Workshop Safety

Audit Scorecard

A 15-point compliance assessment for PPE usage, lift safety, hazardous materials, emergency exits, and housekeeping

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 Workshop 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: Workshop safety audits should include an unannounced PPE spot-check during active work, not only when the team is aware they are being observed. PPE compliance rates visible during an announced audit are consistently higher than actual day-to-day compliance — the gap between the two numbers is the real safety risk.

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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 USAGE & TOOL CONDITION							
1	Are all workshop staff wearing required PPE (safety shoes, gloves, eye protection) appropriate to their current task at the time of audit?	○	○	○	○	○	
2	Is PPE available in sufficient quantity and condition, with damaged or expired items removed from service and replaced promptly?	○	○	○	○	○	
3	Are hand tools and power tools inspected regularly, with damaged or unsafe tools removed from use and tagged for repair or disposal?	○	○	○	○	○	
4	Is there a documented process for staff to report unsafe tools or equipment, with reported items tracked to resolution?	○	○	○	○	○	
LIFT SAFETY & EQUIPMENT CERTIFICATION							
5	Are all vehicle lifts inspected and certified as per the required schedule, with current certification records available?	○	○	○	○	○	
6	Are lift safety features (auto-lock, load capacity markings, emergency lowering) functional and confirmed in each inspection?	○	○	○	○	○	
7	Are technicians trained on correct lift operation, vehicle positioning, and load limits before being permitted to use lifts independently?	○	○	○	○	○	
8	Is pressurised equipment (compressors, pneumatic tools) maintained and inspected as per the manufacturer schedule, with records on file?	○	○	○	○	○	
HAZARDOUS MATERIAL HANDLING							
9	Are chemicals and fluids (oils, solvents, brake fluid) stored in clearly labelled, sealed containers in designated storage areas away from ignition sources?	○	○	○	○	○	
10	Are Material Safety Data Sheets (MSDS/SDS) available for all hazardous substances in use, accessible to the staff who use them?	○	○	○	○	○	
11	Is hazardous waste (used oil, contaminated rags, batteries) stored in designated containers and collected by a licensed contractor with records maintained?	○	○	○	○	○	
EMERGENCY EXITS, FIRE SAFETY & HOUSEKEEPING							
12	Are fire exits clearly marked, unobstructed, and functional, with emergency lighting operational?	○	○	○	○	○	

13	Is fire fighting equipment available, inspected on schedule, and positioned in compliance with civil defence or local authority requirements?	○	○	○	○	○	
14	Is the workshop floor free from oil spills, standing water, and trip hazards, with a documented cleaning schedule assigned to named individuals?	○	○	○	○	○	
15	Is a safety incident and near-miss reporting process in place, with records maintained and incidents reviewed for corrective action?	○	○	○	○	○	
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 Usage & Tool Condition	/20			
Lift Safety & Equipment Certification	/20			
Hazardous Material Handling	/15			
Emergency Exits, Fire Safety & Housekeeping	/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

Workshop Safety — Gap Closure Framework

A structured four-stage workflow to assign, track, verify, and close Workshop 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 Workshop 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	Workshop 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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