



Auto Glass Safety Council
385 Garrisonville Road, Suite 116
Stafford, VA 22554
540/602-3252, vlamarco@agsc.org

Attention: Auto Glass Replacement Shop

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

From: Auto Glass Safety Council

Date: January 2013

Thank you for your interest in becoming an Auto Glass Safety Council-registered company. Your successful completion of the following application means your company is serious about 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 (self-audit) 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. This form is an excellent way to prepare for your onsite validation review (affectionately known as the audit).
- 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.

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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 AGSC administrator.
3. If you conduct 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 before the application can be complete. 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). You will be mailed a renewal notice for registration each year.
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 AGSC secretariat for directions.
7. All registered companies will have their locations entered onto the AGSC consumer website, www.safewindshields.com, and have the right to utilize the AGSC 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 AGSC 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 AGSC 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 that reads "Debra Lury". The signature is written in a cursive style.

AGSC president