



Recall Certification Standards CHECKLIST

Standard of excellent for recalled part management.

<https://aracertification.com/gold-seal>

6.01 Is each ROE part entered into the Inventory Management System with a unique ID that provides traceability for the source and sales destination if sold?

The Gold Seal certified facility should enter each ROE part into the Inventory Management System with a unique ID that provides traceability for the source vehicle and sales destination. Parts, including brokered parts, are listed on invoices with the source VIN.

- Yes
- No
- N/A Not applicable is only acceptable if the facility is not seeking Gold Seal certification.

6.02 Are ROE Parts listed on invoices with the source VIN?

The Gold Seal certified facility enters each ROE part into the Inventory Management System with a unique ID that provides traceability for the source vehicle and sales destination. Parts, including brokered parts, are listed on invoices with the source VIN.

- Yes
- No
- N/A Not applicable is only acceptable if the facility is not seeking Gold Seal certification.

6.03 Are brokered ROE Parts traceable back to their source VIN?

The Gold Seal certified facility enters each ROE part into the Inventory Management System with a unique ID that provides traceability for the source vehicle and sales destination. Parts, including brokered parts, are listed on invoices with the source VIN.

- Yes
- No
- N/A Not applicable is only acceptable if the facility is not seeking Gold Seal certification.

6.04 Does the facility written RECALL policy require that recalled Parts may not be sold, other than to factory authorized collectors, or for litigation purposes?

The Gold Seal certified facility does not sell Recycled Original Equipment (ROE) auto parts that have safety recalls issued by an Original Equipment Manufacturer (OEM) for re-use or repair of another vehicle. Safety recall parts are only sold to factory authorized collectors assuring a documented OEM approved destruction. Recalled parts may also be sold for litigation purposes.

- Yes
- No
- N/A Not applicable is only acceptable if the facility is not seeking Gold Seal certification.





6.05 Does the facility written RECALL policy address how to handle recall notifications from manufacturers?

The Gold Seal certified facility conducts a VIN check for safety system recalls when the vehicle is inventoried. If recalled safety items are found, the recalled part is not entered in inventory for sale or is assigned a recall code and/or is struck as not saleable for reason of recall in the inventory management system. Recalled parts are removed (or destroyed) from the vehicle and processed for scrap or bounty collection.

Safety parts known to have recalls such as airbags are also VIN checked for recall at point-of-sale. If a recall exists, then the part is struck as not saleable in the inventory system and processed for scrap or factory authorized collection methods assuring documented OEM-approved destruction techniques. Deployed airbags do not need to be removed to be checked in using the factory authorized collectors. The point-of-sale recall check must be made at the government website: <https://vinrcl.safercar.gov/vin/> OR <https://www.nhtsa.gov/recalls>

- Yes
- No
- N/A Not applicable is only acceptable if the facility is not seeking Gold Seal certification.

6.06 Does the facility written RECALL policy address how to notify any buyers of recalled Parts?

Upon direct notification from the manufacturer, recalled parts that were sold are flagged for a notification letter to the buyer, *as identified by stock number in the sales record.*

The recall notification letter sent to the customer will be mailed with a delivery confirmation receipt. Delivery receipts will be logged. If a notification letter is returned as undeliverable, an attempt to call the customer at the phone number from the invoice and/or account will be made. This call will be logged. Customer reimbursement and parts replacement will follow the guidelines provided by the vendor for the recalled parts.

- Yes
- No
- N/A Not applicable is only acceptable if the facility is not seeking Gold Seal certification.

6.07 Does the facility written RECALL policy address when to destroy or remove in stock inventory?

The Gold Seal certified facility conducts a VIN check for safety system recalls when the vehicle is inventoried. If recalled safety items are found, the recalled part is not entered in inventory for sale or is assigned a recall code and/or is struck as not saleable for reason of recall in the inventory management system. Recalled parts are removed (or destroyed) from the vehicle and processed for scrap or bounty collection.

- Yes
- No
- N/A Not applicable is only acceptable if the facility is not seeking Gold Seal certification.





6.08 Does the facility maintain a written record of all handled recalls and actions taken?

Upon direct notification from the manufacturer, recalled parts that were sold are flagged for a notification letter to the buyer, as *identified by stock number in the sales record*.

The recall notification letter sent to the customer will be mailed with a delivery confirmation receipt. Delivery receipts will be logged. If a notification letter is returned as undeliverable, an attempt to call the customer at the phone number from the invoice and/or account will be made. This call will be logged. Customer reimbursement and parts replacement will follow the guidelines provided by the vendor for the recalled parts.

- Yes
- No
- N/A Not applicable is only acceptable if the facility is not seeking Gold Seal certification.

6.09 Is the ARA Airbag Protocol signed by all Employees responsible for airbag handling at the facility?

Document Verification Required

Airbag Handling Protocol should be reviewed, implemented and the document signed by each employee that handles airbags at the facility. A copy of the policy can be downloaded from <https://aracertification.com/>

- Yes
- No
- No airbags are removed at the facility

6.10 Regulatory Review – DOT Training – Shipping of Airbags – Does the site have Documentation of DOT Certification Training for Dangerous Goods shipping provided within the past three years for all Employees Associated with the Shipping of Airbags/Seatbelt Pretensioners/Hybrid Batteries or DO NOT ship HazMat from facility? Document Verification Required

This Gold Seal certified facility has documentation, within the past three years of DOT certification training for hazardous materials and dangerous goods shipping for all employees associated with the shipping of airbags, seatbelt pretensioners and hybrid batteries. Even facilities that do not sell airbag or other designated dangerous goods to retail customers must be HazMat certified to ship these parts to recyclers, remanufacturers, and factory authorized collectors.

ARA University (<https://arauniversity.org/>) has a module available: **Airbag & Explosive Pretensioners Safety**

ARA University (<https://arauniversity.org/>) has a module available: **DOT Hazardous Material Training**

- Yes, Documentation of training within 3 years for shipping staff
- No, Documentation of training not current within 3 years for all shipping staff





- No airbags or HVV batteries are shipped even for recall bounty processing

6.11 Does the facility perform point-of-sale recall check for all safety parts such as airbags?

Safety parts known to have recalls such as airbags must be VIN checked for recall at point-of-sale. If a recall exists, then the part is struck as not saleable in the inventory system and processed for scrap or factory authorized collection methods assuring documented OEM-approved destruction techniques. Deployed airbags do not need to be removed to be checked in using the factory authorized collectors. The point-of-sale recall check must be made at the government website: <https://vinrcl.safercar.gov/vin/> or <https://www.nhtsa.gov/recalls>

For ARA Members with login: <https://ararecalllookup.nsvrp.org/>

- Yes, point-of-sale recall check is performed.
- No, point-of-sale recall check is not performed.

Certified Auto Recycler (CAR) Certification is required before Recall certification may be attained. CAR Certification is compliance based on environmental and safety regulations required of an automotive recycling facility.

Most ARA members find that the CAR certification process adds value to their operation. *The certification process is the easiest and most straightforward way to compliance assurance at your professional automotive recycling facility.*

New and renewing CAR membership begins with ordering a certification tracking record. Order a CAR Record at <https://arauniversity.org/product/certification-record-car-gs/>

