

# Application & Agreement for Manufacturers

## (Criteria B)



Beginning July 1, 2009, use this form if your company manufactures bodies, equipment and components but is not involved in the manufacture of vehicles, and is not required by law to certify vehicles or register with the National Highway Traffic Safety Administration. Please read the changes in Criteria carefully.



### Instructions

1) Complete this entire Application and sign the Agreement. Retain a copy for your file.

2) Make copies of the required supporting materials for:

- Criterion 1-5 (required of all applicants)

AND

- Your choice of either Criterion 6 or Criterion 7.

Please note that your materials will not be returned to you. Do not submit originals.

3) Submit this entire form and all copied supporting materials to:

**National Truck Equipment Association**

c/o Member Verification Program

37400 Hills Tech Drive

Farmington Hills, MI 48331-3414

### MVP Application Checklist



*This is all you need to apply:*

- \_\_\_ Completed MVP Application & Agreement
- \_\_\_ Documentation of \$2,000,000 in product liability insurance or other means of financial responsibility
- \_\_\_ Documentation of name(s) and certification(s) of the qualifying employee(s) and a copy of the certification program for 10% of your shop employees
- \_\_\_ Documentation of a basic quality assurance program
- \_\_\_ Documentation of a written product warranty program
- \_\_\_ Documentation of written installation and operating instructions for products sold through distributors/upfitters
- \_\_\_ Documentation of safety manual or meeting reports
- \_\_\_ Documentation for Educational Criteria.

If you have questions, the enclosed *Program Overview and Easy Reference Help Kit* may provide the answers. Contact the NTEA Technical Services Department at 1-800-441-NTEA (6832), or email [info@ntea.com](mailto:info@ntea.com) (please include "MVP Question" in the subject line) with questions. We are eager to help you achieve your MVP goal.



# NTEA Member Verification Program Application & Agreement

Today's Date \_\_\_\_\_

Contact Name _____
Title _____
Company _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Individual E-mail _____

► **Criteria B Manufacturers**

*(please check the six out of seven criteria for which you are verifying and submitting supporting materials):*

- Insurance Requirements **(required)**
- Certified Employees **(required)**
- Warranty Program(s) **(required)**
- Installation & Operating Instructions **(required)**
- Safety Program **(required)**
- Quality Assurance Program
- Education

1. As an MVP Member, (your company name) \_\_\_\_\_ has the following rights: (i) the Company may hold itself out to the public, in advertising, bid materials and otherwise, as an MVP Member of the NTEA; (ii) the Company may use and display the MVP logo on its letterhead, marketing materials, Web site and otherwise in the course of its business; (iii) the Company may participate in any program, promotion or discount offered by the NTEA to MVP Members; (iv) the Company will be designated as an MVP Member in any publication in which the NTEA identifies MVP Members; and (v) the Company will receive all other benefits for MVP Members established by NTEA in its discretion from time to time.
2. As an MVP Member, the Company agrees that it won't misrepresent the significance of that designation. In particular, the Company will not assert to customers, suppliers, governmental entities or others that: (i) MVP status means that the NTEA has reviewed or certified the products or services offered by the Company; (ii) MVP status means that the NTEA has taken a position as to the safety of products or services offered by the Company; (iii) the NTEA has determined that the Company complies with any state, federal or local statute or regulation; or (iv) the NTEA has determined the validity or adequacy of the insurance policies held by the Company or such other risk management program that the Company maintains. The Company will indemnify and hold harmless the NTEA from and against any losses, expenses (including reasonable attorneys' fees) or judgments incurred by the NTEA as the result of the Company's failure to comply with the foregoing.
3. Upon expiration or termination of the Company's MVP Member status, the Company will cease using the MVP Member designation and logo in its business, and promptly remove the logo from its letterhead, website and other places in which such logo is or was affixed on Company property or materials.
4. This Agreement will be effective as of the date the Company is approved by the NTEA as an MVP Member and will terminate as of the date the Company ceases being an MVP Member; provided, that the obligations in paragraphs 2 and 3 above shall survive the termination of this Agreement.
5. This Agreement has been signed by a duly authorized officer of the Company (or, if the Company is a partnership, a duly authorized partner of the Company), who verifies that Criteria 1-5 and either Criteria 6 or 7 have been met, and that all required supporting documentation is attached.

<p><b>NATIONAL TRUCK EQUIPMENT ASSOCIATION</b></p> <hr/> <p>Signature: _____</p> <p>Date: _____</p> <p>NTEA INTERNAL USE ONLY</p>
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<p><b>MEMBER COMPANY</b></p> <hr/> <p>Company: _____</p> <p>Signature: _____ <i>(MUST BE AN OFFICER OF THE COMPANY)</i></p> <p>Date: _____</p>
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Must be signed to complete application.



# Application & Agreement for Manufacturers (Criteria B)



## Application

Today's Date \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Individual E-mail \_\_\_\_\_

You must qualify in 6 of 7 of the following Criteria. Criteria 1–5 are mandatory for all applicants. You may select *either* Criterion 6 *or* Criterion 7, whichever is most applicable to your operations.

## I - Insurance

As of July 1, 2008, all MVP applicants must document that they maintain sufficient coverage of potential liabilities. If you have questions or need more information, contact the NTEA.

### Check the statement that applies to your operations:

- Our company verifies that it maintains a policy of product liability insurance with a per-occurrence limit of at least two million dollars (\$2,000,000). As documentation, we submit a copy of the declarations page from our insurance policy or a copy of our certificate of insurance.

**OR**

- Our company verifies that it can demonstrate financial responsibility that is adequate to meet potential liabilities. As documentation, we submit a copy of our financial statement, risk management plan or other appropriate verification along with a brief explanation of our determination of such financial responsibility.

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## 2 – Certified Employee (Required)

MVP applicants must verify that at least 10% of their employees have been trained and certified in at least **one** specific technical skill. If you have questions or need more information, contact the NTEA.

\_\_\_\_\_ Total # of shop employees on \_\_\_\_\_  
Date

Total # of shop employees \_\_\_\_\_ x .10 = \_\_\_\_\_  
Required # of  
certified employees

### Check the statement that applies to your operations:

- Our company verifies it has the following employee(s) certified by the National Institute for Automotive Service Excellence (ASE) in at least one (1) of the following areas:
- E1 – Truck Equipment Installation and Repair, or
  - E2 – Electrical and Electronic Installation and Repair, or
  - E3 – Auxiliary Equipment Installation and Repair.
  - A6 – Light Truck Electrical Electronic Systems
  - B2 – Painting and Refurbishing
  - H6 – Transit Bus Electrical/Electronic Systems
  - S6 – School Bus electrical/Electronic Systems
  - T6 – Medium Heavy Truck Electrical/Electronic Systems



We employ technicians certified by the  
National Institute for  
**AUTOMOTIVE  
SERVICE  
EXCELLENCE**  
Let us show you their credentials

As documentation, we submit the following name(s) and a copy of the qualifying employee(s) certificate.

**OR**

- Our company verifies it has the following employee(s) certified by the American Welding Society (AWS). As documentation, we submit a copy of the qualifying employee(s) certificate.

**OR**

- Our company verifies that it has initiated and maintains its own proprietary certification program for its technicians/mechanics. As documentation, we submit the following name(s) and certification(s) of the qualifying employees (s) and a copy of the certification program:

**OR**

- Our company participates in another third-party certification program that meets or exceeds the requirements of the ASE or AWS programs. As documentation, we submit the following name(s) and certification(s) of the qualifying employee(s) and a copy of the certification program.

**OR**

- Certified Machine Operator (CNC, Laser, Water Jetting, Press Brake, etc), Certified Equipment Installer (Aerial Device, Crane, Hydraulic Equipment, etc.) Certified Quality Inspector, Certified Quality Manager. These certifications require a certificate from a third party testing group. Call NTEA with questions.

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## 3 – Installation and Operating Instructions

Check the following statement if it applies to your operations:

- Our company verifies that it provides installation and operating instructions with each body or major component/piece of equipment that it sells through a distributor ( or other upfitter/installer). As documentation, we submit a copy of the instructions for our product, or copies of the instructions for a representative selection of our various products.

## 4 – Warranty Program

MVP applicants must verify that they maintain a written warranty program or statement covering failed or defective products. If you have questions or need more information, contact the NTEA.

Check the following statement if it applies to your operations:

- Our company verifies that it maintains a written warranty program or statement that addresses failed or defective products, and that this program/statement specifies, at a minimum:
  - 1) Payment amounts and terms for fixes or repairs (if any), and
  - 2) Availability/delivery of parts or components for repairs (if any).
 As documentation, we submit a copy of the warranty policy or statement.

## 5 – Safety Program (Required)

As required by 29 CFR part 1910 each employer must have an Employee Safety Manual and Safety Policy

Check the statement that applies to your operation:

- Our company verifies that it has an Employee Safety Manual and Safety Policy that includes:
  - 1) A written safety policy,
  - 2) An Employee safety manual with safety topics including (as applicable to your business): electrical safety, confined spaces, PPE, hazcom, return to work, lockout/tagout, forklifts, respiratory protection, ergonomics, and workplace safety, (only submit table of contents and front cover)
  - 3) Copies of Safety meetings (agenda, or topics of discussion)

As documentation, submit copies of safety policy, safety weekly agendas and/or topics, copy of the cover and index page of safety manual.

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## 6 – Quality Assurance Program

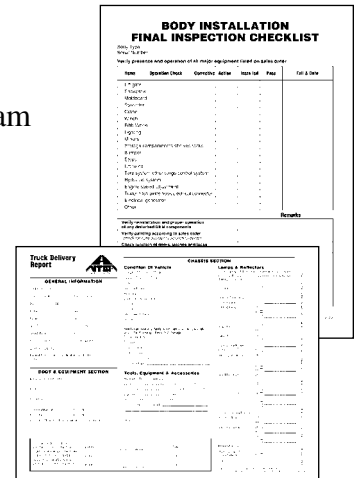
Check the statement that applies to your operations:

- Our company verifies that it has a quality assurance program with at least these three processes in place:
  - 1) An order management system,
  - 2) A final inspection checklist, and
  - 3) A customer delivery checklist.

As documentation, we submit copies of forms/reports used in these three processes.

OR

- Our company verifies that it is registered to a quality program such as ISO9000, QS9000 or equivalent. As documentation, we submit a copy of proof of such registration.



## 7 – Educational Criteria

Each member company that selects this criteria must have one hour of educational credit for each sales/management and shop personnel (administrative staff is excluded) in the organization per year of qualification up to a maximum of 250 credit hours per year for any company.

A company qualifying for the MVP using the Educational Criteria for the first time must have completed the requisite number of educational credits in the 12-month period prior to its initial qualification. For example, a company with 20 eligible employees must have earned 20 educational credits during the 12-month period before MVP qualification.

Upon renewal three years later, the company will need to have completed an average of the requisite number of educational credits each year for the prior 36-month period. In this same example, upon the company’s three-year renewal date, and assuming its employee level has remained the same, the company must average 20 educational credits for each of those three years for a total of 60 educational credits during the three-year period.

\_\_\_\_\_ as of \_\_\_\_\_ (administrative staff is excluded)  
 Total number of employees Today’s date

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## Areas of Training

Approved educational courses are divided into two distinct categories:

### Sales and Management:

- Equipment Sales
- Body Sales
- Quality Management (Six Sigma, TQM, etc.)
- Production Management
- Lean Distribution
- Market Analysis
- Sales Forecasting
- Equipment Specification and Configuration (Chassis Manufacturer Training)
- Lean Manufacturing/Productivity
- Shop Safety/Hazard Courses, etc.
- Strategic Planning
- Business Planning
- FMVSS and Truck Certification
- Other Regulatory Compliance Training

### Shop:

- Welding
- Body and Equipment Installation (i.e., Snowplows, PTOs, Bind and Racks, Dump Bodies, etc.)
- Equipment Operation (i.e., CNC Machine, Water Jetting, Plasma Cutter, Press Brake, Shear, etc.)
- Hydraulics
- Multiplexing and General Electronic/Electrical
- Quality Control
- Paint and Body Prep
- Pneumatics Installation
- Lift Axle and Brake System Installation
- Truck Frame Repair and Modification
- Chassis Manufacture Specific Training (i.e., Engine Powered Auxiliary Drive Equipment, HVAC System Integration, Chassis Prep)
- Alternative Fuel System Installation
- Shop Safety/Hazard Courses
- Plant Equipment Operation Courses (i.e., Forklift, Press Brake, CNC)
- Material Handling, Slings and Lifting Courses, etc.
- FMVSS and Truck Certification



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Training that is not acceptable for MVP education criteria includes computer usage training (i.e., Excel, Word, QuickBooks, PowerPoint, Access, Windows, HTML, etc.) (if you have any questions, contact the NTEA at 1-800-441-NTEA(6832).

**All training must be truck equipment distribution/manufacturing-specific.  
Training or course work may take place on or off member premises.**

## Acceptable training providers:

- National Truck Equipment Association (NTEA)
- Other applicable association training
- Colleges and universities
- Vocational/technical schools
- Equipment and component manufacturers/distributors
- OEM manufacturers
- Material suppliers
- Industry consultants
- Qualified in-house trainers
- Insurance company representatives (safety training)
- Equipment suppliers (i.e., welding supplier, machinery supplier, painting supplier, etc).

## Check each statement that applies to your operations:

- Our company verifies that its employees have successfully completed NTEA-based education and training. As documentation, we submit the following copies of the *NTEA-based Education & Training Checklist* for each qualifying employee(s). (The *Checklist* is available for download on NTEA.com).

## AND/OR

- Our company verifies that its employees have successfully completed education and training from an acceptable provider outside of the NTEA. As documentation, we submit the following copies of the *NTEA MVP Education Criteria Training Certificate* for each qualifying employee(s). The *Certificate* is available for download on NTEA.com and requires the following information:

- Date
- Trainee name(s)
- Topic in detail
- Length of class (in hours)
- Trainer name(s), title and/or credentials
- Trainer signature
- Company officer signature