# High-Voltage Safety

## Audit Scorecard

A 15-point compliance assessment for HV isolation, lockout/tagout, PPE, warning signs, emergency response, and technician safety discipline

| | |
|---|---|
| **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 High-Voltage 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:** HV safety is the one area in this checklist library where a non-compliant finding must stop work immediately, not trigger a corrective action plan. An isolated HV system that was not voltage-verified, a technician working without inspected HV gloves, or HV work proceeding without a second person aware — any of these is an imminent injury risk. Correct before resuming, not after.

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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 |
|---|---|---|---|---|---|---|---|
| **HV ISOLATION & LOCKOUT/TAGOUT** | | | | | | | |
| **1** | Is a documented HV isolation procedure in place covering the specific steps for de-energising each EV/HV system — including service disconnect removal, capacitor discharge time, and voltage verification? | ○ | ○ | ○ | ○ | ○ | |
| **2** | Is a lockout/tagout (LOTO) system in place and used consistently, ensuring the isolated vehicle cannot be re-energised while work is in progress? | ○ | ○ | ○ | ○ | ○ | |
| **3** | Is voltage verified as zero using an approved HV-rated meter after isolation and before any HV component is touched — with verification documented on the job card? | ○ | ○ | ○ | ○ | ○ | |
| **4** | Are HV isolation procedures specific to each EV model serviced — not generic — with OEM isolation instructions accessed and followed for each job type? | ○ | ○ | ○ | ○ | ○ | |
| **PPE & WARNING SIGNS** | | | | | | | |
| **5** | Are Class 0 insulating gloves (or higher, as required by OEM specification) available, within their test validity period, and inspected for damage before each HV job? | ○ | ○ | ○ | ○ | ○ | |
| **6** | Are HV-rated tools (insulated screwdrivers, pliers, wrenches) segregated from standard tools, clearly identified, and inspected for insulation integrity before use? | ○ | ○ | ○ | ○ | ○ | |
| **7** | Are HV warning signs posted at the vehicle being worked on during HV work, clearly visible from all approach angles to the bay? | ○ | ○ | ○ | ○ | ○ | |
| **8** | Is HV area access restricted to certified technicians while live HV work is in progress, with physical barriers or signage preventing unauthorised entry? | ○ | ○ | ○ | ○ | ○ | |
| **BATTERY HANDLING & EMERGENCY RESPONSE** | | | | | | | |
| **9** | Is a documented emergency response procedure available in the EV bay, covering the specific steps for HV contact, electrical shock, and battery thermal event? | ○ | ○ | ○ | ○ | ○ | |
| **10** | Are all staff in the workshop briefed on what to do in an EV emergency — not only the HV-certified technician — including how to call for help and keep clear of the hazard zone? | ○ | ○ | ○ | ○ | ○ | |
| **11** | Is appropriate fire suppression equipment available in the EV bay for the specific battery chemistry in use, with staff trained on its application? | ○ | ○ | ○ | ○ | ○ | |

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| TECHNICIAN SAFETY DISCIPLINE | | | | | | | |
|---|---|---|---|---|---|---|---|
| **12** | Is compliance with HV safety procedures verified through periodic observation — not only through training records — with any deviation treated as a safety incident, not a process lapse? | ○ | ○ | ○ | ○ | ○ | |
| **13** | Are HV near-misses logged and reviewed as a safety event, with root cause identified and corrective action taken before HV work resumes? | ○ | ○ | ○ | ○ | ○ | |
| **14** | Is a second-person awareness protocol followed for live HV work, with a second trained person aware of the work in progress and positioned to respond in an emergency? | ○ | ○ | ○ | ○ | ○ | |
| **15** | Is HV safety compliance reviewed at management level on a regular cycle, with compliance rate tracked and any downward trend treated as an immediate operational priority? | ○ | ○ | ○ | ○ | ○ | |
| **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 |
|---|---|---|---|---|
| HV Isolation & Lockout/Tagout | /20 | | | |
| PPE & Warning Signs | /20 | | | |
| Battery Handling & Emergency Response | /15 | | | |
| Technician Safety Discipline | /20 | | | |
| **OVERALL SCORE** | **/75** | | | |

## Sign-Off

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

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# Action Plan Tracker

## High-Voltage Safety — Gap Closure Framework

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