

2013 - GUIDELINES TO SHOP COMPLIANCE

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HEALTH & SAFETY POLICY

The Health and Safety in Employment Act 1992 states that all businesses require a Health and Safety Policy. For further information refer to the following CRA Bulletins: Issue 23 – 30 September 2005 and Issue 55 – 17 August 2011.

Do you have an implemented current Health & Safety Policy? Yes No

Do you receive a discount on your ACC premiums? Yes No

EMPLOYMENT AGREEMENTS

The Employment Relations Act 2000 states that every employee employed after 2 October 2000 must have a written employment agreement. For further information on employment matters refer to the following CRA Bulletins: Issue 39 – 21 February 2008, Issue 43 – 2 March 2009 and Issue 53 – 3 May 2011.

Do you have current written Employment Agreements for all staff? Yes No

Do you use the CRA one? Yes No

STAFF HEALTH CHECKS / FIRST AID

To comply with the requirements of the Health & Safety Employment Act 1992, all trades people require annual assessments in their work environment, by a work related Health Nurse. A certificate will be issued and should be filed in your Health & Safety Manual. For further information refer to CRA Bulletin Issue 31 – 4 October 2006.

Required timeframe - Annually

Do you have a fully stocked first aid kit? Yes No

Is there adequate signage advising the location of your first aid kit? Yes No

Does a staff member hold a current first aid certificate? Yes No Expiry date _____

If you have company vehicles, do they have a first aid kit? Yes No

Has annual hearing and lung function tests been completed for each staff member? Yes No Is the documentation held on file? Yes No

RENTAL SERVICE LICENCE

If you have courtesy or relief vehicles, we would recommend that you obtain this Licence. For further information refer to CRA Bulletin Issue 44 – 3 March 2009 and Issue 62 – 18 September 2012.

Have you obtained this Licence? Yes No

AUTOMOTIVE STEEL GMA (MIG) WELDING QUALIFICATION OR EQUIVALENT

All collision repair technicians undertaking structural welding must hold a current I-CAR Steel GMA (MIG) welding qualification or equivalent.

Do you have staff that have gained this qualification? Yes No

Name

Expiry date

CALIBRATION OF MEASURING EQUIPMENT

For further information refer to CRA Bulletins, Issue 19 – 24 June 2005 and Issue 33 – 1 March 2007.

Required timeframe - As per manufacturers specifications, it is recommended that calibration takes place annually

Have you had calibration done? Yes No

Service Company Name

Last Inspection Date

Expiry Date

ELECTRICAL GEAR TAGGED

The Health & Safety Employment Act 1992 states that employers must provide a safe workplace for its employees and that 'any plant or equipment used by the employee at work should be so arranged, designed and maintained that it is safe for employees to use'. One method of achieving this is to ensure all tools, leads and appliances are tested for electrical fault on a regular basis. The Electrical Regulations also cover this matter.

Required timeframe - It is recommended that tagging takes place on a regular basis, this is dependent on the type of appliances, frequency of use and environment

Is all your electrical gear tagged? Yes No

SERVICING OF FIRE EXTINGUISHERS

There are Regulations concerning the quantities and types of fire extinguishers that you require on site. These fire extinguishers must be identifiable by signage and serviced regularly. We recommend that all shops should have at least 2 fire extinguishers. All fire extinguishers should be located within 30m of any hazardous product being used or stored. This matter is part of the Location Test Certificate inspection.

Required timeframe - It is recommended that servicing takes place annually

What quantity of fire extinguishers do you have? _____

Have you had servicing done? Yes No Service Company Name _____
Last Inspection Date _____
Expiry Date _____

SERVICING OF HOIST

Required timeframe - As per manufacturers specifications, it is recommended that servicing takes place annually

Have you had servicing done? Yes No Service Company Name _____
Last Inspection Date _____
Expiry Date _____

LOCATION TEST CERTIFICATE

Regardless of the threshold quantities required for this, we recommend that you obtain a Location Test Certificate to reduce the possibility of jeopardising your Public Liability Insurance. For further information refer to CRA Bulletin Issue 54 – 20 July 2011 and also www.ermanz.govt.nz/hs/compliance/ltc.html

Required timeframe - Annually

Do you require one? Yes No
Have you contracted a Test Certifier? Yes No Test Certifiers Name _____
Have you got one? Yes No Expiry Date _____

HAZARDOUS AREA DOSSIER

This contains all information relating to spray booths, tint/mix rooms or designated spray areas eg. electrical drawings, building consents, maintenance schedules, certificates relating to air quality and air flow, location test certificate.

Required timeframe - This Dossier is updated frequently when equipment is purchased

Have you got one? Yes No

Where is this Dossier located? _____

STATIONERY CONTAINER SYSTEM TEST CERTIFICATE

Only required if your spray booth or bake oven is heated by diesel and the diesel tank has a capacity in excess of 60L. For further information refer to CRA Bulletin Issue 35 – 23 July 2007.

Required timeframe - Annually, must be renewed in line with recommendations from the Test Certifier

Do you require one? Yes No

Have you contracted a Test Certifier Yes No Test Certifiers Name _____

Have you got one? Yes No Expiry Date _____

ELECTRICAL CERTIFICATE OF COMPLIANCE (C.O.C)

This Certificate proves that your hazardous area equipment (eg. spraybooth, tint room, prep bay) is connected correctly to the electrical switchboard.

Required timeframe - This Certificate is issued by a Registered Electrician at time of installation, this is then inspected by an Electrical Inspector. This Certificate is valid for 4 years

Have you got one? Yes No Registered Electrician Name _____ Registered No. _____

Registered Electrical Inspector Name _____ Registered No. _____

Expiry Date _____

ELECTRICAL RE-INSPECTION OR ELECTRICAL PERIODIC INSPECTION FOR HAZARDOUS AREAS

This Certificate proves that your hazardous area equipment is connected correctly to the electrical switchboard.

Required timeframe - This is required only if your original C.O.C. is over 4 years old. This Certificate is valid for up to 4 years

Have you got one? Yes No Inspectors Name _____
Expiry Date _____

GAS FITTING CERTIFICATE

This Certificate provides confirmation that the gas supply to the burner is correct.

Required timeframe - This Certificate is only issued once, it lasts forever (has no expiry date)

Have you got one? Yes No Gas Fitters Name _____
Gas Fitters Number _____
Inspection Date _____

AIR FLOW CERTIFICATE

This Certificate provides confirmation that the air flow in the designated area is correct. You will require a separate Certificate for your spray booth or designated spray area, tint/mix room and prep bay.

Required timeframe - It is recommended that an air flow inspection takes place annually

Have you got one? Yes No Inspectors Name _____
Expiry Date _____

SERVICING OF FILTERS

Required timeframe - As per manufacturers specifications, it is recommended (depends on the quantity of hours used and the quality of filters) that if your spray booth is an:

- Inlet down draught - service filters between 1-4 years
- Exhaust down draught - service filters between 2-12 weeks
- Inlet semi down draught - service filters between 6-18 months
- Exhaust semi down draught - service filters between 2-12 weeks

What type of spray booth do you have? _____

Have you had servicing done? Yes No Service Company Name _____

Last Inspection Date _____

SERVICING OF COMPRESSED AIR BREATHING REGULATORS

Required timeframe - As per manufacturers specifications, it is recommended that servicing takes place annually

Have you had servicing done? Yes No Service Company Name _____

Last Inspection Date _____

SERVICING OF BURNER

Required timeframe - As per manufacturers specifications, it is recommended that if your Burner:

- is Direct Fired (Gas) - service annually
- has a Heat Exchanger (Gas) - service twice a year
- has a Heat Exchanger (Diesel) - service 3-4 times a year

What type of Burner do you have? _____

Have you had servicing done? Yes No Service Company Name _____

Last Inspection Date _____

