



# SG21

# Convertible Top Backlite

**Uniform  
Procedures For  
Collision Repair  
UPCR**

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v.4.0



## 1. Description

This procedure describes replacement, inspection, and testing requirements for a convertible top backlite. Methods for checking and correcting water leaks are also included.



## 2. Purpose

The purpose of this procedure is to provide industry-accepted requirements for performing high-quality replacement of a convertible top backlite. This procedure is intended for use by professionals who are qualified through training and experience.



### 3. Referenced Documents

The following documents are considered part of this procedure by reference.

#### 3.1 Procedures

- HM01 Hazardous Materials
- PS01 Personnel Safety
- RF01P Surface Preparation
- RF01S Surface Preparation

#### 3.2 Other Information

- Equipment-specific information
- National Auto Glass specifications
- Recycled parts information
- Vehicle-specific repair information

Note: The National Glass Association (NGA) acknowledges the role of both the vehicle and adhesive makers in the replacement of glass parts. At times, their published replacement procedures may conflict.

The NGA does not warrant published adhesive procedures by either the vehicle or adhesive maker, but acknowledges the validity of both in the replacement of vehicle glass. It is the responsibility of the business owner and installing technician to determine applicability of published information to the installation and business environment.



### 4. Equipment And Material Requirements

#### 4.1 Equipment

The use of this equipment is included in this procedure:

- caulking gun
- portable glass stand
- plastic paddle
- staple gun
- vacuum or suction cups

**(cont'd)**



## 4. Equipment And Material Requirements (cont'd)

### 4.2 Power Equipment

The use of this power equipment is included in this procedure:

- drill
- vacuum cleaner

### 4.3 Materials

The use of these materials is included in this procedure:

- adhesives and primers
- cleaners
- clips and fasteners
- staples
- lubricants
- protective covers
- razor blades



## 5. Damage Analysis

### 5.1 Glass And Mounting Parts

Inspect the glass and mounting parts for these types of damage:

- visible damage
- damage to the integrated radio antenna
- damage to the defroster grid
- damaged or missing mounting parts
- improper previous installation

Plan to replace the glass if it is damaged. Determine if the mounting parts will be replaced or reused. Verify the availability of replacement parts.

### 5.2 Mounting Hardware

Inspect mounting hardware such as zippers, beltline rail, rain gutter, etc. for damage and proper operation. Determine if the parts will be replaced or reused. Verify the availability of replacement parts.

**(cont'd)**



## 5. Damage Analysis (cont'd)

### 5.3 Adjacent Areas

Inspect the pinchweld area on hard-top convertibles for proper surface preparation. Inspect adjacent areas, such as body panels, seats, electrical wiring, etc. for damage and proper operation. Determine if the parts will be repaired, replaced, or reused. Verify the availability of replacement parts.



## 6. Personnel Safety

### 6.1 General Safety

General safety information is in **PS01**.

### 6.2 Glass Safety

To avoid injury when handling glass, follow these safety precautions:

- Wear the appropriate eye and hand protection.
- Inspect the edges for slivers and rough or sharp edges before handling.
- Never carry glass under your arm or over your head. Hold the glass with palms outward so that it can only fall away from you. Keep your pathway free of obstacles.
- When carrying glass with vacuum cups, stay on the side with the vacuum cups. Keep vacuum cups clean.



## 7. Environmental Safety

Hazardous material safety information is in **HM01**.



## 8. Vehicle Protection

### 8.1 Adjacent Surfaces

To protect the glass, fasteners and adjacent surfaces when replacing mechanically-fastened stationary glass:

- Place protective coverings around the work area, including the deck lid, convertible top, package tray, seats, etc.
- Remove any jewelry or belt buckles which may cause damage to the vehicle.

### 8.2 Electronic Parts

- Ensure that the ignition switch is in the LOCK position, and the key is removed.
- Protect modules, connectors, and wiring from dirt, heat, static electricity and moisture.
- Loosen or remove any wiring harnesses or electrical parts that could be damaged during the repair process.



## 9. Replacement Procedure

Plan the replacement based upon fastener design, molding type, hardware and trim accessibility, use of adhesives, etc.

For replacement of the backlite in a soft convertible top, see **9.1**. For replacement of the backlite in a hard convertible top, see **9.2**.

### 9.1 Soft-Top Backlite Replacement

To replace the backlite in a soft convertible top:

1. Remove, loosen, or reposition interior moldings, decking, or other parts to allow access to the glass.
2. Lower the top slightly to ease the tension around the window assembly.
3. Unzip or detach the top and sides of the assembly from the outside.
4. Detach the lower assembly from the beltline rail.
5. Remove the backlite.
6. Vacuum any glass from the vehicle interior.
7. Install the replacement backlite.
8. Reinstall any parts previously removed or repositioned, duplicating the original mounting method.
9. Carefully check operation of the top.
10. Check the installation for water leaks. See **11.2**.
11. Continue vehicle reassembly.

**(cont'd)**



## 9. Replacement Procedure (cont'd)

### 9.2 Hard-Top Backlite Replacement

To replace the backlite in a hard convertible top:

- 1. Determine the glass mounting method.
- 2. Remove or reposition the interior moldings, decking or any other parts to allow access to the glass.
- 3. Remove the mounting hardware and cut any adhesive, if required to remove the backlite.
- 4. Remove the backlite from the convertible top and store it in a protected area. If the glass is to be reused, store it properly to prevent damage.
- 5. Install the replacement backlite, duplicating the original mounting method.
- 6. Reinstall any parts previously removed or repositioned, duplicating the original mounting method.
- 7. Carefully check operation of the top.
- 8. Vacuum any broken glass from the vehicle interior.
- 9. Check the installation for water leaks. See **11.2**.
- 10. Continue vehicle reassembly.



## 10. Use Of Recycled (Salvage) Parts

### 10.1 Condition Of Salvage Parts

Do not install salvage mounting hardware or moldings having visible damage or corrosion.

Do not install salvage glass parts having any of these conditions:

- visible damage
- improper tint or shade
- optical distortion
- delamination
- damaged defroster grid



# 11. Inspection And Testing

## 11.1 Replaced Convertible Backlite

Inspect a replaced convertible backlite for these conditions:

- pits or scratches
- optical distortion
- improper tint or shade
- delamination
- water leaks

Correct any defects.

## 11.2 Water-Leak Test

To test for water leaks:

1. Protect the vehicle interior.
2. Apply water at low pressure around the perimeter of the glass from the outside, starting at the bottom and working up.
3. Look for water leaks inside.

Correct any water leaks by adjusting the glass assembly or the rain gutter, and repeat the test.