

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	<input type="radio"/> * Sealed and tidy	<input type="radio"/> Potholes	<input type="radio"/> Unsealed but tidy	<input type="radio"/> Untidy
Appearance of building	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
Parking spaces	<input type="radio"/> Marked customer use only	<input type="radio"/> Easily Accessible	<input type="radio"/> Inconvenient	
Business signage	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
Rubbish area	<input type="radio"/> In view	<input type="radio"/> Out of view		
General comments				

OFFICE / RECEPTION / CUSTOMER FACILITIES

Office location	<input type="radio"/> * Separate from w/shop			<input type="radio"/> Entrance through w/shop	<input type="radio"/> Office in w/shop
Well signposted office	<input type="radio"/> Yes <input type="radio"/> No				
Office / Reception appearance	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor	
Appearance of walls	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor	
Floor coverings ie vinyl, carpet etc	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor	
General tidiness (cleaned regularly)	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor	
Seating for clients / assessors	<input type="radio"/> Seating / Table <input type="radio"/> No Seating				
Toilet cleanliness	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor	
Locks on toilet doors	<input type="radio"/> On all <input type="radio"/> On some <input type="radio"/> None				
Office / toilet walls (no offensive artwork)	<input type="radio"/> None <input type="radio"/> Some <input type="radio"/> Unacceptable				
Electronic estimating software	<input type="radio"/> Yes	<input type="radio"/> No	Brand	<input type="radio"/> Auto-Quote <input type="radio"/> Panel Quote <input type="radio"/> Other <input type="radio"/> iBodyshop <input type="radio"/> PPG Business Manager	
General comments					

STAFF

Panel skilled

Panel NQ

Panel trainee

Refinish skilled

Refinish NQ

Refinish trainee

Administration

Other

OWNERS

Working Directors/Partners - Male

Female

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

MIGRANTS

Migrant Panel skilled

Migrant Refinish skilled

Migrant Panel NQ

Migrant Refinish NQ

General comments

HEALTH & SAFETY

Health & Safety Policy ☐ Yes ☐ No ☐ Want to buy

Type

Did you complete the IMPAC Prequal?

☐ Yes ☐ No

What score?

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

Signage for Evacuation with Assembly Point

☐ Yes ☐ No

Staff driven company vehicle with First Aid Kit

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

Annual respirator fit testing

☐ Yes ☐ No

Smoke Alarm/Heat Sensors

☐ Yes ☐ No

General comments

RELIEF VEHICLES

Do you have Relief Vehicles

☐ Yes ☐ No

Do you charge for Relief Vehicles?

☐ Yes ☐ No

Rental Service Licence?

☐ Yes ☐ No

These vehicles are:

☐ Owned ☐ Leased ☐ Rented

Type of Insurance on these Relief Vehicles:

☐ Full cover ☐ 3rd party

Relief Vehicle numbers:

What do you charge for
Relief Vehicles?

Excess?

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 / AMI | <input type="radio"/> Sureplan | <input type="radio"/> Other |
| <input type="radio"/> Medical Insurance | <input type="radio"/> Tower | <input type="radio"/> None |
| <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 | <input type="radio"/> None |

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

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

Spill kit ☐ Yes ☐ No

Date First Aid kit restocked

Do you have a qualified First Aider? ☐ Yes ☐ No

General comments

WORKSHOP EQUIPMENT

- ☐ Power tools tagged to industry and safety standards ☐ Hoist ☐ Headlamp beam aligner
☐ Fire extinguishers ☐ Air con station

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/braze *

☐ Yes ☐ No

Brand

Model

Brand

Model

General comments

STRUCTURAL ALIGNMENT EQUIPMENT

Structural Alignment system *

Description / Make

☐ Yes ☐ No

General comments

MEASURING EQUIPMENT

Measuring system * ☐ Yes ☐ No

Type ☐ Manual ☐ Electronic

Description / Make

Calibration expiry 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 Store ☐ Yes ☐ No

Dangerous Goods Cabinet ☐ 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