

Company name	<input type="text"/>	Business card	<input type="radio"/> Yes <input type="radio"/> No
Phone	<input type="text"/>	Contact	<input type="text"/>
Address	<input type="text"/>	Interview with	<input type="text"/>
Email	<input type="text"/>	Branch	<input type="text"/>
		Website	<input type="text"/>

Requested category	<input type="text"/>	Inspector name	<input type="text"/>
Recommended Category	<input type="text"/>	Business Type	<input type="text"/>
Visit Date	<input type="text"/>		

*** compulsory for SRC**

Office/Reception/Customer Facilities

Office location	<input type="radio"/> * Separate from workshop	<input type="radio"/> Entrance through w/shop	<input type="radio"/> Office in w/shop	
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
Office/toilet walls (no offensive artwork)	<input type="radio"/> None	<input type="radio"/> Some	<input type="radio"/> Unacceptable	
Seating for clients/assessors	<input type="radio"/> Seating / Table	<input type="radio"/> No seating		
Toilet cleanliness (for customer use)	<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	
Electronic estimating/accounting system	<input type="radio"/> Yes	<input type="radio"/> No	Brand	<input type="text"/>

General comments

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
Rubbish collection area	<input type="radio"/> Active recycling	<input type="radio"/> Out of view/tidy	<input type="radio"/> In view but tidy	<input type="radio"/> Untidy
Business signage	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor

General comments

Workshop Presentation

Condition of plant	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
Plant/tool storage area	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
General appearance/cleanliness	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
Workshop area defined	<input type="radio"/> Yes	<input type="radio"/> No		
Parts storage area	<input type="radio"/> Tidy	<input type="radio"/> Average	<input type="radio"/> Poor	

General comments

Management & Staff Presentation

Matching overalls/company logo shirts	<input type="radio"/> Tidy and named	<input type="radio"/> Tidy, not named	<input type="radio"/> Untidy/unnamed	<input type="radio"/> None
General appearance/customer oriented	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor

General comments

Staff Numbers

Staff Numbers

Panel Skilled Panel NQ Panel Trainee Working Directors/Partners Male

Refinish Skilled Refinish NQ Refinish Trainee Female

Administration Other

Are your Apprentices signed up with MITO? Yes No

General comments

General Facilities

Health & Safety Policy (paper based) Yes No

- Risk Radar (computer based) Yes No

- ACC discount Yes - 10% Yes - 15% Yes - 20% No

Employment Agreement Yes No

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

Security system monitored Yes No

Animals on premises Yes No

Signage for First Aid Yes No

Signage for Evacuation with Assembly Point Yes No

Eye wash Yes No

Company vehicle with First Aid Kit Yes No

Smoke alarm Yes No

Courtesy Cars

Do you have Courtesy cars Yes No

Do you charge for Courtesy cars Yes No

These cars are: Owned Leased Rented

Number

Rental Service Licence Yes No

General comments

Insurance Companies

DOES WORK FOR APPROVED (CONTRACT)

IAG NZ	<input type="checkbox"/>	<input type="checkbox"/>
AMI	<input type="checkbox"/>	<input type="checkbox"/>
Tower	<input type="checkbox"/>	<input type="checkbox"/>
Farmers Mutual	<input type="checkbox"/>	<input type="checkbox"/>
Lumley	<input type="checkbox"/>	<input type="checkbox"/>
VERO	<input type="checkbox"/>	<input type="checkbox"/>
AA	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Training

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

Is I-CAR logo displayed?

Business Card Yellow Pages Premises Flag

Other training

Welding

MIG steel MIG bronze Spot

Oxy-acetylene MIG aluminium Plastic

MIG inverter Spot inverter

Welding comments

Staff that have completed a welding qualification:

PANELBEATING CENTRE

Measuring Equipment

Measuring system * Yes No

Last calibration date

Description / Make

Comments & recommendations

Structural Alignment Equipment

Structural Alignment system * Yes No

Description / Make

Comments & recommendations

Workshop Equipment

Power tools tagged to industry and safety standards Fire Extinguishers Hoist - trained staff?

Fire extinguishers service expiry date

Hoist service expiry date

Comments & recommendations

REFINISHING CENTRE

Drying Equipment

Spraybooth / Bake Oven * Yes No Make

Who services the spraybooth
(Electrical/Gas/Diesel/Waste Oil)

Mixing room Yes No

Mixing room paint systems

Waterborne Yes No

Dangerous Goods Store Yes No

Dangerous Goods Cabinet Yes No

Door closed on tint room Yes No

Comments & recommendations

Workshop Equipment

Moisture and oil traps Dustless sanding system Air drier Preparation bay/s

Comments & recommendations

Company Safety

Air fed hoods - are these used for all isocyanate spraying?

Clean air (breathable) system - checked regularly

Protective clothing and gloves

Staff health checks annually - documentation held (lung capacity, respiratory and hearing)

Safety footwear

All complying

Some complying

None complying

Comments & recommendations

COMPLIANCE

Location Test Certificate

Do you require one? Yes No

Have you contracted a Test Certifier Yes No

Test Certifiers name

Expiry Date

Hazardous Area Dossier

Have you got one? Yes No

Stationery Container System Test Certificate

Do you require one? Yes No

Have you contracted a Test Certifier Yes No

Test Certifiers name

Expiry Date

Compliance

Fully

Partial (active)

None

General comments

Visit Result

Pass Fail Recheck