# EV Charging Station Safety

## Audit Scorecard

A 15-point compliance assessment for installation approval, earthing, emergency stop, cable management, signage, access control, fire safety, and inspection schedule

| | |
|---|---|
| **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 Charging Station Safety 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 charging station safety is a continuous operational responsibility, not a one-time installation check. The most common safety failures occur in use — damaged cables left in service, emergency stops that have never been tested, and charging bays that accumulate slip and trip hazards. Conduct a functional test of each emergency stop on a quarterly basis, and replace any cable showing visible damage the same day.

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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 |
|---|---|---|---|---|---|---|---|
| **INSTALLATION APPROVAL & EARTHING** | | | | | | | |
| **1** | Is the EV charging station installation approved by a qualified electrical inspector, with a completion certificate confirming compliance with local wiring regulations on file? | ○ | ○ | ○ | ○ | ○ | |
| **2** | Is the earthing and protective bonding of the charging installation confirmed as correct in the installation certificate, with no unprotected earth fault risk identified? | ○ | ○ | ○ | ○ | ○ | |
| **3** | Is the supply capacity serving the charging installation confirmed as adequate for the total connected load, with diversity factors applied to prevent supply overload under simultaneous charging? | ○ | ○ | ○ | ○ | ○ | |
| **4** | Is the charging installation compliant with the relevant local or national standard for EV charging equipment (IEC 61851, local building code, or equivalent), confirmed in the installation documentation? | ○ | ○ | ○ | ○ | ○ | |
| **EMERGENCY STOP & CABLE MANAGEMENT** | | | | | | | |
| **5** | Is an emergency stop device (circuit breaker, isolation switch, or emergency disconnect) clearly labelled, easily accessible, and functional for each charging point? | ○ | ○ | ○ | ○ | ○ | |
| **6** | Are charging cables managed to prevent trip hazards — with cable management clips, retractable reels, or designated cable routes — so that in-use cables do not cross pedestrian or vehicle paths? | ○ | ○ | ○ | ○ | ○ | |
| **7** | Are cables and connectors inspected for damage before each use, with a clear mechanism for users to report or flag a damaged cable without needing to contact a member of staff? | ○ | ○ | ○ | ○ | ○ | |
| **8** | Is a cable replacement process in place that takes a damaged charging cable out of service the same day it is identified, not left in use pending a maintenance visit? | ○ | ○ | ○ | ○ | ○ | |
| **SIGNAGE & ACCESS CONTROL** | | | | | | | |
| **9** | Is each charging point clearly identified with its charger type, connector standard, maximum power output, and any usage restrictions — visible before the user approaches the connector? | ○ | ○ | ○ | ○ | ○ | |
| **10** | Is access to the charging area managed appropriately — with no uncontrolled vehicle overstay, pedestrian access to live cable areas, or use by non-authorised vehicles during | ○ | ○ | ○ | ○ | ○ | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | controlled hours? | | | | | | |
| **11** | Is an out-of-service sign or equivalent fault indicator used when a charging point is non-functional, preventing customers from attempting to use a faulty unit? | ○ | ○ | ○ | ○ | ○ | |
| **FIRE SAFETY & INSPECTION SCHEDULE** | | | | | | | |
| **12** | Is appropriate fire suppression equipment available at or near the charging installation, suitable for electrical fires and the battery chemistry likely to be involved in an EV charging incident? | ○ | ○ | ○ | ○ | ○ | |
| **13** | Is a periodic inspection schedule in place for the EV charging installation, covering electrical integrity, connector wear, earth fault protection, and cable condition at defined intervals? | ○ | ○ | ○ | ○ | ○ | |
| **14** | Are inspection records maintained for the charging installation, with findings and any remedial actions documented and tracked to completion? | ○ | ○ | ○ | ○ | ○ | |
| **15** | Is the local fire service aware of the presence and capacity of EV charging infrastructure on the premises, as part of the fire risk assessment for the site? | ○ | ○ | ○ | ○ | ○ | |
| **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 |
|---|---|---|---|---|
| Installation Approval & Earthing | /20 | | | |
| Emergency Stop & Cable Management | /20 | | | |
| Signage & Access Control | /15 | | | |
| Fire Safety & Inspection Schedule | /20 | | | |
| **OVERALL SCORE** | **/75** | | | |

## Sign-Off

| | |
|---|---|
| **Auditor Name** | |
| **Auditor Signature** | |
| **Date** | |
| **Facilities Manager Name** | |
| **Facilities Manager Signature** | |
| **Next Audit Date** | |

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# Action Plan Tracker

## EV Charging Station Safety — Gap Closure Framework

A structured four-stage workflow to assign, track, verify, and close EV Charging Station Safety 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 Charging Station Safety 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 Charging Station Safety / Dealer Team | Begin remediation. Update status. Upload progress evidence as work is completed. | In-progress photos, supporting documents, records. |
| COMPLETED | Facilities 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 Facilities 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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|---|
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