NYS SkillsUSA Collision Damage Appraisal Virtual Project

Scope of the Contest
To evaluate each contestant’s preparation for employment and to recognize outstanding students for excellence and professionalism in the field of collision damage appraisal and total loss evaluation. Contestants will demonstrate their ability to perform jobs and skills based on the task list outlined by the National Institute for Automotive Service Excellence (ASE) and the National Automotive Technicians Education Foundation (NATEF).

The competition includes a series of competencies to assess skills in the following areas: Electronic estimate to use CCC data base to complete a “virtual” estimate prepared from images assessing virtual (remote) estimating skill and a total loss vehicle inspection report and vehicle evaluation including digital images associated with all computerized estimating and total loss evaluation. The overall accuracy and quality of the finished products, speed and proper safety practices will be judged.

Knowledge Performance
The contest will include a Zoom meeting.
*See NYS SkillsUSA Virtual Technical Standards for competencies measured.

Contest Information (All items must be received by due date)

- **PDF Resume**
  - Upload one file with all contestant’s one-page resume’s. Email to send them to will be given during zoom competition.

Written Submission
- Contestants are to download forms, complete the form, then save and send to email address provided during zoom contest.

Zoom Interview/Role Play
You will receive a specified date/time to participate in a virtual interview/role play via Zoom with industry professionals. You should be dressed in your SkillsUSA attire for this session. You will be asked questions about your resume and your completed tasks.
1. We will hold this year’s competition through a live ZOOM meeting, all contestants will need to participate while live so as their processes can be monitored, we will also be ensuring they are working ALONE and not with the help of others. A. this will require them to have a computer with audio and visual capabilities and well as access to internet.

2. I am working with CCC to get live access to their program so the estimates can be written through their software.

3. We will have 2 repairable vehicles with many high detailed photos as well as available parts information outside of OEM, we will also have a total loss with Copart DTLE documentation and photos for the total loss portion.

4. After each appraisal we will show the contestant how to email it to us for review.

5. Scoring will be like last year as well as the tie breaker which will be a mock job interview based on their resumes.

**Task #1 Front Damage with Unibody Vehicle to be determined**

Enter the 17-digit VIN and download the full specs to review the vehicle’s options

Print off the attached BCIF form and complete all the administrative data at the top of the form. Fill in the square for each applicable option on the vehicle. Confirm options visually from the supplied photos which will be given at zoom. The website is to be considered a tool. If you visually confirm an option in the photos that doesn’t show to be included on the website, trust your visual confirmation over the site. A website will be provided at the zoom.

At the bottom of the form under conditions, select “1” or “good” for each category. For the sake of the contest just enter “appears to be in good condition” for the comments under each vehicle condition category. Option accuracy is important. If an option is mistakenly left off the valuation, then the customer will not receive credit for something they had on their vehicle and be underpaid on their settlement. If an option is mistakenly added that the vehicle doesn’t actually have, the owner will receive an overpayment on their settlement. The goal is option accuracy on this form. *Note tax rate is 8%.

**Task #2 Quarter Panel Replacement**

Resources – PDF attachments, Website links, tables below

https://www.oem1stop.com/position-statements *(for pre/post scan requirements)*

Scroll to the bottom and search out the manufacturer’s position for pre & post repair scanning after a collision. Once you’ve made the determination if the repair requires some time for a pre/post scan or not, either allow it on the estimate at your best guess for a fair time to scan the vehicle or disallow it on the estimate if you don’t believe it’s required. It’s recommended that each PDF attachment be reviewed carefully before writing the estimate.

https://www.paintscratch.com/*(to confirm if paint is 2 stage or 3 stage)*

*Parts list will be provided at zoom.*
**RATES ARE AS FOLLOWS:**

| Body = $46/hr | Paint = $46/hr | Mech = $75/hr | Frame = $64/hr | Paint Supplies = $34/hr |

*Remember to add any necessary miscellaneous operations at the bottom of your estimate such as car cover, restoring corrosion protection, flex additive, etc. Use your best judgment for dollar figures and/or labor times for these. *Note tax rate is 8%*

You may utilize the comments section of the Repair estimate form for any brief comments related to the estimate you’d like to include. These will all be considered when judging the contest as well as estimate sequencing.
NYS SkillsUSA
COLLISION DAMAGE
APPRAISAL AND TOTAL LOSS
EVALUATION TECHNOLOGY (VIRTUAL)

**PURPOSE**
To evaluate each contestant’s preparation for employment and to recognize outstanding students for excellence and professionalism in the field of collision damage appraisal and total loss evaluation.

**ELIGIBILITY**
Open to active SkillsUSA members enrolled in programs with collision damage appraisal and total loss evaluation as an occupational objective.

**Contestant number must be visible at all time**

**CLOTHING REQUIREMENTS**

Contest Clothing Notes (Apply ONLY to Virtual Competitions):
- Contestant clothing options include the following:
  - Trade Appropriate Clothing.
  - Professional Dress.
  - Business Casual.
- Clothing must meet industry safety standards.
- No identification of the contestant, school or state is allowed on clothing.
- No offensive, vulgar or inappropriate images or text are allowed on contestants clothing.
- No shorts or sleeveless shirts are allowed.
- Skirts must be at least knee-length.
- Proper Personal Protective Equipment (PPE) must be worn by contestant to meet all state, local and school requirements due to COVID-19.
- Scoring deductions may only be given and/or disqualification of contestant if clothing safety standards are not met.

**Note:** Safety glasses with side shields or goggles (prescription glasses may be used only if they are equipped with side shields. If not, they must be covered with goggles).

**EQUIPMENT AND MATERIALS**

Supplied by the contestant:
1. Basic equipment of a collision damage appraisal and total loss evaluation laboratory
2. Computer with high-speed internet capability and camera to use applications such as Zoom, Teams, etc. The minimum recommended internet bandwidth speeds for joining Zoom meetings, accessing on-demand curriculum and other online operations is 2.0 Mbps up and down. You can test your current internet speeds by following this link: [https://www.speedtest.net/](https://www.speedtest.net/). Allow the page to load and click on GO.
3. A secondary camera(s) may be required to provide judges with the ability to view contestants from different angles. Additional camera requirements will be located on the NYS SkillsUSA
4. A contest Proctor will be required to be on site to assist judges. A local industry expert is preferred to serve as the Proctor and shall not be an individual that has been involved with the training of the contestant(s). The Proctor will serve as the onsite “hands and eyes” for the judges. Proctor will follow instructions from the judges for safety and operations related to the competition. Proctor may be asked by judges to perform several tasks such as operating a portable camera to show specific components or steps, measure parts, or any task that will provide judges with information needed to assist in accurate scoring of the contestant’s work or presentation. However, the Proctor shall not serve as a judge nor have any influence on contestant scores.
5. The contestant’s instructor or advisor shall be on site to observe all competition activities to ensure a safe and healthy competition experience for all participants. That instructor or advisor will not be allowed to interact or interfere with the competitor unless a safety issue arises that requires interaction. Any other support or
interaction between the contestant and the instructor/advisor will result in disqualification.

6. All competitors must create a one-page résumé and submit an electronic copy to the technical committee chair at the email provided.

7. Materials for computerized estimating segment:
   a. Automated Estimating
   b. Digital camera or tablet with imaging capabilities.
   c. Printer networked to estimating systems and digital camera and Wi-Fi Capability.

8. Materials for Total Loss Evaluation:
   a. A vehicle that is an obvious total loss
   b. Total loss evaluation software or paper equivalent (See SkillsUSA website for details on which total loss and valuation systems will be used annually)
   c. Digital camera
   d. Vehicle evaluation guide (See SkillsUSA website for details on which vehicle evaluation systems will be used annually)
   e. Conditioning matrix
   f. Materials for handwritten estimating phase: Vehicle owner’s name and address
   g. Scratch pads
   h. Estimate sheets
   i. Estimate books
   j. Calculator
   k. Parts price list for car involved

Note: Check the Contest Guidelines and/or the updates page on the NYS SkillsUSA website.

**Scope of the Contest**

The contest will be consistent with the Collision Repair/Refrishing Technician ask List outlined in the guidelines published by the National Institute for Automotive Service Excellence (ASE) and the National Technicians Education Foundation (NATEF), www.natef.org. Contestants will demonstrate their ability to perform jobs of skills selected from the standards mentioned above as determined by the SkillsUSA Championships technical committee. National Committee membership includes: ABRA, ASE, Audatex, Caliber Collision, CCC, Collision Repair Education Foundation (CREF), GEICO, Gerber Collision & Glass, Insurance Auto Auction (IAA) and State Farm Insurance

**Knowledge Performance**

The contest includes a written knowledge test given by ASE, which will consist of 50 questions covering the areas of the Damage Analysis and Estimating that are identified in the NATEF Collision Repair/Refrishing Program Standards and the ASE Official Study Guide: Collision Repair/Refinish. An estimating test for the high school and college contests will be comprised of diagnosis and repair content from this skill area:

1. Damage Analysis – 12 questions that cover tasks necessary to analyze vehicle damage.
2. Estimating – 13 questions that cover the tasks necessary to estimate vehicle damage.
3. Legal and Environmental Practices – 2 questions that cover the tasks associated with legal and environmental practices.
4. Vehicle Construction – 7 questions that cover the tasks associated with vehicle construction.
5. Vehicle Systems Knowledge - 8 questions that cover tasks to identifying vehicle systems.
6. Parts and Source Identification – 6 questions that cover the tasks for parts and source identification
7. Customer Relations and Sales Skills – 2 questions that cover the tasks associated with customer relations and sales skills.

**Skill Performance**

Contestants will demonstrate their ability to perform jobs and skills based on the task list outlined by the National Institute for Automotive Service Excellence (ASE) and the National Automotive Technicians Education Foundation (NATEF). The competition includes a series of competencies to assess skills in the following areas: Handwritten estimate preparation using paper manuals, two computerized estimates/appraisals on frontal damage including unibody damage and light mechanical damage and rear damage including quarter panel replacement, “virtual” estimate prepared from images assessing virtual (remote) estimating skill and a total loss vehicle inspection report and vehicle evaluation including digital images associated with all computerized estimating and total loss evaluation.

The competitors will also participate in an
interview. The overall accuracy and quality of the finished products, speed and proper safety practices will be judged.

Standards and Competencies

Note for Virtual Competitions: Contestants may not be required to perform all the standards and competencies listed in this section. However, contestants should be prepared to perform components in all areas. Prior to the competition, the technical committee may determine which standards and competencies contestants will be perform for the virtual contests. The technical committee will determine if additional information is needed for contestants prior to the competition. These changes will be posted on the NYS SkillsUSA website.

CDA 1.0 — Complete a computerized estimate on a frontal damaged unibody vehicle where unibody damage and light mechanical damage are present. This will be done consistent with related tasks in National Automotive Technicians Foundation (NATEF) Collision Repair and Refinishing Standards and ASE Catalog of Collision Repair/Refinishing Tests B6 (Damage Analysis and Estimating)

1.1 List entrant number on estimating test
1.2 Locate provided “Vehicle Description and Labor Rate information” and complete owner and vehicle information section on estimate (e.g., owner name, address, phone numbers, license plate, vehicle year, series, mileage and vehicle identification number)
1.3 Identify and record customer/vehicle information
1.4 Identify and record vehicle identification (VIN) information
1.5 Locate and select vehicle to be estimated in the provided collision estimating software application.
1.6 Prepare estimate properly identifying parts to be replaced or repaired.
1.6.1 Make proper determination of refinishing needs including partial refinishing, blending and application of two or three stage paint applications
1.6.2 Make proper use of alternative parts available on the “Parts information document” as applicable (e.g. New OEM, Aftermarket, Recycled, Rebuilt, reconditioned, etc.)
1.6.3 Identify and estimate for unibody/frame damage conditions.
1.6.4 Identify and estimate for mechanical damage using the “mechanical information document” as applicable (e.g. refrigerant pricing, alignment information, etc.)

CDA 2.0 — Complete a computerized estimate on a damaged unibody vehicle where quarter panel damage is present and necessitates a replacement. This will be done consistent with related tasks in National Automotive Technicians Foundation (NATEF) Collision Repair and Refinishing Standards and ASE Catalog of Collision Repair/Refinishing Tests B6 (Damage Analysis and Estimating)

2.1 List entrant number on estimating test
2.2 Locate provided “Vehicle Description and Labor Rate information” and complete owner and vehicle information section on estimate (e.g., owner name, address, phone numbers, license plate, vehicle year, series, mileage, vehicle identification number)
2.3 Identify and record customer/vehicle information
2.4 Locate and select vehicle to be estimated in the provided collision estimating software application
2.5 Prepare estimate properly identifying parts to be replaced or repaired.
2.5.1 Make proper determination of refinishing needs including partial refinishing, blending and application of two or three stage paint applications.
2.5.2 Make proper use of alternative parts available on the “Parts information document” as applicable (e.g. New OEM, Aftermarket, Recycled, Rebuilt, reconditioned, etc.
2.5.3 Identify and estimate for unibody/frame damage conditions, if applicable.
2.5.4 Identify and estimate for any glass R&I or R&R using the available “Pricing Information Document”

CDA 3.0 — Complete a “virtual” computerized estimate on a damaged unibody vehicle using the computerized estimating system from supplied photos. Vehicle estimate is expected to be in
the $2500–$3000 range. This will be done consistent with related
tasks in National Automotive Technicians Foundation (NATEF)
Collision Repair and Refinishing Standards and ASE Catalog of
Collision Repair/Refinishing Tests B6 (Damage Analysis and
Estimating)

3.1 Students are expected to properly identify and enter the vehicle VIN. Students are expected to enter and verify all vehicle options and packages.

3.2 Students are expected to enter replace/repair and material labor rates along with taxe rates.

3.3 Students are expected to enter Repair facility Information.

3.4 Students are expected to enter all vehicle damage on the estimate in a logical format making appropriate repair vs replace decisions.

3.5 Students are expected to enter photos into the estimating system in the proper location and enter a photo description.

CDA 4.0 – Complete a total loss vehicle inspection report and conduct a vehicle evaluation. Using the total loss and vehicle evaluation system:

4.1 Document or validate the VIN, year, make and model of the loss vehicle

4.2 Document or validate (if decoded from VIN) all vehicle options

4.3 Document the mileage, aftermarket accessories and any prior damage.

4.4 Using the conditioning matrix, accurately rate each area of the vehicle with the proper condition rating. Use specific conditioning comments as necessary.

4.5 Using the vehicle evaluation guide or consumer website

4.5.1 Identify the correct vehicle and trim level

4.5.2 Identify the correct options and mileage

4.5.3 Document the vehicle evaluation

CDA 5.0 — Complete a handwritten estimate to related tasks in National Automotive Technicians Foundation (NATEF) Collision Repair and Refinishing Standards and ASE Catalog of Collision Repair/Refinishing Tests B6 (Damage Analysis and Estimating) *

5.1 Report heading/legibility *

5.1.1 Locate entrant number on estimating test *

5.1.2 Locate provided “Vehicle Description and Labor Rate

Page” and complete owner and vehicle information segment on estimate (e.g., owner name, address, phone numbers, license plate, vehicle year, series, mileage, vehicle identification number)

5.1.3 Identify and record customer/vehicle information

5.1.4 Identify and record vehicle identification (VIN) information

5.1.5 Write legibly *

5.2 Identify parts replacement *

5.2.1 Locate and select vehicle to be estimated in the provided collision estimating guide *

5.2.2 Locate and list the correct part prices and replacement labor times and refinish labor times for the predetermined parts being replaced *

5.2.3 Estimate labor adjustments for vehicle options when appropriate *

5.2.4 Recognize and apply body labor overlap and refinish labor overlap where appropriate *

5.2.5 Consider and apply “included” and “not included” operations where appropriate *

5.2.6 Consider and apply labor footnotes (# signs) when necessary *

5.3 Prepare calculations *

5.3.1 Calculate and list the correct paint and materials allowance *

5.3.2 Calculate and list parts, body labor, refinish labor, paint and material column totals *

5.3.3 Calculate and list total labor hours (body labor plus refinish labor) *

5.3.4 Multiply total labor hours by providing labor rate and list labor dollar amount *

5.3.5 Calculate and list the total estimated amount *

CDA 6.0 — Complete an oral assessment/interview to related tasks in National Automotive Technicians Foundation (NATEF) Collision Repair and Refinishing Standards

6.1 Exhibit personal skills such as attendance, time management and individual responsibility

6.1.1 Demonstrate promptness
when required to meet interviewer at specific time and location*

CDA 7.0 — Maintain professional conduct to related tasks in National Automotive Technicians Foundation (NATEF) Collision Repair and Refinishing Standards

7.1 Demonstrate courteous behavior while waiting for the interviewer*

CDA 8.0 — Maintain professional appearance to related tasks in National Automotive Technicians Foundation (NATEF) Collision Repair and Refinishing Standards

8.1 Demonstrate proper attire (SkillsUSA uniform light blue shirt, dark blue pants)*

CDA 9.0 — Complete job application and résumé to related tasks in National Automotive Technicians Foundation (NATEF) Collision Repair and Refinishing Standards

9.1 Properly and legibly complete a job application and résumé*

CDA 10.0 — Demonstrate interview skills to related tasks in National Automotive Technicians Foundation (NATEF) Collision Repair and Refinishing Standards
**Basic Claim Information Form (Estimating)**

<table>
<thead>
<tr>
<th>Appraiser</th>
<th>*Claim Number</th>
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**VIN**

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
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**Body Style**

<table>
<thead>
<tr>
<th>Engine</th>
<th>Mileage (“UNK” if unknown)</th>
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</table>

**VEHICLE (Options)**

<table>
<thead>
<tr>
<th>Package 1:</th>
<th>Package 2:</th>
</tr>
</thead>
</table>

**Power**

|------------------|----------------|-----------------|--------------|-----------------|------------------|---------------------|-----------------------|------------------|------------------------|

**Convenience**

<table>
<thead>
<tr>
<th>PX Backup Camera</th>
<th>PJ Parking Sensors</th>
<th>EC Entertainment Center</th>
<th>IC Intelligent Cruise</th>
<th>DU Dual Entertainment Center</th>
<th>PD Power Sliding Door</th>
<th>DP Dual Power Sliding Doors</th>
<th>XT Auxiliary Fuel Tank</th>
<th>GD Home Link</th>
</tr>
</thead>
</table>

**Convenience (Cont.)**

|-------------|-------------|-----------|-------------|------------|-----------------------------|-----------------|-------------------|---------------------|-------------|

**Roof**

<table>
<thead>
<tr>
<th>RR Luggage/Roof Rack</th>
<th>EG Electric Glass Roof</th>
<th>ES Electric Steel Roof</th>
<th>VP Power Convertible Roof</th>
<th>FR Flip Roof</th>
<th>OR Skyview Roof</th>
<th>MS Manual Steel Roof</th>
<th>VR Vinyl Covered Roof</th>
<th>HT Hard Top</th>
<th>TT T-Top/Panel</th>
</tr>
</thead>
</table>

**Roof (Cont.)**

<table>
<thead>
<tr>
<th>RM Detachable Roof</th>
<th>SD Dual Power Sunroof</th>
<th>MG Manual Glass Roof</th>
</tr>
</thead>
</table>

**Décor**

<table>
<thead>
<tr>
<th>DM Dual Mirrors</th>
<th>BN Body Side Moldings</th>
<th>TG Tinted Glass</th>
<th>AF Aftermarket Film Tint</th>
<th>DT Privacy Glass</th>
<th>SJ Rear Power Sunshade</th>
<th>CN Console/Storage</th>
<th>CO Overhead Console</th>
<th>WT Wood Interior Trim</th>
<th>WG Wood grain</th>
</tr>
</thead>
</table>

**Safety**

<table>
<thead>
<tr>
<th>AG Driver’s Side Air Bag</th>
<th>RG Passenger Air Bag</th>
<th>AB Anti-Lock Brakes (4)</th>
<th>DB 4-Wheel Disc Brakes</th>
<th>XG Front Side Impact Air Bags</th>
<th>DG Head/Curtain Air Bags</th>
<th>PO Postraction</th>
<th>PO Postraction</th>
<th>PO Postraction</th>
<th>PO Postraction</th>
</tr>
</thead>
</table>

**Convenience**

<table>
<thead>
<tr>
<th>AC Air Conditioning</th>
<th>IW Intermittent Wipers</th>
<th>TW Tilt Wheel</th>
<th>CC Cruise Control</th>
<th>RD Rear Defogger</th>
<th>KE Keyless Entry</th>
<th>TO Alarm</th>
<th>MC Message Center</th>
<th>TQ Steering Wheel Touch Controls</th>
<th>TP Rear Window Wiper</th>
<th>TL Telescopic Wheel</th>
<th>CL Climate Control</th>
<th>DA Dual Air Conditioning</th>
<th>NV Navigation System</th>
<th>RJ Remote Starter</th>
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**Interior**

<table>
<thead>
<tr>
<th>CS Cloth Seats</th>
<th>BS Bucket Seats</th>
<th>RL Reclining/Lounge Seats</th>
<th>LS Leather Seats</th>
<th>3S 3rd Row Seat</th>
<th>SH Heated Seats</th>
<th>RH Rear Heated Seats</th>
<th>VB Ventilated Seats</th>
<th>VB Ventilated Seats</th>
<th>VB Ventilated Seats</th>
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**Interior (Cont.)**

<table>
<thead>
<tr>
<th>SH Heated Seats</th>
<th>RH Rear Heated Seats</th>
<th>VB Ventilated Seats</th>
<th>VB Ventilated Seats</th>
<th>VB Ventilated Seats</th>
<th>VB Ventilated Seats</th>
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<th>VB Ventilated Seats</th>
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**Wheels**

<table>
<thead>
<tr>
<th>SY Styled Steel Wheels</th>
<th>FC Wheel Covers</th>
<th>CY Clad Wheels</th>
<th>AW Aluminum/Alloy Wheels</th>
<th>CJ Chrome Wheels</th>
<th>W2 20” or Larger Wheels</th>
<th>WC Wire Wheel Covers</th>
<th>WW Wire Wheels</th>
<th>KW Locking Wheels</th>
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**Paint**

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<tr>
<th>IP Clear coat Paint</th>
<th>MP Metallic Paint</th>
<th>2T Two Tone Paint</th>
<th>HP Three Stage Paint</th>
<th>SG Stone Guard</th>
<th>FL Fog Lamps</th>
<th>TX Traction Control</th>
<th>T1 Stability Control</th>
<th>SL Rear Spoiler</th>
<th>MX Signal Integrated Mirrors</th>
<th>TH Trailer Hitch</th>
<th>XE Xenon Headlamps</th>
<th>HV Headlamp Washers</th>
<th>EM California Emissions</th>
<th>PT Power Trunk/Gate Release</th>
<th>WI Winch</th>
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**Truck**

<table>
<thead>
<tr>
<th>SB Rear Step Bumper</th>
<th>SW Rear Sliding Window</th>
<th>PG Power Rear Window</th>
<th>BL Bed liner</th>
<th>BY Bed liner (Spray On)</th>
<th>TP Tailing Package</th>
<th>TN Soft Tonneau Cover</th>
<th>TZ Hard Tonneau Cover</th>
<th>CP Deluxe Truck Cap</th>
<th>BD Running Board/Step Ends</th>
<th>UP Power Retractable Running Boards</th>
<th>AR Bed Rails</th>
<th>TB Tool Box (Permanent)</th>
<th>WD Dual Rear Wheels</th>
<th>GG Grill Guard</th>
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</table>

**CONDITION:** Rate each of the following 0=Fair, 1=Good, 2=Very Good, 3=Excellent

<table>
<thead>
<tr>
<th>Mechanical</th>
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<th>2</th>
<th>3</th>
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**COMMENTS**