

Company name

Phone

Address

Interview with

Email

Website

Inspector name Visit Date

Current owners

** compulsory for Licensed Collision Repairer*

BUSINESS PRESENTATION - FRONTAGE

Condition of forecourt * Sealed and tidy Potholes Unsealed but tidy Untidy

Appearance of building Excellent Good Average Poor

Parking spaces Marked customer use only Easily Accessible Inconvenient

Business signage Excellent Good Average Poor

Rubbish area In view Out of view

General comments

OFFICE / RECEPTION / CUSTOMER FACILITIES

Office location * Separate from w/shop Entrance through w/shop Office in w/shop

Well signposted office Yes No

Office / Reception appearance Excellent Good Average Poor

Appearance of walls Excellent Good Average Poor

Floor coverings ie vinyl, carpet etc Excellent Good Average Poor

General tidiness (cleaned regularly) Excellent Good Average Poor

Seating for clients / assessors Seating / Table No Seating

Toilet cleanliness Excellent Good Average Poor

Locks on toilet doors On all On some None

Office / toilet walls (no offensive artwork) None Some Unacceptable

Electronic estimating software Yes No **Brand** Auto-Quote Panel Quote Other
 Flexiquote PPG Business Manager
 iBodyshop Quoteplus

General comments

STAFF

Panel skilled <input type="checkbox"/>	Panel NQ <input type="checkbox"/>	Panel trainee <input type="checkbox"/>
Refinish skilled <input type="checkbox"/>	Refinish NQ <input type="checkbox"/>	Refinish trainee <input type="checkbox"/>
Migrant Panel skilled <input type="checkbox"/>	Migrant Panel NQ <input type="checkbox"/>	Other <input type="checkbox"/>
Migrant Refinish skilled <input type="checkbox"/>	Migrant Refinish NQ <input type="checkbox"/>	
Administration <input type="checkbox"/>		

Are your Apprentices signed up with MITO? Yes No Apprentices
 No

OWNERS

Working Directors/Partners - Male

Female

General comments

HEALTH & SAFETY

Health & Safety Policy Yes No Want to buy Type

Do you have H&S meetings every 2 months and keep minutes of these? Yes No

Do you have a hazard register and keep this updated? Yes No

Do you have a process to record all near misses, incidents and injuries? Yes No

Do you conduct emergency evacuation drills twice a year? Yes No

Do you have a process for visitors, customers and contractors coming on site? Yes No

GENERAL FACILITIES

Environmental Management Plan Yes - implemented Yes - not implemented No Please send

Employment Agreement Yes have one No Want to buy one

Security system monitored Yes No

Smoke Alarm/Heat Sensors Yes No

Signage for Evacuation with Assembly Point Yes No

Animals on premises Yes No

Staff driven company vehicle with First Aid Kit Yes No

Annual staff health checks - documentation held (lung capacity, respiratory and hearing) Yes No

General comments

RELIEF VEHICLES

Do you have Relief Vehicles Yes No

Relief Vehicle numbers:

Do you charge for Relief Vehicles? Yes No

Rental Service Licence? Yes No

These vehicles are: Owned Leased Rented

Excess?

Type of Insurance on these Relief Vehicles: Full cover 3rd party

General comments

INSURANCE COMPANIES

Does work for:

- | | | |
|---|--|----------------------------------|
| <input type="radio"/> AA / SIS | <input type="radio"/> Pioneer | <input type="radio"/> VERO / AMP |
| <input type="radio"/> Allianz | <input type="radio"/> QBE | <input type="radio"/> Youi |
| <input type="radio"/> FMG | <input type="radio"/> Smartpak | <input type="radio"/> Zurich |
| <input type="radio"/> IAG / NZI / State / AML | <input type="radio"/> Sureplan | <input type="radio"/> Other |
| <input type="radio"/> Medical Insurance | <input type="radio"/> Tower | |
| <input type="radio"/> National Auto Club | <input type="radio"/> Toyota Insurance | |

Approved (Contract):

- | | |
|----------------------------------|--|
| <input type="radio"/> AA / SIS | <input type="radio"/> Toyota Insurance |
| <input type="radio"/> FMG | <input type="radio"/> VERO / AMP |
| <input type="radio"/> IAG | <input type="radio"/> Youi |
| <input type="radio"/> IAG - Gold | <input type="radio"/> Zurich |
| <input type="radio"/> Sureplan | <input type="radio"/> Other |
| <input type="radio"/> Tower | |

General comments

TRAINING

Have I-CAR courses been attended over past year? Yes No

Have you got up-to-date training records for all staff? Yes No

Are you involved in a benchmarking programme?
 No Glasurit Spies Hecker Other
 Axalta PPG Standox
 De Beer Sikkens. Waikato University

General comments

MANAGEMENT & STAFF PRESENTATION

Company uniform - Office staff Tidy and persons name Tidy None

Company uniform - Workshop staff Tidy and persons name Tidy None

General comments

WORKSHOP PRESENTATION

Workshop area defined Yes No

General appearance / cleanliness Excellent Good Average Poor

Plant / tool storage area Excellent Good Average Poor

Condition of plant Excellent Good Average Poor

Parts storage area Tidy Good Average Poor

Staff room - clean / tidy Excellent Good Average Poor

Wash area - clean / tidy Excellent Good Average Poor

First Aid Kit including stock list Yes Some No

Signage for First Aid Yes No

Date First Aid Kit restocked

Eye wash in or near tint room as well as in First Aid kit Yes No

Do you have a qualified First Aider? Yes No

Spill kit Yes No

General comments

WORKSHOP EQUIPMENT

Power tools tagged to industry and safety standards Fire Extinguishers Hoist

Fire extinguishers - service expiry date

Hoist - service expiry date

General comments

SCANNING EQUIPMENT

Scan tool Yes No

Description / Make

RUBBISH

Rubbish / Recycling collection area Scrap metal Plastic Radiator fluids
 Cardboard & Paper Oil fluids Thinners

WELDING

Oxy-acetylene MIG inverter MIG bronze MIG aluminium Spot Plastic

Spot inverter * Yes No

Brand

Model

Brand

Model

MIG steel * Yes No

Brand

Model

Brand

Model

General comments

STRUCTURAL ALIGNMENT EQUIPMENT

Structural Alignment system * Yes No

Description / Make

General comments

MEASURING EQUIPMENT

Measuring system * Yes No

Type Manual Electronic

Description / Make

Last calibration date

General comments

COMPANY SAFETY

Air fed hoods - are these used for all isocyanate spraying? Protective clothing and gloves

Clean air (breathable) system - checked regularly

Safety footwear All complying Some complying None complying

General comments

DRYING EQUIPMENT

Spraybooth / Bake Oven * Yes No

Make Heat system Gas on main Diesel Non heated Gas bottles Infrared

Make Heat system Gas on main Diesel Non heated Gas bottles Infrared

Who services the Spraybooth

Mixing Room * Yes No

Mixing Room paint systems

Waterborne Yes No Dangerous Goods Cabinet Yes No

Dangerous Goods Store Yes No Prep Bay Yes No

General comments

HAZARDOUS SUBSTANCES

Have you got Safety Data Sheets for all hazardous substances? Yes No

Are all Safety Data Sheets readily accessible in the workplace? Yes No

Have you got an up-to-date inventory list of all hazardous substances? Yes No

Is this inventory readily accessible in the workplace? Yes No

COMPLIANCE

Location Compliance Certificate *

Do you require one? Yes No Annual letter exemption

Have you contracted a Compliance Certifier? Yes No

Compliance Certifiers name Expiry Date

Have all your staff been trained in using, handling, storing and disposing of hazardous substances? Yes No

Stationery Container System Compliance Certificate *

Do you require one? Yes No

Have you contracted a Compliance Certifier? Yes No

Compliance Certifiers name Expiry Date

Hazardous Area Dossier

Have you got one? Yes No

Car Wash Bay

How do you wash the cars? On-site Off-site Is it Council compliant? Yes No

Type Catchment Steam Stocking Soakhole Other..

Compliance Fully Partial (active) None

General comments

ANY OTHER COMMENTS

OVERALL RESULT

Result Pass Fail Recheck