Repair Records on File Job Aid

The table below shows the required documents according to repair type. It is important that shop technicians, administrative staff, and management are aware of what is required at each stage of a repair, as missed documentation will impact Repair Records on File or Repair Accuracy indicators.

	Required Documents	File Name	Repair Type	Details
1	OEM Repair Data	ORD	Structural	One upload that includes procedures showing attachment methods
2	Diagnostic Scans - SRS, ABS, EMS	DS	Diagnostic	One upload for pre-diagnostic scan and one for post-diagnostic scan; reasons for request: • Specified by warning indicators • Applicable to damage type **MPI approval is required**
3	Frame Inspection Sheet	FIS	Frame	Template available at mpipartners.ca
4	3D Measurement Data	3DMD	Frame -or- Suspension	One upload showing pre- and post-repair 3D measurement data Note, frame gauging is an included operation per the Estimating Standards
5	Photos of Permanent Attachment Methods (i.e. plug welds, spot welds, adhesive bonding, rivets, etc.)	PUW	Structural	Vehicle being repaired must be visible in photos
6	Wheel Alignment Data	WAD	Suspension	One upload showing both pre- and post-repair data
7	Final Repair Account Signature Sheet	FRA	All	Template available at mpipartners.ca

Repair Status

Repair status updates are now mandatory. Shops are required to submit each Repair Status to Manitoba Public Insurance as it occurs. Shops will not be able to proceed from one Repair Status to the next without sending the update to Manitoba Public Insurance.

Involved Employees

Documentation may be uploaded by technicians or production/administrative staff.

Timing for Upload

Required documents must be uploaded to each claim when it is submitted for payment. Best practice is to upload documents at the time of their associated operation (for example, upload diagnostic scan data at the time of each scan).

File Names

When uploading documents, use the file names as indicated in the table. Where there are multiple documents with the same file name, add a number to the end of the file name (for example, DS1, DS2, etc.)