



Auto Glass Replacement  
Safety Standards Council

1 July 2007

Dear Glass Industry Professional:

Greetings from AGRSS Council, Inc. If you are a trainer, have in-house training or outsource your training needs (that includes all of you) we have exciting news! AGRSS announces registration for training programs in the auto glass industry.

All AGRSS registrants are critically aware of the need for continuing training and education in order to remain compliant with Article 8 of the Standard. Now you can be assured that the training you get (or give) is compliant with the AGRSS standard.

Training program registration is simple. All required steps are outlined and explained in the registration packet. Self-assessment is required along with deliverables and a modest fee of \$250. Once approved, registered training programs are recognized by AGRSS as eligible to provide compliance with the educational requirements of Section 8 of the standard. They may also be listed on the AGRSS website as AGRSS Approved training programs if they so desire.

If you have an in-house training program, registration will assure you that the content will satisfy one or more elements of the Standard's educational requirements. If you are a dedicated trainer, your material and content of your training, will become a recognized source of education for companies and technicians looking to fulfill the Standard's educational requirement, as well as, an up to date source on new installation technologies.

The Registered Training Programs List on the AGRSS website will be a convenient, comprehensive resource to the industry of training programs committed to the AGRSS standard and, ultimately, approved to provide Section 8 compliant continuing education.

Registration packets are now available and may be obtained by logging on to agrss.com and downloading the packet from the "Application Forms" area. Packets may also be ordered from Rick Church via e-mail: rickc@agrss.com, phone: (630) 942-6597, or by sending a request to: Rick Church, AGRSS Council: 800 Roosevelt Road, Bldg. C, Suite 312; Glen Ellyn, Illinois 60137. We encourage all trainers, whether dedicated or in-house, to register their training programs immediately. The inaugural group of registered training programs will be recognized at the AGRSS Conference October 31 through November 1 in Las Vegas. All registration packets received by August 15th will be reviewed prior to the conference.

The AGRSS mission is to make every auto glass replacement safer by: developing and maintaining standards for the replacement of auto glass, educating and accrediting the industry, and promoting awareness of the AGRSS™ Standard to the insurance industry and driving public at large. We appreciate your commitment and support of promoting and training safe and quality auto glass installation standards.

Very truly yours,

Cindy Ketcherside,  
Chairperson, AGRSS Council

# AGRSS Training Program Registration Form Instructions

## Step 1:

First, review the following chart's Column A, which provides language of the AGRSS Standard. Each cell in Column A includes one specific component of instruction that requires certifiable training. *(Please Note: Only those portions of the Standard that require training are listed.)*

## Step 2:

At the top of the next page, please circle the boxes corresponding to the categories of training in which your company seeks accreditation.

Any one or combination of boxes can be circled indicating that you are able and willing to provide training under more than one heading. In review of Column B, if the category or categories of training match those for which you have applied for accreditation, make sure that your Column C training references include pertinent instruction for each. In Column B, you'll see numbers listed, which correspond with the four categories of training (listed at the bottom of this page) and indicate to which of each of the four categories each component of the Standard pertains. *(Please Note: Each component of the Standard that requires training may pertain to more than one category of training expertise.)*

## Step 3:

In Column C, please note what portion of your training text provides instructions on the subject listed in Column A for each row (see sample below). This information is critical to the trainer registration process. The "Register the Trainer" Committee will

review your training text using this information to determine its worthiness in teaching technicians how to comply with the specific listed requirement. Your entry in this column will look similar to this: "See page 6, paragraph 2, lines 3, 4 and 5 of the 2006 Training Manual [attached]." Please keep in mind that training information that is submitted is for review only and will be kept strictly confidential.

## Step 4:

Sign the completed form in the indicated portion and complete all required company information. Keep a copy for your records and submit the original with the rest of the packet, as follows.

## Step 5:

Attach all training materials referenced in Column C to provide evidence of training to the selected AGRSS Standard category or categories. The materials provided must represent the most current edition of your text.


## Step 6:

Attach a copy of the test you currently utilize to determine whether a technician has completed training successfully. The test will provide proof that the testing requirement of Section 8 of the AGRSS Standard is being met.

## Step 7:

Mail entire packet to Attn  
Attn: Rick Church, AGRSS  
800 Roosevelt Road  
Bldg. C, Suite 312  
Glen Ellyn, Illinois 60137

**SAMPLE ENTRY**

<u>COLUMN A</u>	<u>COLUMN B</u> (for AGRSS use)	<u>COLUMN C</u> (for Trainer to Complete)
<p><b>4. Vehicle Assessment before Replacement</b></p> <p>Those engaged in automotive glass replacement shall not undertake or complete such installation when any related condition would compromise the retention system and the owner/operator shall be so notified.</p>	<p>1 2 3 4</p> 	<p>See page 6, paragraph 2, lines 3, 4 and 5 of the 2006 Training Manual (attached).</p>

# AGRSS Training Program Registration Form

The boxes below indicate the category or categories of training program types. Circle the box or boxes that you are qualified to provide and in which you are interested in being accredited.

 **CATEGORY 1**  
Retention Systems

 **CATEGORY 3**  
Installation Standards and Procedures

 **CATEGORY 2**  
Mechanical Training of Glass Replacement

 **CATEGORY 4**  
AGR Safety Issues

Then, fill out the remainder of the form below. If you are required to provide information and documentation to support the training category above, it will be indicated with a darkened box and check mark in Column B below.

For example, if you are registering your Training Program, as a program that trains to the AGRSS Standard for Category 1, Retention Systems, you will need to look, on the application form, for each section that has a check mark in the blue box in column "B". After locating the blue boxes checked, you will need to write, in column "C", where to find the evidence, in your program material, supporting it trains to the "AGRSS Standards" for Category 1, Retention Systems.

## Complete Form Here:

Company Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Completed By: \_\_\_\_\_ Address: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### COLUMN A

### COLUMN B

(for AGRSS use)

1 2 3 4

### COLUMN C

(for Trainer to Complete)

#### 4. Vehicle Assessment before Replacement

Those engaged in automotive glass replacement shall not undertake or complete such installation when any related condition would compromise the retention system and the owner/operator shall be so notified.

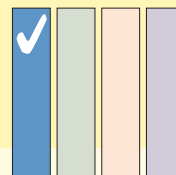


#### 5. Selection of Glass and Retention Systems

Those engaged in automotive glass replacement shall use retention systems that are produced under documented quality assurance standards.



Those engaged in automotive glass replacement must use either an OEM approved retention system or equivalent retention system as certified in writing by the equivalent retention system manufacturer directly or through a private labeler.



 Retention Systems

 Mechanical Training of Glass Replacement

 Installation Standards and Procedures

 AGR Safety Issues

# AGRSS Training Program Registration Form Continued

## COLUMN A

## COLUMN B

## COLUMN C

(for AGRSS use)

(for Trainer to Complete)

1 2 3 4

<p>Those engaged in automotive glass replacement shall obtain and follow written comprehensive and current application instructions from the retention systems manufacturer or private labeler. These instructions shall include at least the proper use of the retention system storage specifications, minimum drive-away time charts containing temperature and humidity variables if applicable, and any special procedures required for adverse weather conditions.</p>	<div style="display: flex; justify-content: space-around;"> <div style="background-color: #0070C0; color: white; padding: 5px; text-align: center;">✓</div> <div style="background-color: #A9C9C9; padding: 5px;"></div> <div style="background-color: #F4A460; padding: 5px;"></div> <div style="background-color: #A9A9C9; padding: 5px;"></div> </div>	
<p>Those engaged in automotive glass replacement shall require that lot numbers and expiration dates be printed on appropriate products.</p>	<div style="display: flex; justify-content: space-around;"> <div style="background-color: #0070C0; color: white; padding: 5px; text-align: center;">✓</div> <div style="background-color: #A9C9C9; padding: 5px;"></div> <div style="background-color: #F4A460; padding: 5px;"></div> <div style="background-color: #A9A9C9; padding: 5px;"></div> </div>	
<h3>6. Installation Standards – Adhesive Bonded</h3>		
<p>Those engaged in automotive glass replacement shall follow the adhesive manufacturer’s application instructions as provided by the manufacturer directly, or through the private labeler. All in-shop or mobile installations shall be performed under environmental and other conditions that are compatible with the application instructions required in Section 5.</p>	<div style="display: flex; justify-content: space-around;"> <div style="background-color: #0070C0; color: white; padding: 5px; text-align: center;">✓</div> <div style="background-color: #A9C9C9; padding: 5px;"></div> <div style="background-color: #F4A460; padding: 5px;"></div> <div style="background-color: #A9A9C9; padding: 5px;"></div> </div>	
<p>Products must be stored and controlled according to manufacturers’ requirements as provided directly or through a private labeler.</p>	<div style="display: flex; justify-content: space-around;"> <div style="background-color: #0070C0; color: white; padding: 5px; text-align: center;">✓</div> <div style="background-color: #A9C9C9; padding: 5px;"></div> <div style="background-color: #F4A460; padding: 5px;"></div> <div style="background-color: #A9A9C9; padding: 5px;"></div> </div>	
<p>No automotive glass replacement shall be undertaken using an adhesive glass retention bonding system that would not achieve minimum drive-away strength by the time the vehicle may be reasonably expected to be operated.</p>	<div style="display: flex; justify-content: space-around;"> <div style="background-color: #0070C0; color: white; padding: 5px; text-align: center;">✓</div> <div style="background-color: #008000; color: white; padding: 5px; text-align: center;">✓</div> <div style="background-color: #F4A460; padding: 5px;"></div> <div style="background-color: #A9A9C9; padding: 5px;"></div> </div>	
<p>The vehicle owner / operator shall be advised of the minimum drive-away time under the circumstances of the replacement.</p>	<div style="display: flex; justify-content: space-around;"> <div style="background-color: #0070C0; color: white; padding: 5px; text-align: center;">✓</div> <div style="background-color: #008000; color: white; padding: 5px; text-align: center;">✓</div> <div style="background-color: #F4A460; padding: 5px;"></div> <div style="background-color: #A9A9C9; padding: 5px;"></div> </div>	
<p>Adhesive must be applied so that the finished bead cross section profile and dimensions meet or exceed original equipment configuration.</p>	<div style="display: flex; justify-content: space-around;"> <div style="background-color: #0070C0; color: white; padding: 5px; text-align: center;">✓</div> <div style="background-color: #008000; color: white; padding: 5px; text-align: center;">✓</div> <div style="background-color: #FF8C00; color: white; padding: 5px; text-align: center;">✓</div> <div style="background-color: #A9A9C9; padding: 5px;"></div> </div>	

# AGRSS Training Program Registration Form Continued

## COLUMN A

## COLUMN B

## COLUMN C

(for AGRSS use)

(for Trainer to Complete)

1 2 3 4

<p>If the OEM installation was polyurethane, then the glass must be replaced with polyurethane or an equivalent adhesive bonding system. If the OEM installation was butyl, polysulfide, or other non-polyurethane, and the vehicle is licensed for highway use, adhesive bonded stationary glass installations shall be performed using polyurethane or an equivalent retention system unless in conflict with current OEM specifications.</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>All adhesive system component lot numbers must be traceable to each job.</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>All glass parts must be traceable to the installation by a DOT number and part number.</p>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
<p>No product that has exceeded its expiration date, open shelf life, or active shelf life shall be used.</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>All supplemental mechanical glass retention devices must be replaced to original equipment specifications.</p>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
<p>When inappropriate replacement materials or methods are detected, those engaged in automotive glass replacement shall report their findings to the vehicle owner/operator.</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<p>When those engaged in automotive glass replacement correct inappropriate glass installations, they shall remove any inappropriate materials that would compromise the retention system. They shall fully correct any adverse glass installation related condition(s) caused by the use of inappropriate materials or methods, and they shall use appropriate methods described elsewhere within Section 5 of this document.</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
<p>When sealing air or water leaks within a polyurethane retention system, only compatible polyurethane adhesive shall be used. (No silicone or butyl may be used).</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>Only the full cut method should be used for polyurethane retention systems.</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

# AGRSS Training Program Registration Form Continued

## COLUMN A

## COLUMN B

(for AGRSS use)

1 2 3 4

## COLUMN C

(for Trainer to Complete)

### 7. Installation Standards – Rubber Gasket

If the OEM utilizes the combination of a rubber gasket and polyurethane as a retention system, an equivalent adhesive bonding system must be used in the installation. In cases when the OEM didn't include polyurethane or an equivalent adhesive system, such systems shall be used if later production models included the addition of adhesive systems without body style modification.

✓	✓		
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If the OEM gasket installation did not include adhesive and the vehicle is licensed for highway use, the installation shall include polyurethane or an equivalent adhesive bonding system. The following are permissible exceptions: egress applications, antique restorations, or in cases in which this practice conflicts with current vehicle manufacturer specifications.

✓	✓	✓	✓
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When sealing air or water leaks within a rubber gasket/polyurethane ADHESIVE SYSTEM only compatible polyurethane shall be used. (No silicone or butyl may be used).

✓	✓		
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When sealing air or water leaks within a rubber gasket/SEALANT SYSTEM only OE compatible sealant shall be used.

✓	✓		
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### 8. Additional Requirements

All mechanically-fastened automotive glass parts shall be replaced according to original equipment specifications.

	✓	✓	
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Glass parts, including custom cut parts, must be marked in compliance with the certification requirements specified in FMVSS 205 and the marking requirements of ANSI Z26.1 incorporated by reference therein for those vehicles licensed for highway use.

	✓	✓	
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# AGRSS Training Program Registration Form Continued

## COLUMN A

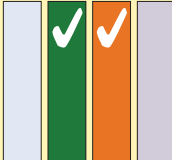
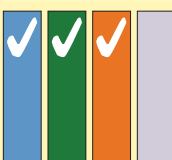



## COLUMN B

(for AGRSS use)

1 2 3 4

## COLUMN C

(for Trainer to Complete)

<p>Those engaged in automotive mirror replacement shall install external and internal replacement mirrors that meet or exceed original equipment specifications and the requirements of Federal Motor Vehicle Safety Standard 111.</p>		
<p>Whenever OEM retention systems are modified on later production models without body style modification, the most current retention system shall be used in the replacement unless otherwise specified by the OEM.</p>		
<p>The failure of any product used in the glass installation process that the installer believes could jeopardize customer safety shall be reported promptly to the manufacturer or supplier of the product.</p>		
<p>Those engaged in automotive glass replacement shall not introduce any chemical agents, such as cleaners, solvents, lubricants, release agents, or utilize any installation practice, which will adversely affect the glass retention system.</p>		
<p>Those engaged in automotive glass replacement shall maintain documentation to demonstrate compliance with this standard.</p>		

Mail this form with the following enclosures to:

Attn: Rick Church, AGRSS Council  
 800 Roosevelt Road  
 Bldg. C, Suite 312  
 Glen Ellyn, Illinois 60137

- Signed and notarized form
- Fee of \$ 250
- Attachments as noted