Procedural requirements for security-related operations



The mechanics of the certificate

- **Only** the **person** (in the approved company) who has a valid digital SERMI certificate may perform safety-related repairs.
- The certificate is personal and may not be lent



Customer ID verification

The mechanic, who has brought in a vehicle must register and verify the identity of the customer. Use the driver's license and the vehicle's registration certificate.

Note the following data in the case of a company car or rental car:

- Name and surname of the customer
- Identity card/passport number
- Name of the car rental company or fleet management
- Contact name of the respective company
- Address of the respective company
- Telephone numbers of the respective company
- Drivers company identification



Vehicle verification

The mechanics ensure that the vehicle identification number (VIN) of the vehicle is the same as the VIN on the registration documents.



Authority verification

- 1. The mechanic's authority to carry out work on the vehicle is established by a valid login from SEMI. If the authorization is not secure or does not exist, the car shall <u>not</u> be repaired.
- 2. The customer's authority to allow the repair shall be checked. This with the help of an authenticated letter of empowerment letter / approved order from the registered owner or something equivalent If there are reasonable grounds for suspicion, the mechanics shall not proceed.

Stop the process if there are reasonable grounds for suspecting deviations. If possible and appropriate, the situation should be reported to the relevant authorities.



Org No: 556565-3358





Identity card corresponds to the registration certificate



The identity card does not correspond to the registration certificate



Notes additional information from the customer's identity card

- Fleet management
- Rental cars
- Family members
- Loan cars



Issue the repair order.

- ➤ Issue the repair order using a dealer/order system (or something similar).
- The repair order shall contain at least the registration number, brand, type, variant and version as well as all data used to identify the customer and eligibility.
- The current odometer value and the reason for the repair must be noted and the repair order must be signed by the customer (owner and/or the person bringing the vehicle to the company).
- ➤ Signed repair orders must be kept for minimum of 5 years by the company.



Connecting to the vehicle manufacturer

The mechanics securely connect via the certificate to the vehicle manufacturer/spare parts in order to be able to carry out the repair orders

Bg: 645-8558 Org No: 556565-3358