ESMA Vehicle Safety Systems

Audit Scorecard

A 15-point compliance assessment for safety components, vehicle accessories, approved products, installation quality, and UAE technical regulation compliance

Dealer / Center Name	
Dealer Code	
Region / Zone	
Auditor Name	
Audit Date	
Cycle / Period	

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How to Use This Scorecard

This scorecard evaluates ESMA Vehicle Safety Systems compliance across 15 criteria grouped into 4 categories. For each criterion, circle a score from 1 (not in place) to 5 (fully embedded and sustained). Do not rate where you aspire to be — rate what you observe on the day.

Score Scale

Score	Level	What it means
1	**Not in place**	Standard does not exist or has never been implemented at this dealership.
2	**Attempted**	Some effort made but inconsistent — visible gaps remain in most areas.
3	**Defined**	Standard is documented and partially followed. Some areas compliant, others not.
4	**Managed**	Standard is followed consistently. Minor exceptions occur.
5	**Fully Sustained**	Fully embedded. Evidence of ongoing compliance between audits without prompting.

RAG Status Guide

Status	Overall Score	Action
Green	60–75 (80–100%)	Compliant. Maintain current standards.
Amber	38–59 (50–79%)	Improvement required. Structured action plan within 30 days.
Red	0–37 (0–49%)	Non-compliant. Priority intervention. Escalate to regional management.

AutoSmart Tip: Vehicle safety system compliance in the UAE extends to accessories and aftermarket fitments installed by the dealership — not only to the original vehicle configuration. A dealership that installs non-compliant window tinting, unapproved lighting, or structural modifications assumes compliance liability for that modification regardless of whether it was customer-requested.

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Scorecard

Circle a score 1–5 for each criterion. Record observations in the Notes column.

No.	Criterion / Question	1	2	3	4	5	Notes
SAFETY COMPONENTS & APPROVED PRODUCTS							
1	Are all safety-related components installed on vehicles (braking systems, seatbelts, airbags, child restraint anchors, ABS, ESC) compliant with applicable UAE technical regulations?	○	○	○	○	○	
2	Is documentation confirming safety system compliance (CoC, test report, or OEM declaration) available for each vehicle model?	○	○	○	○	○	
3	Are replacement safety components (brake pads, seatbelt assemblies, airbag modules) sourced from UAE-approved suppliers or OEM-authorised sources?	○	○	○	○	○	
4	Are aftermarket safety system modifications (brake upgrades, suspension changes, lighting modifications) verified for UAE technical regulation compliance before being offered or installed?	○	○	○	○	○	
VEHICLE ACCESSORIES COMPLIANCE							
5	Are all vehicle accessories sold or installed by the dealership (tow bars, roof racks, bull bars, window tinting) verified as compliant with UAE regulations before being offered?	○	○	○	○	○	
6	Is window tinting installed on vehicles compliant with UAE visible light transmission (VLT) requirements, with no tinting installed that violates permitted limits?	○	○	○	○	○	
7	Are lighting modifications (LED upgrades, additional driving lights, light bars) verified against UAE road traffic law and vehicle lighting standards before installation?	○	○	○	○	○	
8	Is there a documented process for refusing installation of accessories that do not meet UAE compliance requirements, even if requested by the customer?	○	○	○	○	○	
INSTALLATION QUALITY							
9	Are safety component and accessory installations performed by trained technicians, with installation quality verified before vehicle release?	○	○	○	○	○	
10	Is a post-installation check conducted for all safety-related fitments, confirming correct function and no interference with other vehicle systems?	○	○	○	○	○	
11	Are installation records retained for all safety component replacements and accessory fitments, traceable to the vehicle and the technician who performed the work?	○	○	○	○	○	

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DOCUMENTATION & COMPLIANCE GOVERNANCE							
12	Is compliance documentation for safety systems and accessories organised by vehicle or product category, retrievable for any unit if requested during inspection?	○	○	○	○	○	
13	Are staff responsible for accessory and safety component sales trained on UAE compliance requirements, with training updated when regulations change?	○	○	○	○	○	
14	Is there a clear process for handling customer requests for non-compliant modifications — declining the work, explaining the reason, and documenting the refusal?	○	○	○	○	○	
15	Is safety system compliance reviewed as part of the dealership's regular compliance audit cycle, not only reactively after a regulatory query?	○	○	○	○	○	
OVERALL SCORE →	/ 75 = %						

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Category Summary & RAG Status

Transfer category totals from the scorecard. Assign RAG status and record the priority action for each category.

Category	Score	%	RAG	Priority Action
Safety Components & Approved Products	/20			
Vehicle Accessories Compliance	/20			
Installation Quality	/15			
Documentation & Compliance Governance	/20			
OVERALL SCORE	**/75**			

Sign-Off

Auditor Name	
Auditor Signature	
Date	
Technical Compliance Manager Name	
Technical Compliance Manager Signature	
Next Audit Date	

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Action Plan Tracker

ESMA Vehicle Safety Systems — Gap Closure Framework

A structured four-stage workflow to assign, track, verify, and close ESMA Vehicle Safety Systems non-compliances

Dealer / Center Name	
Dealer Code	
Region / Zone	
Audit Cycle / Period	
Tracker Owner (ASM / ZSM)	
Date Opened	
Target Close Date	

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How to Use This Tracker

This tracker is designed to be completed immediately following a ESMA Vehicle Safety Systems audit. Every non-compliance recorded must be logged here as an action item and progressed through all four stages before it is considered resolved.

Four-Stage Workflow

1. PENDING	2. IN PROGRESS	3. COMPLETED	4. APPROVED
Finding assigned. Owner & date set.	Work underway. Evidence being gathered.	Dealer submits evidence for review.	Auditor verifies and closes the item.

Stage Rules

Stage	Actioned by	Required action	Evidence required
PENDING	ASM / Auditor	Assign a named responsible party. Set a close date. Log the non-compliance description.	No evidence required at this stage.
IN PROGRESS	ESMA Vehicle Safety Systems / Dealer Team	Begin remediation. Update status. Upload progress evidence as work is completed.	In-progress photos, supporting documents, records.
COMPLETED	Technical Compliance Manager	Mark item complete and submit for review. Evidence must be attached before submission.	Photo of rectified item, signed procedure, supporting evidence.
APPROVED	ASM / ZSM / Auditor	Review evidence. Verify compliance on next site visit if required. Approve and close.	Auditor sign-off. Date of verification recorded.

Tracker Summary

Fill in after completing each audit cycle.

Stage	Description	Count	Notes
PENDING	Not yet started		
IN PROGRESS	Work underway		
COMPLETED	Awaiting approval		
APPROVED	Verified & closed		

AutoSmart Tip: With AutoSmart Audit, every non-compliance is automatically converted into an action item at the point of audit — with owner assignment, close dates, evidence upload, and a four-stage approval workflow built in. No spreadsheets. No manual follow-up.

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Action Plan Tracker

Log every non-compliance from the audit below. Progress each item through all four stages before closure.

STAGE — PENDING						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
P-01						
P-02						
P-03						
P-04						
P-05						
P-06						
P-07						
P-08						
P-09						
P-10						

STAGE — IN PROGRESS						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
I-01						
I-02						
I-03						
I-04						
I-05						
I-06						
I-07						
I-08						

STAGE — COMPLETED						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
C-01						

C-02						
C-03						
C-04						
C-05						
C-06						

STAGE — APPROVED						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
A-01						
A-02						
A-03						
A-04						
A-05						
A-06						

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Cycle Sign-Off

To be completed once all action items in this cycle are Approved. Both the Technical Compliance Manager and the Regional Auditor must sign.

Dealer Principal Name	
Dealer Principal Signature	
Regional Auditor / ASM Name	
Auditor Signature	
Date of Review	
Next Review Date	

Cycle Notes

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