

Vehicle Rebuilder's Guide



Checklist*

This checklist will help you ensure that you have followed each step of the vehicle rebuilding process. That way, you can safely rebuild the vehicle while respecting the regulations in effect. Respecting this procedure will also help you compile a rebuilding record with all the necessary elements to make the technical appraisal easier and speed up the processing of your file.

IDENTIFICATION OF THE REBUILT VEHICLE

Year	Make	Model
Vehicle identification number (VIN)		

PREPARATION

• Choosing a vehicle to rebuild

- I have checked whether the repair instructions for the vehicle I wish to rebuild are available, and I have prepared for the rebuilding accordingly.
- I have checked that the necessary parts are available for the rebuilding.

REBUILDING

• Receiving the vehicle

- I have taken properly identified **photos** of all four sides of the vehicle.
- I have taken more specific **photos** (with proper identification) of all the vehicle's damaged areas and of all other parts requiring further information for the analysis of the record.

• Preparing to rebuild

- I have obtained the necessary repair instructions.
- I have printed and carefully read the [Demande de certification d'un véhicule reconstruit](#) (DCVR) form (8 ½ x 14 inch format) and I understand all of its instructions and requirements.
- I made sure to compile and keep all necessary supporting documentation for the rebuilding record.

• Equipment

- I have the proper equipment to repair the vehicle.

PHOTOS:



A sign with the date and the last 8 characters of the vehicle's VIN must appear in each photo. A sheet with this handwritten information must be clearly visible near the photographed part (see an example of an adequately identified photo on page 8 of the *Vehicle Rebuilder's Guide*).

- **Disassembly**

- I have taken apart the vehicle while taking **photos** of **all** damaged parts on the vehicle in order to demonstrate the extent of damage to the inspection agent during the technical appraisal.

- **Rebuilding the vehicle**

- I have repaired the vehicle while following the manufacturer's instructions to the letter.
- I understand that I am responsible for providing sufficient supporting documentation for the inspection agent to be able to make an informed decision; otherwise, the repairs may be refused.

- **Straightening**

- I have ensured that vehicle straightening is permitted in the repair instructions.
- I have used the proper techniques and equipment to straighten the vehicle (when permitted).

- **Replacing parts**

- I have used the assembly technique required by the manufacturer for replacing parts.
- I have ensured that the assembly points are in the places determined by the manufacturer, based on the quantities allowed for, and that they are assembled using the appropriate method (welding, rivets, adhesive, etc.).
- I have completed the welding certificate for each welded joint.

- **Finishing**

- I have ensured that **no** accessible joints have been covered with a rubberized coating or rustproofing compound prior to the technical appraisal. These substances **must** be applied after the appraisal.
- I have taken **photos** showing the joints **before** finishing a hidden joint.

- **Safety equipment**

- I have replaced all safety equipment according to the manufacturer's instructions.
- I have noted and taken photos of the identifiers on the air bags and pretensioners requiring replacement.
- I have kept all receipts for the replaced safety equipment.

- **Wheel alignment**

- I have verified the alignment of the vehicle's wheels based on the manufacturer's specifications, while ensuring that the information required by the SAAQ appears on the alignment report.

- **Advanced driver assistance systems (ADAS)**

- I have had the advanced driver assistance systems properly recalibrated and obtained the report from the diagnostic tool **and** the recalibration invoice containing all the information required by the SAAQ.

APPRAISAL

- **Technical appraisal and obtaining "rebuilt" status**

- I have reviewed the list of **all** documents necessary for the technical appraisal and ensured that the vehicle has been rebuilt in accordance with the manufacturer's standards.

*Document available at saaq.gouv.qc.ca/rebuilder.