

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

Requested category		Inspector name	
Recommended Category		Business Type	
Visit Date			

*** 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 system	<input type="radio"/> Yes <input type="radio"/> No	Brand	

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

Smoke alarm

☐ 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

Do you have a qualified first aider

☐ Yes

☐ No

Annual staff health checks - documentation

held (lung capacity, respiratory, hearing)

☐ Yes

☐ No

Relief Vehicles

Do you have Relief Vehicles

☐ Yes

☐ No

Number

Do you charge for Relief Vehicles

☐ Yes

☐ No

Rental Service Licence

☐ Yes ☐ No

These vehicles are:

☐ Owned

☐ Leased

☐ Rented

General comments

Insurance Companies

DOES WORK FOR APPROVED (CONTRACT)

IAG / NZI / State

☐☐

AMI

☐☐

Tower

☐☐

FMG

☐☐

Lumley

☐☐

VERO / AMP

☐☐

AA / SIS

☐☐

Other

☐☐

Training

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

Is I-CAR logo displayed?

Other training

☐ Business Card

☐ Premises

☐ Flag

☐ Yellow Pages

☐ Overalls

☐ No

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

Heat system

☐ Gas on main

☐ Diesel

☐ Non heated

☐ Gas bottles

☐ Infrared

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

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

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

Car Wash Bay

Have you got one? ☐ Yes ☐ No

Is it compliant? ☐ 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