Paint Booth Audit

Audit Scorecard

A 15-point compliance assessment for booth cleanliness, airflow, filters, lighting, temperature control, safety, maintenance records, and paint quality impact

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 Paint Booth Audit 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: Paint booth condition is the single greatest environmental determinant of paint finish quality. A contaminated ceiling filter, inadequate airflow, or reduced lighting intensity creates quality failures that the painter cannot overcome through skill alone. Treat booth maintenance as preventive quality investment, not as a maintenance overhead — a contaminated paint job that requires re-work costs far more than the filter replacement that would have prevented it.

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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
BOOTH CLEANLINESS & AIRFLOW							
1	Is the paint booth floor, walls, ceiling, and grilles free from overspray build-up, dirt, and debris — with the interior cleaned at the frequency required to maintain a contamination-free spray environment?	○	○	○	○	○	
2	Is booth airflow (cubic metres per minute or equivalent) measured at the frequency required by the booth manufacturer, with readings confirming the airflow is within the specification required for safe solvent extraction?	○	○	○	○	○	
3	Is booth pressure confirmed as positive during the spray phase and balanced during bake — per the booth manufacturer's specification — preventing unfiltered air ingress during painting?	○	○	○	○	○	
4	Is the air intake plenum and supply duct free from contamination, with no mould, debris, or bird entry points that could introduce contaminants into the filtered air supply?	○	○	○	○	○	
FILTERS & LIGHTING							
5	Are intake ceiling filters inspected at the required frequency and replaced before the differential pressure across the filter reaches the manufacturer's replacement trigger point?	○	○	○	○	○	
6	Are exhaust floor filters inspected and replaced as required, with no gaps or unsealed edges that allow paint mist to bypass the filter and enter the extraction duct?	○	○	○	○	○	
7	Is booth lighting at the required intensity (minimum 1000 lux during spray, 2000 lux or colour-matched during inspection) — with all lights functional and no failed or discoloured tubes reducing colour accuracy?	○	○	○	○	○	
8	Are filter change records maintained, confirming filters were replaced on the correct schedule — not retrospectively completed after a quality complaint or booth audit?	○	○	○	○	○	
TEMPERATURE CONTROL & SAFETY							
9	Is booth temperature maintained within the range specified for the paint system in use — confirmed by a calibrated booth thermometer rather than the booth controller display alone?	○	○	○	○	○	
10	Is the safety interlock system (preventing the burner from operating while solvent-laden air is present during flash-off) functional and tested at the required interval?	○	○	○	○	○	
11	Is the booth free from ignition sources during	○	○	○	○	○	

	spray operations — with no open flames, incompatible electrical equipment, or unsealed light fittings that could ignite solvent vapour?						
MAINTENANCE RECORDS & QUALITY IMPACT							
12	Is a booth maintenance log maintained, covering airflow readings, filter changes, burner service, and thermometer calibration — retrievable for review in the event of a paint quality complaint or insurance investigation?	○	○	○	○	○	
13	Is the booth serviced by a qualified booth technician at the manufacturer's recommended service interval, with a service certificate retained on file?	○	○	○	○	○	
14	Is paint contamination rate (particles, fibres, or debris embedded in finished paint) tracked and correlated with booth condition data — allowing contamination incidents to be traced to a filter, cleaning, or airflow issue?	○	○	○	○	○	
15	Is booth performance reviewed in the bodyshop management meeting as a quality infrastructure item, with budget allocated for filter replacement and maintenance rather than deferred until a quality failure occurs?	○	○	○	○	○	
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
Booth Cleanliness & Airflow	/20			
Filters & Lighting	/20			
Temperature Control & Safety	/15			
Maintenance Records & Quality Impact	/20			
OVERALL SCORE	**/75**			

Sign-Off

Auditor Name	
Auditor Signature	
Date	
Bodyshop Manager Name	
Bodyshop Manager Signature	
Next Audit Date	

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Action Plan Tracker

Paint Booth Audit — Gap Closure Framework

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