EV Battery Handling

Audit Scorecard

A 15-point compliance assessment for battery inspection, storage, lifting procedures, isolation, damage assessment, temperature control, and emergency response

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 EV Battery Handling 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: EV battery handling is the highest-risk activity in an automotive dealership environment. A damaged or thermally compromised lithium battery cannot be safely stored indoors — if in doubt, treat it as a thermal runaway risk and place it outdoors on a non-combustible surface, with a clear exclusion zone and the fire service contacted for guidance before any further handling.

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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
BATTERY INSPECTION & DAMAGE ASSESSMENT							
1	Is a visual inspection of the HV battery pack completed before any handling — checking for physical damage, deformation, leakage, unusual odour, or discolouration that may indicate a compromised cell?	○	○	○	○	○	
2	Is the battery damage assessment conducted by an HV-certified technician using the OEM inspection criteria, not a general visual check by untrained staff?	○	○	○	○	○	
3	Is a battery found with visible damage, swelling, electrolyte leakage, or thermal signs quarantined immediately in a safe external location, with no further handling until specialist assessment is complete?	○	○	○	○	○	
4	Is a damaged battery stored outdoors or in a designated ventilated, fire-safe area — not in the workshop, parts store, or any enclosed space where a thermal event could spread?	○	○	○	○	○	
STORAGE & TEMPERATURE CONTROL							
5	Are batteries removed from vehicles for storage placed in a designated, clearly marked battery storage area with appropriate ventilation and fire suppression provision?	○	○	○	○	○	
6	Is battery storage temperature monitored where required by the OEM specification, with batteries not exposed to extreme heat or cold that could accelerate degradation or risk thermal event?	○	○	○	○	○	
7	Are stored batteries maintained at the OEM-recommended state of charge for storage — not left fully charged or fully depleted for extended periods?	○	○	○	○	○	
8	Is a register maintained for batteries in storage, recording the battery ID, vehicle VIN, condition at removal, state of charge, and storage start date?	○	○	○	○	○	
LIFTING PROCEDURE & ISOLATION							
9	Is the battery fully isolated before removal — with voltage verified as zero — and the isolation confirmed documented on the job card before any lifting or mechanical disconnection begins?	○	○	○	○	○	
10	Is the battery lifted using OEM-specified equipment (battery lifting cradle, jig, or equivalent) that supports the battery evenly without applying pressure to the cell structure?	○	○	○	○	○	
11	Are manual handling risks assessed for each	○	○	○	○	○	

	battery removal — with team lifts or mechanical assistance required for batteries above the safe single-person lift weight?						
EMERGENCY RESPONSE & GOVERNANCE							
12	Is an emergency response plan specific to battery thermal events posted in the EV bay and at the battery storage area, covering immediate actions, evacuation, fire service notification, and safe perimeter establishment?	○	○	○	○	○	
13	Are all workshop staff aware of the thermal runaway risk and the initial signs — heat, gas evolution, unusual sound, smoke — and trained to immediately evacuate and call emergency services without attempting to handle the battery?	○	○	○	○	○	
14	Is the fire service pre-informed of the dealership's EV battery storage location (if applicable), so first responders have relevant information before arriving on site?	○	○	○	○	○	
15	Are battery handling incidents and near-misses reported and reviewed in the safety management process, with learnings shared with all relevant staff?	○	○	○	○	○	
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
Battery Inspection & Damage Assessment	/20			
Storage & Temperature Control	/20			
Lifting Procedure & Isolation	/15			
Emergency Response & Governance	/20			
OVERALL SCORE	**/75**			

Sign-Off

Auditor Name	
Auditor Signature	
Date	
Workshop Controller Name	
Workshop Controller Signature	
Next Audit Date	

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Action Plan Tracker

EV Battery Handling — Gap Closure Framework

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