Health & Safety

Audit Scorecard

A 15-point compliance assessment for dealership Health & Safety standards

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 Health & Safety compliance across 15 criteria grouped into five 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: Health & Safety audits should include a physical walkthrough of all work areas — workshop bays, chemical storage, waste areas, and emergency equipment locations. Compliance is only meaningful when it reflects daily conditions, not pre-visit preparation.

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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
PPE & PERSONAL SAFETY							
1	Are all Personal Protection Equipment (PPE) items available for staff as per the PPE recommendation document, and is proper usage ensured during each repair operation?	○	○	○	○	○	
2	Are PPE items inspected regularly for damage or expiry, with defective items removed from service and replaced promptly?	○	○	○	○	○	
3	Is adequate ventilation provided in areas where fumes, dust, or chemical vapours are generated during repair operations?	○	○	○	○	○	
FIRST AID & EMERGENCY RESPONSE							
4	Is a first aid kit available with all essential medicines, with no missing or expired items?	○	○	○	○	○	
5	Is an emergency evacuation drill conducted at least once a year, with records kept (subject to local government regulations), and is the emergency evacuation route displayed in multiple areas of the dealership?	○	○	○	○	○	
6	Is there a documented incident and near-miss reporting procedure in place, and are records of all reported incidents and near-misses maintained?	○	○	○	○	○	
FIRE SAFETY							
7	Is fire fighting equipment available as per local government regulations, and is there a periodical maintenance record for all fire fighting equipment?	○	○	○	○	○	
8	Is the chemical storage area located away from any source of ignition to ensure safety?	○	○	○	○	○	
9	Are fire exits, emergency lighting, and escape routes clearly marked, unobstructed, and inspected at regular intervals?	○	○	○	○	○	
CHEMICAL & ENVIRONMENTAL SAFETY							
10	Are hazardous chemicals stored properly, labelled correctly, and secured with no risk of leaks or spills?	○	○	○	○	○	
11	Is there an Environmental Policy at the dealer, and is it displayed in the center office or lounge?	○	○	○	○	○	
12	Is there an HFC/CFC recovery and recycling system at the dealer, and is the usage of the system recorded?	○	○	○	○	○	

13	Is there a designated temporary storage area for hazardous waste before it is handed over to a licensed third-party disposal provider?	○	○	○	○	○	
FACILITY & EQUIPMENT SAFETY							
14	Are vehicle hoists, lifts, and jacking equipment inspected periodically, certified as per manufacturer specifications, and maintained in safe working condition?	○	○	○	○	○	
15	Are electrical panels, switchboards, and wiring inspected periodically with records maintained, and are they free from unauthorized modifications?	○	○	○	○	○	
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
PPE & Personal Safety	/15			
First Aid & Emergency Response	/15			
Fire Safety	/15			
Chemical & Environmental Safety	/20			
Facility & Equipment Safety	/10			
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

Dealer Standards Gap Closure Framework

A structured four-stage workflow to assign, track, verify, and close dealer non-compliances

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

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.

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How to Use This Tracker

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

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	Dealer Team	Begin remediation. Update status. Upload progress evidence as work is completed.	In-progress photos, purchase orders, training schedules.
COMPLETED	Dealer Principal	Mark item complete and submit for review. Evidence must be attached before submission.	Photo of rectified item, signed procedure, training certificate.
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

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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 Dealer Principal 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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