

Summary

Objective

The following timeframes identify the contractual timeframes for vehicle modifications.

Note: These are subject to external forces that the vehicle modifier and the TFIA assessor may not be able to control.

Owner **Name withheld**

Expert **Name withheld**

Procedure

1.0 Standard Modification

- a** Submission of quote for vehicle modifications based on request from Transport for Independence assessor or ACC.
 - Within 2 business days of request
- b** Vehicle modifier arranges a date for the Client's vehicle to be transported to the modifier's place of business for modification.
 - Within 5 business days of receiving ACC's decision letter with a purchase order number
- c** Vehicle modifications completed.
 - Within 10 business days of vehicle delivery to business premises
- d** Assessor and client review of modifications.
 - Within 2 business days of completion of modifications
- e** Vehicle inspection and certification.
 - Within 5 business days of sign off from assessor and client
- f** Vehicle handover.
 - Within 2 business days of affixing certification plate
- g** Vehicle modification records for the vehicle submitted to ACC.
 - Within 2 business days of completion of notice of satisfactory completion
- h** Client provided with appropriate training full user's manual, plans, technical drawings and electrical diagrams
 - On handover

2.0 Highly Specialised Modifications

- a** Submission of quote for highly specialised modification based on request from assessor or ACC
 - Within 5 business days of request
- b** New vehicle ordered
 - Within 5 business days of receiving ACC's decision letter with a purchase order number
- c** Stage 1 vehicle modifications completed
 - Within 60 business days of receipt of vehicle
- d** Notify the high specialised assessor of completion of Stage 1 modifications
 - Within 2 business days of completion of Stage 1 Modifications
- e** Stage 2 vehicle modifications completed
 - Within 20 business days of completion of Stage 1 Modifications

- f** Notify assessor of completion of Stage 2 vehicle modifications
 - Within 2 business days of completion of Stage 2 modifications
- g** Vehicle inspection and certification
 - Within 5 business days of completion of Stage 2 Modifications
- h** Vehicle modification records for the vehicle submitted to ACC
 - Within 2 business days of completion of notice of satisfactory completion
- i** Vehicle delivered to dealer near client
 - Within 2 business days of receipt of certification

3.0 Repairs

- a** Submission of quote for highly specialised modifications repairs based on request from assessor or ACC
 - Within 5 business days of request
- b** Repairs to highly specialised modifications completed and vehicle returned to client
 - Within 10 business days of receiving ACC's decision letter containing an ACC purchase order number