

# **CODE OF PRACTICE FOR THE CATEGORISATION OF MOTOR VEHICLE SALVAGE**

**June 2017**

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## 1.0 INTRODUCTION

This code of Practice has been produced by and is supported by the Association of British Insurers (ABI) & Lloyd's Market Association (LMA), with the support of a wide group of stakeholders. Expressions of interest to become a named supporter of the code are invited.

This code gives advice on the steps to be taken in the categorisation of vehicle salvage and recovered stolen vehicles. The purpose of the Code is to protect the public, detect and deter insurance fraud and other criminal activities and to make vehicle histories more transparent. This is increasingly important as vehicle design and technology becomes more complex.

For the purposes of this code the term 'motor vehicle' is defined in section 185(1) of the Road Traffic Act 1988 and section 136(1) of the Road Traffic Regulation Act 1984 as a 'mechanically propelled vehicle, intended or adapted for use on roads'.

The code sets best practice for the above supporting organisations when disposing of motor vehicle salvage and will ensure that damaged vehicles are correctly categorised and should eliminate the need for re-categorisation.

The code requires all motor vehicle Salvage to be categorised as one of the following Codes:-

- A (Scrap)
- B (Break)
- S (Structural)
- N (Non- Structural)

In the event that a genuine categorisation error has occurred, for example through clerical error, then the procedure shown in the code 'Changes in salvage categories' should be followed.

The stakeholders of the code wish to ensure that salvage is categorised correctly. Therefore the appropriately qualified person must always make sure that vehicles are correctly categorised.

## 2.0 CATEGORISATION OF VEHICLE SALVAGE

Categories of vehicle salvage have been defined. Details are given of the steps to be taken in advising DVLA and Motor Insurance Anti-Fraud Theft Register (MIAFTR) on each category, together with the consequential effects on action taken by the Police, DVSA, vehicle data agencies and other interested organisations.

The inspecting appropriately qualified person must decide to which of the four categories a particular item of salvage belongs, using current criteria. Other than to correct inputting errors, data should not be modified or removed from MIAFTR. Re-categorisation may only be effected in exceptional circumstances (see change in salvage categories page 7).

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## 3.0 DEFINITIONS

Throughout this code any references to 'salvage disposer or insurer/ self-insured' shall be deemed to include members of any of the supporting organisations that dispose of salvage, including insurers and their agents, self-insurers and their agents and associated companies.

### 3.1 A usable part

A usable part is one whose future operational performance has not been compromised or contaminated and the correct operation can be guaranteed.

### 3.2 A catastrophically damaged vehicle

Is a vehicle that has sustained damage to a point where it cannot be repaired safely using accepted industry standards and without the use of a bodyshell. Other defining factors would be where Manufacturers or recognised repair methods and service parts are unavailable and the vehicle may have had previous substandard repair work or has excessive corrosion.

### 3.3 An appropriately qualified person

An appropriately qualified person is someone who has a comprehensive technical education and training record, relevant to motor vehicle repair. They will have passed and hold a current competency based assessment, on salvage categorisation, provided by the Institute of Automotive Engineer Assessors (IAEA) or an equivalent industry recognised body. The appropriately qualified person will determine and be responsible for the salvage category given the specific circumstances such as type of damage i.e. impact, fire, electrical, hybrid drivetrain, water or contamination.

The appropriately qualified person who categorises the vehicle must be identifiable by their competency based unique identifier.

## 4.0 DISPUTES

In the event of a dispute between the insurer/ self-insured and other interested parties regarding categorisation, the matter should be escalated to an appropriately qualified person who assumes responsibility for the final decision.

Where two MIAFTR entries have been made by different insurers/ self-insured in respect of the same vehicle/ incident, the entry made by the insurer/ self-insured that settles the claim should take precedence. The nominated appropriately qualified person making the final categorisation assumes responsibility for the final decision. However where duplicated entries indicate different salvage categories, the insurer/ self-insured awarding a more severe salvage category is entitled to seek substantiating evidence (from other interested parties as appropriate) before amending their MIAFTR entry. MIAFTR entries for all previous accidents must be retained.

## 5.0 DVLA/ MIAFTR NOTIFICATION

A MIAFTR entry must be completed in respect of all categorised vehicles, indicating the salvage category as soon as reasonably practical after the inspection. Completing a MIAFTR entry meets the regulatory requirements for insurers/ self-insured to notify DVLA under the Road Vehicles (Registration and Licensing) Regulations 2002.

It is essential that notifications to MIAFTR are made properly and that amended/ updated information is submitted within two working days of the final decision.

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## 6.0 SALVAGE CATEGORISATION MATRIX

CATEGORY	A – (SCRAP)	B – (BREAK)	S – (STRUCTURAL) Repairable	N – (NON STRUCTURAL) Repairable
Definition	<p>This vehicle has been inspected by an appropriately qualified person, declared unsuitable or beyond repair and has been identified to be crushed in its entirety.</p> <p>This vehicle is deemed not suitable to be repaired. Must be crushed without any parts being removed.</p> <p>This vehicle will be classed as waste</p> <p>Waste controls will apply. (see Appendix 1 for further details)</p>	<p>This vehicle has been inspected by an appropriately qualified person and declared unsuitable or beyond repair.</p> <p>The vehicle is deemed not suitable to be repaired. Usable parts can be recycled.</p> <p>This vehicle will be classed as waste.</p> <p>Waste controls will apply. (see Appendix 1 for further details)</p>	<p>This vehicle has been inspected by an appropriately qualified person and declared suitable for repair.</p> <p>Repairable vehicle which <b>has</b> sustained damage to any part of the structural frame or chassis and the insurer/ self-insured owner has decided not to repair the vehicle.</p>	<p>This vehicle has been inspected by an appropriately qualified person and declared suitable for repair.</p> <p>Repairable vehicle which <b>has not</b> sustained damage to the structural frame or chassis and the insurer/ self-insured owner has decided not to repair the vehicle.</p> <p><b>While the damage to the vehicle has been noted as non-structural, there may still be some safety critical items that require replacement e.g. steering and suspension parts.</b></p>

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CATEGORY	A – (SCRAP)	B – (BREAK)	S – (STRUCTURAL) Repairable	N – (NON STRUCTURAL) Repairable
<b>Requirements</b>	<p>The vehicle identification number and any parts of the vehicle can never be used again.</p> <p>The MIAFTR entry completed confirming the intention to destroy, ensuring the V5C is never reissued.</p> <p>The complete vehicle must be crushed in its entirety without any components being removed, a certificate of destruction must be issued only when the complete vehicle has been destroyed in its entirety.</p> <p>Waste controls will apply. (see Appendix 1 for further details)</p>	<p>The vehicle identification number/ bodyshell/ frame/ chassis of the vehicle can never be used again.</p> <p>The structural framework (bodyshell/ frame/ chassis) must be crushed in its entirety without any structural components being removed. The MIAFTR entry completed confirming the intention to destroy, ensuring the V5C is never reissued.</p> <p>The certificate of destruction must be issued only when the structural framework has been destroyed.</p> <p>Waste controls will apply. (see Appendix 1 for further details)</p>	<p>During repair in the event the bodyshell/ frame/ chassis is replaced the original bodyshell/ frame/ chassis is either crushed or returned to the vehicle manufacturer.</p> <p>Where the vehicle is broken for spares the criteria for Break applies.</p>	<p>When the vehicle is broken for spares the criteria for Break applies.</p>
<b>Vehicle Registration Certificate (V5C)</b>	<p>It is the responsibility of the registered keeper to notify DVLA when a vehicle is passed to an insurer/ self-insurer following the full and final settlement of a claim. Where there is no insurer involved e.g. self-insured fleets it is the vehicle owner's responsibility to comply with this requirement.</p> <p>Where the insurer/ self-insured takes title to the vehicle, the registered keeper may authorise the insurer/ self-insurer to act as its agent in notifying DVLA. However, the insurer/ self-insurer must notify the DVLA, using the appropriate section of the V5C, without delay. If this action is not taken, the registered keeper will still be liable for the vehicle under the Continuous Registration requirements of the Road Vehicles (Registration and Licensing) Regulations 2002 and could incur a fine.</p> <p>When disposing of the salvage, the remaining parts of the V5C must be securely destroyed by the disposer if in their possession. Waste controls will apply. (See Appendix1 for further details.)</p>			

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	<b>A – (SCRAP)</b>	<b>B – (BREAK)</b>	<b>S – (STRUCTURAL) Repairable</b>	<b>N – (NON STRUCTURAL) Repairable</b>
<b>Recovered Stolen Vehicles</b>	<p>Recovered stolen vehicles that are undamaged or with only minor non-structural damage fall outside of this code of practice. All recovered vehicles must be notified to MIAFTR. The record must not be deleted.</p> <p>Any changes in a category must be notified to MIAFTR as soon as reasonably practical on re-classification.</p>			
<b>Changes in Salvage Categories</b>	<p>Any changes in a category must be notified to MIAFTR and to any party whom the affected vehicle has been transferred as soon as reasonably practical following re-classification. Where the vehicle no longer falls within any of the categories, DVLA should be notified.</p> <p>Such a communication should include the claim reference number, Vehicle Registration Mark, make and model, Vehicle Identification Number (if available) and the date of accident. Insurers/ self-insured should allow a minimum of 48 hours to elapse after updating MIAFTR before raising any related enquiries with DVLA.</p>			
<b>Database Notifications</b>	<p>All notifications to MIAFTR whether indicating theft or damage are passed to vehicle data agencies for a finance check. The data agencies use the information to provide a vehicle check service to the motor trade and the public. It is essential that loss information on MIAFTR is accurate and up to date.</p>			
<b>Documentation</b>	<p>All salvage disposal documentation in respect of individual items of salvage must include the relevant salvage category.</p> <p>Salvage disposers/ agents must maintain proper records to provide an effective audit trail of purchases and disposals.</p> <p>Salvage agents will record the identity of all vendors and purchasers of salvage. In the case of non-insurer/ self-insured vendors and purchasers, proof of identity will be required.</p> <p>Where vehicles are waste and destined to be broken for spares then additional record keeping requirements apply. (See Appendix 1 for further details)</p>			

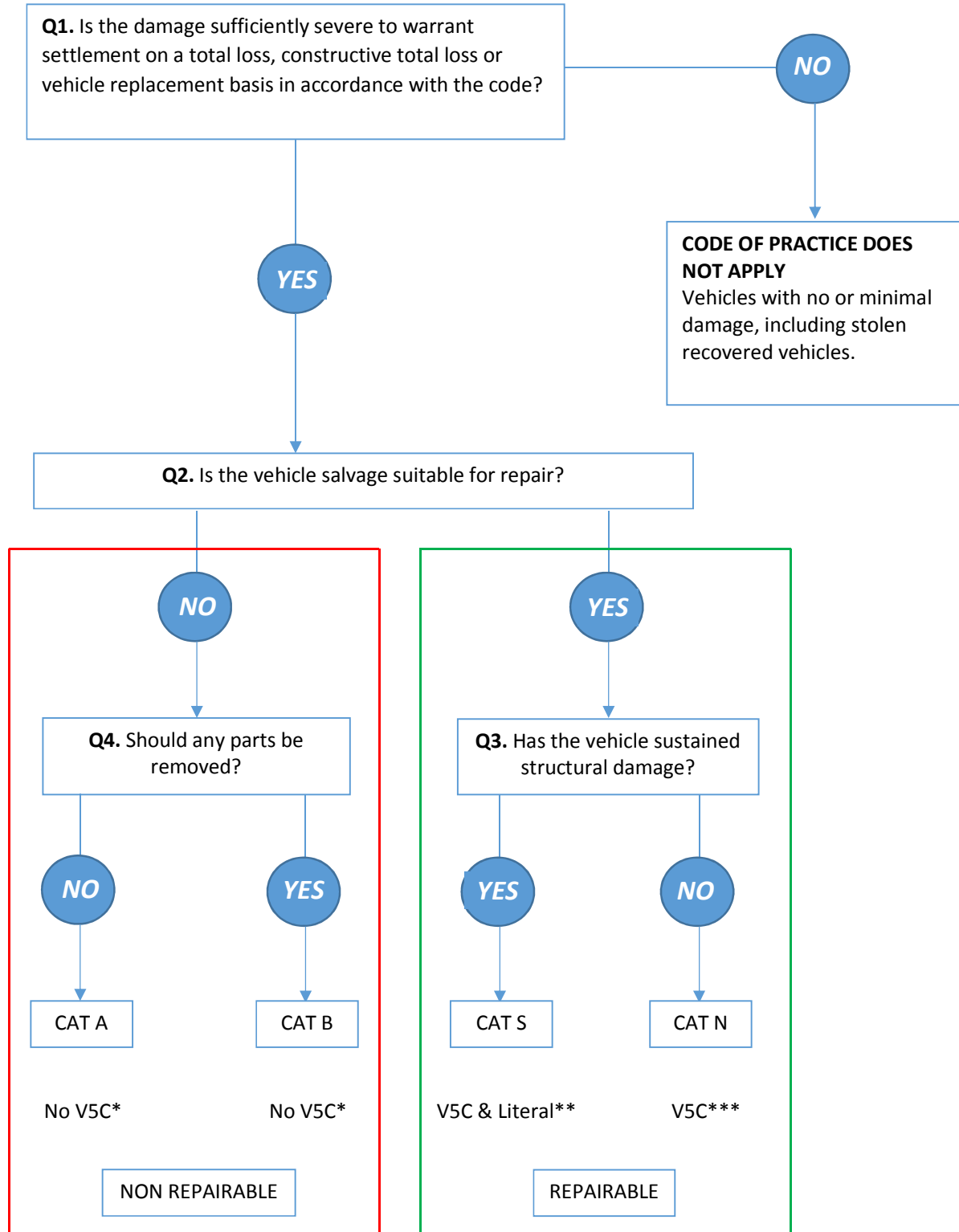
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CATEGORY	A – (SCRAP)	B – (BREAK)	S – (STRUCTURAL) Repairable	N – (NON STRUCTURAL) Repairable
<b>Responsibilities of the Salvage Disposer in the Treatment of Salvage/ Vehicles</b>	All registration plates must be immediately covered/ removed.  The vehicle must be crushed in its entirety without the removal of any components.	All registration plates must be immediately covered/ removed.  The vehicle identification number (VIN) visible and/ or stamped must not be removed from the bodyshell/ frame/ chassis.  All Supplementary Restraint System (SRS) components including airbags and seat belts must be properly disposed of in accordance with the manufacturer’s instructions – these items must never be re-sold or re-used.	All registration plates must be immediately covered/ removed.  Vehicles may be sold on. When any vehicle is broken for spares, the criteria for category B applies.	
	Salvage Disposers must take responsibility for the disposal of all categories of salvage, whether first or third party claims.			
<b>End of Life Vehicles (ELV) and Certificates of Destruction</b>	Any vehicle designated end of life shall be treated in accordance with the current ELV Regulations. Vehicles within scope must be issued with a Certificate of Destruction.  Copies of V860s must be retained by the salvage agent for a period of at least 6 years for audit purposes, or such other period as defined in the current regulations.	Any vehicle designated end of life shall be treated in accordance with the ELV Regulations. Vehicles within scope must be issued with a Certificate of Destruction. A Notification of Destruction (V860) will be issued for vehicles outside the scope of the code.  Identification marks on engines and any other salvaged parts must not be erased. Copies of V860s must be retained by the salvage agent for a period of at least 6 years for audit purposes, or such other period as defined in the current regulations.	When any vehicle is broken for spares the criteria for Category B applies.	

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## 7.0 VEHICLE SALVAGE CATEGORISATION FLOW CHART



\* No V5C will be re-issued by DVLA

\*\* V5C will be re-issued by DVLA and will have a literal depicting vehicle status

\*\*\* V5C re-issued no literal

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## 8.0 CRITERIA FOR CATEGORISING VEHICLE SALVAGE

The following four subsections correspond to the flowchart's four questions, which determine the category, has been produced to ensure that the suitably qualified person adopts a uniform approach.

It is important that the decision making process starts at the top of the flowchart and the questions are considered in the relevant order: 1,2,3 or 1,2,4.

It is the appropriate qualified person's responsibility to apply good engineering practice and safety considerations when deciding whether a vehicle is categorised as repairable, broken for spares or totally destroyed.

### 8.1 Question 1 - Is the damage sufficiently severe to warrant application of this code?

Some vehicles will remain outside of this code, for example stolen recovered vehicles with no or minimal damage.

It is recognised that some historic/ classic vehicles or vehicles of special interest may be repaired irrespective of extent of damage, providing it is safe to do so. In these cases the vehicle will fall outside the Code of Practice, which will not apply.

### 8.2 Question 2 - Is the salvage vehicle suitable for repair?

**This is probably the most important decision to make.**

This decision when made correctly will ensure unsafe vehicles are prevented from returning to the road, as catastrophically damaged vehicles will be identified and taken out of the repair chain, vehicles capable of repair will be clearly defined with the level of damage they have sustained. **This decision has a direct link to road user's safety.**

The following should be taken into account when considering **if a vehicle should / could be safely repaired.**

Excluding Water/ Fire Damage **can the vehicle be safely repaired using accepted industry standards?**

Manufacturers' or recognised researched repair methods must always be used.

The need to remove the vehicle from a possible theft chain, for example a stripped out vehicle requiring unobtainable or expensive replacement parts (if such a vehicle is declared repairable then a similar vehicle may be stolen and broken for parts).

No vehicle should ever be categorised as repairable on the basis that second-hand bodyshells/ structural elements/ frames will be used. In those cases the category should always be Category B (Break).

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### 8.3 Question 3 - Has the salvage vehicle sustained structural damage?

For the consistent application of the COP the shaded/ listed elements in the following illustrations and table represent the structural areas of vehicle construction.

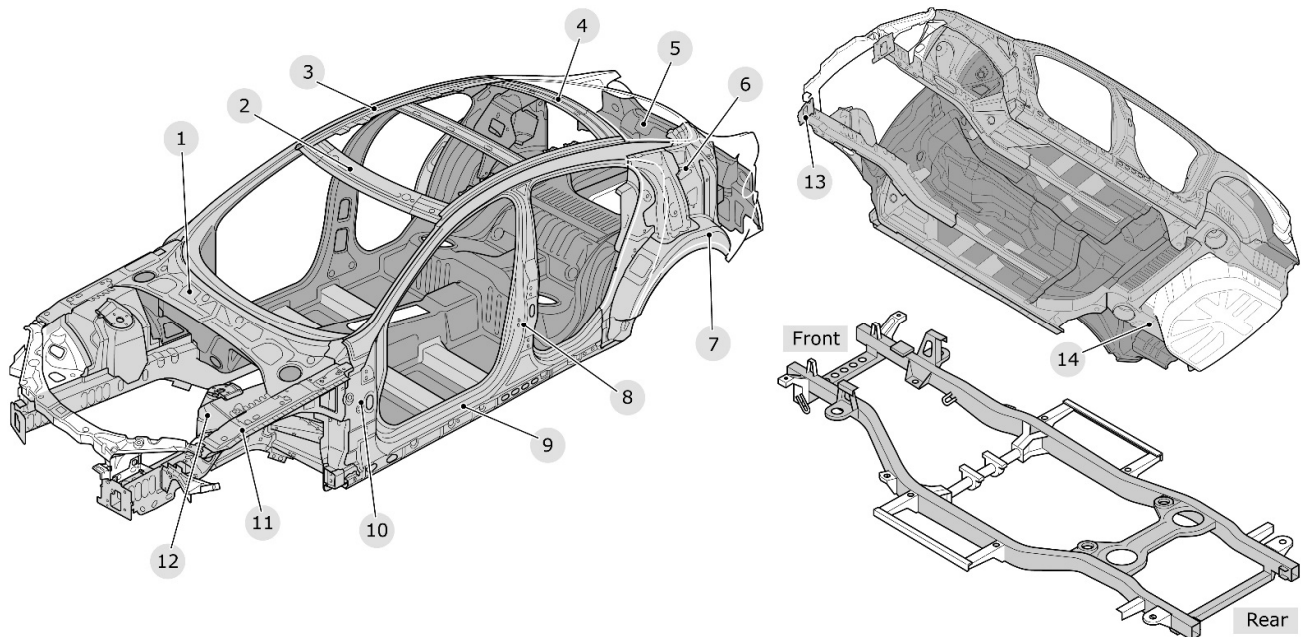
Where a vehicle is deemed repairable but has been damaged within the shaded/ listed areas (or separate chassis where applicable) the salvage must be classified as structurally damaged Category S (Structural).

A vehicle has sustained structural damage if any structural part requires realignment to original dimensions or replacement. (See Question 2).

Parts that are bolted on are not considered part of the vehicle's structure.

**NB.** The illustrations are generic for guidance, vehicle design and description of the components will differ between vehicle manufacturers.

The passenger safety cell on a body on frame vehicle should be treated the same as the monocoque shell (see 'Passenger Vehicle with separate bodyshell and chassis').



- |  |                              |                      |
|--|------------------------------|----------------------|
| 1. Fire wall / front bulk head             | 2. Front header rail         | 3. Side cant rail    |
| 4. Rear header rail                        | 5. Rear cross member *       | 6. Rear inner wing   |
| 7. Rear wheel housing extension            | 8. B post                    | 9. Sill              |
| 10. A post                                 | 11. Front upper wing support | 12. Front Inner wing |
| 13. Front chassis leg /welded cross member | 14. Rear chassis leg         |                      |

**Note:** Descriptions above relate to a panel or panels that form that part of the vehicle.

\*In vehicle designs where a rear panel forms part of the rear cross member, this should also be considered part of the Structural framework of the vehicle and should be treated as a Category S (Structural) if damaged.

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## 8.4 Question 4 - Should any parts be removed?

There are a number of reasons why an insurer/self – insured might request the vehicle to be crushed in its entirety below are some examples:

- Fire Damage Chemical contamination and parts unserviceable due to heat (see section on fire damage)
- Water damage Biological contamination - parts unserviceable due to water ingress (See section on water damage)
- Health and safety –Contamination: Biological - Chemical - Drugs etc
- Police Request
- Ethical grounds request

## 9.0 ADDITIONAL CRITERIA FOR CATEGORISING VEHICLE SALVAGE

It is the appropriate qualified person's responsibility to apply good engineering practice and safety considerations when deciding whether a vehicle is categorised as repairable, broken for spares or totally destroyed.

### 9.1 Vehicles with flood damage should be categorised as follows:

**Category A:** Vehicles with no useable parts.

**Category B:** Vehicles with useable parts.  
Vehicles that have corrosive, contaminated, polluted or salt water damage.  
Vehicles that have been totally submerged in any water types.  
Vehicles which have been subjected to flood water ingress in the passenger compartment to a level which causes significant damage to the electrical and safety components.

**Category N:** All other flood damaged vehicles which fall within the code.

The salvage agent or buyer must make vehicle/ spare part purchasers aware of the nature and origin of the vehicle's original damage and only allow parts re-sale of usable parts that are safe to handle and re-use.

### 9.2 Vehicles with fire and or smoke damage should be categorised as follows:

**Does the vehicle contain any usable parts which are suitable for resale?**

**Category A:** All unrepairable fire/ smoke damaged vehicles with no useable parts.

**Category B:** All unrepairable fire/ smoke damaged vehicles with useable parts.

**Category S:** Repairable vehicle which **has** sustained fire damage to any part of the structural frame or chassis and the insurer/ self-insured owner has decided not to repair the vehicle.

**Category N:** Repairable vehicle which **has not** sustained any fire damage to the structural frame or chassis and the insurer/ self-insured owner has decided not to repair the vehicle.

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### 9.3 Motorcycles and derivatives including quadbikes should be categorised as follows

**Category A:** Is not repairable with no useable parts.

**Category B:** Should be used when any one of the following applies:

- (i) A machine that has suffered serious damage and is beyond any form of safe repair.
- (ii) Where two or more of the following listed major assemblies cannot be safely repaired:-
  - (a) Frame
  - (b) Fork assembly complete
  - (c) Power Unit
  - (d) Swinging Arm assembly – including suspension unit(s)
  - (e) Where Category B (Break) is applied the disposal criteria is the same as Monocoque Bodyshell/ Chassis/ Frames

**Category S:** Should be applied where one of the following components requires realignment to original dimension's or replacement.

- (a) Frame
- (b) Fork assembly complete
- (c) Swinging Arm assembly

**Category N:** If none of the above definitions apply then categorise as Category N (Non-structural).

### 9.4 Historic/ Classic Vehicles

It is recognised that some historic/ classic vehicles or vehicles of special interest may be repaired irrespective of extent of damage, providing it is safe to do so. In these cases the vehicle will fall outside the Code of Practice, which will not apply.

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## 10.0 DISPOSAL CRITERIA FOR VEHICLE SALVAGE BODYSHELL/CHASSIS/FRAME

### 10.1 Monocoque Bodyshells/Chassis/Frames

**Category A and Category B** Bodyshells/ Chassis/ Frames must be crushed in their entirety with only bolt on panels and doors with welded (pinned) hinges removed if re-usable. No welded or bonded sections of the Bodyshell/Chassis/ Frames may be salvaged and a certificate of destruction must be issued.

All damaged Bodyshells/ Chassis/ Frames replaced in service must be crushed or returned to the manufacturer if an exchange scheme operates (no destruction certificate should be issued to DVLA in these cases although the insurer should require proof of destruction). Where a manufacturer's new Bodyshell/ Chassis/ Frames is not available and a replacement is required for the repair, the salvage must be categorised B (Break). No vehicle should ever be categorised as repairable on the basis that second-hand bodyshells/ structural elements/ frames will be used. In those cases the category should always be **Category B**.

### 10.2 Passenger Vehicles with separate bodyshell and chassis

Where the vehicle is categorised as a **Category B** the components of the chassis frame and the monocoque shell would be considered to be one component and must both be crushed and a certificate of destruction must be produced for both parts.

### 10.3 Commercial vehicles with separate cabs and chassis

The commercial cab may be treated as a separate part, if for a **Category B** the commercial cab is safely re-usable, it can be sold by the salvage dealer. The dealer must remove any VIN plate fitted and, if there is a stamped in VIN, the number must be over-stamped with crosses allowing the original number to be clearly identified. The purchaser of the commercial cab would then stamp the chassis number of the frame to which it was being fitted immediately adjacent to the crossed out number.

**Category A** criteria applies as for private cars.

**Category B** criteria applies as for private cars. A usable part is one whose future operational performance has not been compromised or contaminated and the correct operation can be guaranteed.

**Category S** the same provisions apply as for private cars, except where a replacement cab is required. In those cases, for categorisation purposes a second-hand cab may be used.

The chassis frame is the base structure of the vehicle and must be crushed in its entirety for all **Category A and Category B** cases.

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## Appendix 1 Waste controls

Waste controls apply to all end of life vehicles (ELV). These are vehicles that are categorised as either A – Scrap or B – Break, and vehicles categorised as S or N that are going to be broken for spares.

Any vehicle for which a COD has been issued (regardless of any insurance categorisation) must be regarded as waste and subject to waste controls.

Where the intention is to export ELVs overseas for dismantling or repair, then International Waste Shipments (IWS) controls will apply.

- End of life vehicles are hazardous waste until they have been fully depolluted.
- Hazardous waste consignment notes and the hazardous waste consignment procedure must be followed and records kept for each ELV. Further information on hazardous waste consignment and record keeping can be found at <https://www.gov.uk/dispose-hazardous-waste/producers-and-holders>
- Waste producers will need to keep hazardous waste records for 3 years. Hazardous waste records include consignment notes and consignee returns. For further information visit <https://www.gov.uk/dispose-hazardous-waste/consignee-returns>
- Depollution of ELVs can only take place at an Authorised Treatment Facility (ATF) this is a site that has an environmental permit. You can check whether a site is an ATF at: <https://www.gov.uk/government/publications/end-of-life-vehicles-authorised-treatment-facilities-register>
- Category B vehicles are ELVs and waste. Where these vehicles are being exported the international waste shipment procedures must be followed. If they have not been de-polluted, then they will be hazardous waste. Further advice on exports and imports can be found at <https://www.gov.uk/guidance/importing-and-exporting-waste>
- Category S and N vehicles exported for reuse or repair overseas are not considered waste exports by the UK Competent Authorities. However, if a vehicle is being shipped abroad in order to be dismantled or broken for recovery of spare parts then it is an ELV and the international waste shipment control procedures must be followed.

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## 11.0 TERMS OF REFERENCE

### Scope

As defined in introduction.

### Responsibilities

It is the responsibility of the (Stakeholders as defined in the Introduction) to ensure the Code of Practice is applied and Criteria are reviewed every two years.

### Document Control

Step 1: Review current in-force document.

Step 2: Produce draft document for review by the Thatcham Engineers Technical Committee.

Step 3: Seek ratification of draft document with industry Stakeholders.

Step 4: Publish ratified document.

### Version Control

V9 – Final Version (June 2017)

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