



## Recall Certification Standards CHECKLIST

Standard of excellent for recalled part management.  
<https://aracertification.com/recalls>

### 6.01 Is each ROE (Recycled Original Equipment) part entered in the Inventory Management System with a unique ID that provides traceability for the source and sales destination if sold?

The Recall 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

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

The Recall certified facility lists parts on invoices with the source VIN, including brokered parts.

- Yes
- No

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

The Recall certified facility lists parts on invoices with the source VIN, including brokered parts.

- Yes
- No

### 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 Recall 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

**6.05 Does the facility written RECALL policy address how to handle recall notifications from manufacturers? *Upload of Document Required***

The Recall 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.

- Yes
- No

**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

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

The Recall certified facility conducts a VIN check for safety system recalls when the vehicle is inventoried. Recalled parts are removed (or destroyed) from the vehicle and processed for scrap or bounty collection.

- Yes
- No

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

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

**6.09 Is the ARA Airbag Protocol signed by all Employees responsible for airbag handling at the facility?** *Document Upload 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/recalls>

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

**6.10 Regulatory Review** Does the site have documentation of DOT Certification Training for HazMat shipping provided within the past three years for all employees preparing shipping of Airbags/Seatbelt Pretensioners/Hybrid Batteries? *Document Upload Required*

- 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 are shipped even for recall bounty processing

**6.11 Does the facility have an HazMat shipping emergency contact service such as INFOTRAC?** Subscribe here <https://www.a-r-a.org/infotrac-form/>

- Yes
- No
- No airbags are shipped or delivered from the facility

**6.12 Does the facility perform point-of-sales 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. 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.
- No airbags are shipped or delivered from the facility



**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://store.a-r-a.org/product-details/product/car-record>



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