of the standard.
- D. DELIVERABLE CHECK-LIST-SHEET:** A summary outline and reminder of each deliverable document that needs to be attached, in order of sequence, to this sheet.
- E. Attachment C:** Copy of the Third Party Validation Description and Registered Company Participation Requirements.

(Continued)



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Following are key notes and instructions to make sure you are successful in your application for registration:

1. Applications for registration must include the submission of:
 - A. The completed Application with payment.
 - B. The completed Attachment B-indicating "Yes" on every requirement of measurement, signed by an officer or the owner of the Applicant and notarized.
 - C. The DELIVERABLE CHECK-LIST-SHEET with the 8 deliverable documents attached in order.
2. Your completed application must be post marked no later than 90 days following the mailing of your packet from the AGRSS administrator.
3. If the Applicant conducts business from more than one store location, refer to the attached chart to identify how many locations need to be assessed in order to constitute an approved random sampling.
4. If any non-compliances are discovered during the self-assessment process, corrective action by company management needs to occur to remedy the situation. Once management feels that the corrective action is in place, the specific subject of non-compliance needs to be re-assessed for approval. The measurement box that had been marked "No", on Attachment B, can then be corrected to indicate "Yes". Once all non compliances are corrected and each box on Attachment B marked "Yes", it is then to be signed by an officer or the owner and notarized. Note that the 90 day window for registration provides adequate time for any possible modifications within company procedures in order to assure a compliant status.
5. All registrations are valid for one year following their receipt by the AGRSS Secretary with the renewal date being set for the closest following quarter ending date (March 31, June 30, September 30, December 31). A renewal registration, requiring the same procedure, will be mailed to each registered glass company 90 days prior to expiration. Renewals must be completed and post marked by the assigned, quarter-ending, expiration date.
6. Any registration applications not completed properly will be returned to the sender, noting why the application was not accepted. If the submitting company should require assistance, it can contact the AGRSS Secretary for directions.
7. All registered companies will have their locations entered onto the AGRSS consumer website, www.safewindshields.com, and have the right to utilize the AGRSS logo and marketing materials.

The AGRSS Standard defines the practices necessary to achieve a proper auto glass installation. Every AGR company has the inherent responsibility to do everything possible to work within our standard's guidelines. The AGRSS registration program is an excellent program to help differentiate your company, provide meaningful promotional capabilities to those customers you serve and create a means of helpful measurement to identify your current strengths while alerting you to areas of possible improvement. Ultimately, the AGRSS registration program is a great way to assist in the growth of your business while eliminating a great many expensive risks along the way.

A handwritten signature in black ink, appearing to read 'Debra Perry'.

AGRSS Council Chairperson

A handwritten signature in black ink, appearing to read 'Rick Chubb'.

AGRSS Administrator

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Random Sampling Chart

For applicants having more than one store location, please refer to the following chart to determine how many locations need to be assessed in order to constitute an acceptable random sampling.

Number of store locations:	Number of location assessments:
1-3.....	1
4-8.....	2
9-15.....	3
16-24.....	4
25-35.....	5
36-48.....	6
49-63.....	7
64-80.....	8
81-99.....	9
100+ Compute the square root of store locations to determine number of random sampling.	