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 (MCL 257.1311).

(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) Charging of air conditioning systems must be performed by mechanics certified in Heating and Air Conditioning.

3-1.2 Unitized Body Structural Repair. A mechanic who diagnoses, repairs or replaces components which affect the structural integrity of a unitized body vehicle must be certified in Unitized Body Structural Repair. This includes persons who diagnose (estimate) the extent of work needed to repair damaged structural components.

(a) **Structural Components.** Unitized body structural components are:

(1) Aprons;

(2) Cowl panel;

(3) Cross members;

(4) Floor pans;

(5) Front rails;

(6) Front strut towers;

(7) Pillars;

(8) Quarter panels;

(9) Radiator core support;

(10) Rear rails;

(11) Rear strut towers;

(12) Rocker panels;

(13) Roof panel;

(14) Upper and lower rails;

(15) Wheelhouse panels.

(b) Removing a dent from a roof or quarter panel is not viewed as affecting the structural integrity of the vehicle. It 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 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, Bureau of Regulatory Services investigators and other law enforcement officials may make periodic unannounced inspections of the premises and parts inventories of facilities.

Section 3-3
MAJOR COMPONENT PARTS

The *Motor Vehicle Service and Repair Act* defines the following parts as the major component parts of a vehicle:

(a) The body of a passenger vehicle;

(b) The cab of a truck;

(c) The cargo box of a pickup;

(d) The deck lid, tailgate or hatchback;

(e) The doors;

(f) The engine;

(g) The frame, or if the vehicle has a unitized body, the supporting structure that serves as the frame on a unitized body;

(h) The front or rear bumper;

(i) The hood;

(j) The right or left front fender;

(k) The right or left rear quarter panel;

(l) The transmission;

(m) The trunk floor pan; and

(n) Airbags.

Major component parts from late model vehicles must be listed in a parts inventory record kept with a Police Book utilized by used vehicle parts dealers, foreign salvage vehicle dealers and repair facilities engaged in vehicle body repairs. See Glossary for late model vehicle definition. See Chapter 2 for Police Book requirements.

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 Chapter 2 for a sample which may be reproduced). 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 which 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 for the stock number assigned to each part which is removed. When a stock number is assigned to an individual part, the number used must be traceable in the records 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 [MCL 257.1318(2)]. The pages of the record must be numbered consecutively.

(a) Electronic Record Keeping. A body shop may keep an electronic major component part record if the following requirements are met:

(1) Hard (paper) copies of all data entries are maintained in sequential order and are available for inspection at the body shop's location;

(2) 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 Bureau of Regulatory Services investigator or other law enforcement officer during a record inspection or a complaint investigation;

(3) 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.

(b) Electronic Search. If a facility keeps electronic part records, all major component part records may be searched electronically at the body shop location. Such a search should produce a major component part record for any and all transactions required to be in the body shop's records which meet the search criteria. The following must be available electronically:

(1) Stock number;

(2) VIN or VIN derivative;

(3) Customer name;

(4) Name and dealer number of dealer from whom part was acquired;

(5) Date of purchase.

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 (MCL 257.1318).

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 B Used Vehicle Dealer. Body shops may not sell a whole salvage vehicle or a rebuilt vehicle without a Class B 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.