

**REQUEST FOR SUPPLIER INFORMATION: STANDARD MOTOR BODY REPAIRERS (MBR) FACILITY SPECIFICATION**

Trading Name:	
Registered Name:	
Registration No.	Vat No.

**Facility Services and Operational Specifications**

Please complete the form below and attach 4 colour photos of the Building Exterior and 8 colour photos of the workshop to this application form. The photo report must contain your shop's details and heading of each section of the building.

PAINT SHOP REQUIREMENTS					
Spray booth		Down Draft		Heating	
YES	NO	YES	NO	YES	NO
Make of Spraybooths		Number of Spraybooths		Paint Mixing Room	
				YES	NO
Make of Mixing Room		Spray Guns		Mixing Bench and Scales	
		YES	NO	Yes	NO
Respirators with fresh air supply		Number of Respirators			
YES	NO				
Number of certified and qualified painters:					
Name of paint brand:					
Written Warranty period on paint (attach sample):				Years:	
PREPARATION BAY REQUIREMENTS					
Preparation Bays		Down Draft		Infra-Red	
YES	NO	YES	NO	YES	NO
Make of Prep Bays		Number of Prep Bays		Central Vacuum System	
				YES	NO

SPECIALISED EQUIPMENT					
Name of Frame / Body Alignment system		How many of each type		Do you own JIGS	
				YES	NO
Type of Body Alignment System:					
Name and Make of mechanical three-dimensional measuring system with capabilities for symmetrical and asymmetrical vehicle chassis, including current model data sheets:					
Name and Make of electronic three-dimensional measuring system with capabilities for symmetrical and asymmetrical vehicle chassis, including current model date sheets:					

Name and Make of welding equipment:				Metal inert gas	
				YES	NO
Spot weld remover		Short wave infrared lights		Mobile dry flatting system	
YES	NO	YES	NO	YES	NO
Centralised vacuum system		Headlamp setting equipment		Wheel alignment setting equipment	
YES	NO	YES	NO	YES	NO

REPAIR SHOP REQUIREMENTS					
Number of Certified/Qualified panelbeaters			Written guarantee on workmanship (attach sample)		
			YES	NO	Years
Equipment available:					
2 Post Hoists		4 Post Hoist		Tool Trolleys	
YES	NO	YES	NO	YES	NO
Creepers		Radiator Pressure Tester		Engine Hoist	
YES	NO	YES	NO	YES	NO
Basic artisan's tools as per main agreement of the Motor Industry Bargaining Council (MIBCO). List:					
List other types of equipment:					

TOWING REQUIREMENTS					
Do you own your towing equipment			Sling back trucks:		
YES	NO		YES	NO	Quantity:
After hours towing service		24 Hour towing service		Telephone number:	
YES	NO	YES	NO	Contact Person:	
If you don't have a towing service who do you use					
After hours towing service		24 Hour towing service		Telephone number:	
YES	NO	YES	NO	Contact Person:	

COURTESY VEHICLE REQUIREMENTS					
Do you offer a courtesy lift service (pick up and drop off)			Do you have courtesy vehicles		Number of vehicles
YES	NO		YES	NO	Manual: Automatic:
Do you have any commercial vehicles available			Total number of vehicles available:		
YES	NO				

CAPACITY		
How many vehicles can you accept		
Daily:	Weekly:	Monthly:
What is your average repair turn-around time:		

**COMMUNICATIONS**

Who is the main contact person for your business	Cell / Tel No	Email
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May we email the main contact person notices or updates relating to our business relationship

Preferred method of communication:

Which area of Insurance Business are you applying to provide services to:

- Is your email monitored regularly during working hours
- Do you have at least 1 dedicated land line

**OPERATING HOURS**

- Are you open for business on Saturdays
- Are you closed during festive seasons
- Do you have after hours / emergency facilities available
- Do you have mobile services

**OTHER**

What is the nearest town / city to your facility:	What is the estimated distance:				
	<input type="checkbox"/> 0-50m	<input type="checkbox"/> 51-100km	<input type="checkbox"/> 101-150km	<input type="checkbox"/> 151-200km	<input type="checkbox"/> 201-250km

**TYPE OF MOTOR BODY REPAIRS SERVICES**

**MOTOR CLAIMS**

- Agricultural
- Air Conditioning
- Body Customisation
- Canopies
- Caravans / Motor Homes
- Electricians
- Engine Modifications
- Glass
- Mechanical
- Motorcycles & Quads
- Motor Body Repairs MBR Non-Structural (NSR)
- Motor Body Repairs MBR Major Structural (MSR)
- Racing Vehicles
- Service & Maintenance
- Sound & Security
- Specialist Repairs

Other, please list:

**PREMISES**

Shop size: <input type="checkbox"/> small <input type="checkbox"/> medium <input type="checkbox"/> large  Square meters? _____  Do you own or rent? _____  How long have you been at your premises? Years _____ Months _____ Do you have a designated reception area? YES <input type="checkbox"/> NO <input type="checkbox"/> Do you have designated offices?        YES <input type="checkbox"/> NO <input type="checkbox"/>  Photographs External: Building / Wash Bay / Quotation Bay / Parking  Photographs Workshop: Reception Area / Spraybooth / Mixing Room / Prep Area / Panel beating / Wash Bay / Complete shop	Quality Controller Name: _____  Customer Care Liaison Name: _____  Do you have an enclosed storage area: _____  How many vehicles can be stored in this area: _____  Is the facility safe and secure with on-site security / armed response? _____
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