ESMA Workshop Equipment Compliance

Audit Scorecard

A 15-point compliance assessment for workshop equipment approval, calibration records, maintenance, and UAE regulatory documentation

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 Workshop Equipment Compliance 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: Workshop equipment compliance audits should include a live functional check, not only a certificate review. A lift with a current inspection certificate that has a faulty auto-lock is still unsafe — physical verification of safety features is non-negotiable for equipment that carries both regulatory and personnel safety obligations.

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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
LIFTS & COMPRESSORS							
1	Are all vehicle lifts approved and certified for use under UAE safety and equipment standards, with current certification records on file?	○	○	○	○	○	
2	Are lift safety features (auto-lock, overload protection, emergency lowering) tested at the required interval, with test records maintained?	○	○	○	○	○	
3	Are air compressors inspected and certified per UAE pressure vessel requirements, with pressure relief valves tested and logged?	○	○	○	○	○	
4	Is a preventive maintenance schedule documented and followed for all lifts and compressors, with completed work logged and outstanding maintenance flagged?	○	○	○	○	○	
DIAGNOSTIC TOOLS & SAFETY EQUIPMENT							
5	Are diagnostic scan tools approved for use with the vehicle brands serviced at the dealership, updated to the latest manufacturer software version?	○	○	○	○	○	
6	Is safety equipment (PPE dispensers, eyewash stations, fire suppression in the paint booth) inspected and certified at the required intervals?	○	○	○	○	○	
7	Are electrical testing and measuring instruments (multimeters, oscilloscopes) rated for the voltage levels encountered in EV/HV service work?	○	○	○	○	○	
8	Is all workshop equipment on an approved equipment list, with no unapproved or counterfeit tools or equipment in active service use?	○	○	○	○	○	
CALIBRATION RECORDS							
9	Is calibration current for all measurement-critical equipment (torque wrenches, tyre pressure gauges, wheel alignment systems, brake testers) with certificates on file?	○	○	○	○	○	
10	Is calibration performed by accredited calibration providers, with calibration certificates traceable to national or international measurement standards?	○	○	○	○	○	
11	Are equipment items found to be out of calibration removed from service immediately and not used until recalibrated and cleared?	○	○	○	○	○	
MAINTENANCE & APPROVED EQUIPMENT DOCUMENTATION							
12	Is an equipment register maintained listing all	○	○	○	○	○	

	major workshop assets with purchase date, last service, next service due, and calibration due dates?						
13	Is documentation for all approved workshop equipment (conformity certificate, manufacturer approval, OEM authorisation) retained and available for inspection?	○	○	○	○	○	
14	Are equipment defects reported through a defined process, with defective items tagged, removed from use, and tracked to repair or replacement?	○	○	○	○	○	
15	Is workshop equipment compliance reviewed as part of the dealership's regular operational audit cycle, not only when equipment fails or an inspection is imminent?	○	○	○	○	○	
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
Lifts & Compressors	/20			
Diagnostic Tools & Safety Equipment	/20			
Calibration Records	/15			
Maintenance & Approved Equipment Documentation	/20			
OVERALL SCORE	**/75**			

Sign-Off

Auditor Name	
Auditor Signature	
Date	
Workshop Manager Name	
Workshop Manager Signature	
Next Audit Date	

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Action Plan Tracker

ESMA Workshop Equipment Compliance — Gap Closure Framework

A structured four-stage workflow to assign, track, verify, and close ESMA Workshop Equipment Compliance 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 Workshop Equipment Compliance 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 Workshop Equipment Compliance / Dealer Team	Begin remediation. Update status. Upload progress evidence as work is completed.	In-progress photos, supporting documents, records.
COMPLETED	Workshop 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 Workshop 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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