

Instructions for the collection of exemplar airbags and the use of the “Exemplar Airbag Collection Form”

The collection form is to be used in the field when securing both deployed and non-deployed exemplar airbags. While the majority of the airbags will be units from vehicle's being recalled there will be some non-recalled airbags included in the collection process. The instructions below outline both the collection process and the use of the form.

Step 1: Updating of Collection Site Log

- 1.1. If not already done, add the your name, collection location name, address, phone number and contact person to the “Collection Location Log” before proceeding with the collection process.

Step 2: Vehicle Screening

- 2.1 Using the Master Vehicle Recall List as a reference the vehicles in the salvage yard will be inspected to see if any of them are on the list. Once a vehicle is located that is on the list the VIN needs to be checked to determine if it is included in the recall. This will accomplished by going to the manufacturer's web site and running the VIN through the appropriate search. Each manufacturer's web site URL is included on the Master Vehicle Recall List. If either the driver's or passenger airbag is included on the recall the collection process will continue. If neither is included then continue with the vehicle screening.
- 2.2 Check the driver's and passenger's airbags to see if either is deployed. If the recalled airbag is NOT deployed then go to Step 2.5. If the recalled airbag IS deployed then go to Step 2.3.
- 2.3 Recalled airbag IS deployed – Inspect the airbag and inflator using the following steps:
 - a. Airbag – inspect the airbag fabric for any rips or tears that could have been caused by shrapnel.
 - b. Airbag Inflator Canister – Using the deflation holes closest to the inflator position the deflation hole in such a way as to allow viewing of the top of the inflator canister. Check the canister for any bulging, deformation or cracks.
 - c. If shrapnel damage is found and/or inflator damage is found go to Step 2.4. If no damage is found proceed to next airbag on same vehicle or next vehicle.
- 2.4 Complete Sections 1, 2 & 3 of the Exemplar Airbag Collection Form using the steps below.
 - a. Section 1: Collection Site Information – Fill in your name, firm represented, the location of the collection (Name of business) and date of collection.
 - b. Section 2: Vehicle Information – Fill in the vehicle information. Take a photograph of the VIN tag and note on form.
 - c. Section 3: Recall Information – For each airbag being recalled write the recall number in the appropriate space. If the airbag is NOT included in a recall then place an “N/A” in the recall number space. For each recalled airbag that has deployed mark “Y” in the deployed space.
- 2.5 Recalled airbag is NOT deployed - Complete Sections 1, 2 & 3 of the Exemplar Airbag Collection Form using the steps below.
 - a. Section 1: Collection Site Information – Fill in your name, firm represented, the location of the collection (Name of business) and date of collection.

- b. Section 2: Vehicle Information – Fill in the vehicle information. Take a photograph of the VIN tag and note on form.
- c. Section 3: Recall Information - For each airbag being recalled write the recall number in the appropriate space. If the airbag is NOT included in a recall then place an “N/A” in the recall number space. For each recalled airbag mark “N” in the deployed space.

Step 3: Vehicle Documentation

- 3.1. Using Section 4 of the collection form, document the exterior vehicle condition using the following steps.
 - a. Note the condition of ALL glazing on the collection form. If the glazing is compromised (broken/window down/missing) in a specific location then circle “Y”, for uncompromised glazing circle “N”. If the location does not apply then place an “N/A” over the location.
 - b. For each door on the vehicle mark the appropriate condition. Compromised is either missing, damaged where the seal is broken or found in an open condition.
 - c. For any vehicle where the diagram does not match use the “Other glazing or areas of compromise” section to denote information.
 - d. Photograph the exterior of the vehicle from all sides and corners (8 points) to document the conditions noted on the collection form.
 - e. Photograph the interior of the vehicle concentrating on the front seats, foot wells and dashboard.
 - f. Photograph each airbag prior to removal.
 - g. Mark the collection form Section 4 that denotes photographs were taken of the exterior, interior and airbags prior to removal.

Step 4: Shrapnel Damage Mapping (Deployed airbags ONLY)

- 4.1. Complete Section 5 of the collection form for each deployed recalled airbag being collected by following the steps below.
 - a. Mark the appropriate airbag illustration on the collection form with the location of all damage found on the deployed airbag fabric.
 - b. Perform a search for any shrapnel that might be present. For each piece found document its position photographically before collection. See sample photos for examples of shrapnel.
 - c. Collect all shrapnel found and place in an evidence bag marked with last 6 digits of vehicle’s VIN, collection location and date of collection.
 - d. If the inspection of the inflator in Step 2.3b of the Vehicle Screening Process revealed any inflator damage then document its position photographically.

Step 5: Airbag Removal and ID Logging

- 5.1. Each recalled airbag will be removed according to manufacturer’s procedures.
- 5.2. Using a paint stick or permanent magic marker place the last 6 digits of the vehicle’s VIN on each airbag removed in 2 places. If possible place one of the markings near the serial number tag.

- 5.3. Log the airbag assembly serial number and airbag inflator serial number under Section 6 of the collection form. NOTE: The inflator serial number is generally on the back side of the inflator and the assembly serial number is usually affixed to the backside of the steering wheel cover.
- 5.4. Take photos of both the assembly serial number and the inflator serial number and the VIN markings
- 5.5. Place each collected airbag in an evidence bag marked with last 6 digits of vehicle's VIN, collection location and date of collection.

Step 6: ACM Removal & Collection

- 6.1 ACM Collection – For ALL deployed airbags with shrapnel damage it will be necessary to collect the ACM (airbag control module).
 - a. Photograph ACM before removal.
 - b. Once removed log the ACM serial number on the Section 7 of the Collection Form.
 - c. Photograph ACM serial number and all other ID tags.
 - d. Place ACM in evidence bag place in an evidence bag marked with last 6 digits of vehicle's VIN, collection location and date of collection.