Dealer Safety & Compliance Gap Audit

What Most Dealer Networks Get Wrong

A two-part assessment: the 10 most commonly failed safety and compliance checkpoints, plus a self-audit template for your network

Dealer / Centre Name	
Dealer Code	
Region / Zone	
Auditor Name	
Audit Date	
Cycle / Period	

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Part 1: The 10 Most Commonly Failed Checkpoints

Based on automotive dealer safety and compliance audits across the MENA and South Asia regions, these are the ten areas where dealer networks most consistently fall short. Review each one honestly against your current operation before completing Part 2.

#1 Fire Safety Equipment — Inadequate Maintenance

What goes wrong: Fire extinguishers are present but not inspected, tagged, or serviced within the required period. Extinguisher type does not match the fire risk zone (workshop vs electrical panel vs fuel storage). Staff are unaware of the nearest extinguisher location.

Fix: Monthly visual check. Annual professional service. Zone-specific extinguisher type map posted in workshop.

#2 Workshop Chemical Storage — Non-Compliant Handling

What goes wrong: Flammable chemicals (brake fluid, solvents, lubricants) stored without segregation, without secondary containment, or adjacent to ignition sources. SDS (Safety Data Sheets) not accessible at point of use.

Fix: Dedicated chemical store with ventilation and secondary bund. SDS binder at point of use. Staff trained annually.

#3 Vehicle Lift Inspection — No Documented Service Record

What goes wrong: Hydraulic lifts and two-post lifts are in use without documented annual inspection records. Lift safety locks are not tested regularly. Overload limits are not posted on the equipment.

Fix: Annual certified lift inspection. Inspection certificate posted on or near each lift. Monthly safety lock test log.

#4 PPE Compliance — Available but Not Used

What goes wrong: Personal protective equipment (gloves, eye protection, safety footwear) is available in the workshop but not consistently worn. No enforcement mechanism or supervisor accountability in place.

Fix: PPE policy posted in workshop. Supervisor sign-off required on PPE compliance during shift start. Non-compliance recorded and escalated.

#5 Electrical Panel Access — Uncontrolled and Obstructed

What goes wrong: Electrical distribution boards are unlocked, accessible to unauthorised personnel, or obstructed by stored materials. No permit-to-work process for electrical maintenance.

Fix: Lockable panel covers. 1m clearance maintained. Permit-to-work log for all electrical work.

#6 Emergency Evacuation — No Tested Procedure

What goes wrong: Emergency exits are marked but evacuation procedures are not posted, not practised, or assembly points are undesignated. Last evacuation drill date is unknown.

Fix: Evacuation procedure posted at all exits. Minimum annual drill. Assembly point clearly marked and known to all staff.

#7 Waste Disposal — Non-Compliant Oil and Fluid Handling

What goes wrong: Used engine oil, brake fluid, and coolant are stored in unmarked containers or disposed of without licensed waste contractor documentation. No waste transfer documentation held on site.

Fix: Labelled waste containers in bunded store. Licensed waste contractor only. Transfer documentation retained for 3 years.

#8	Showroom Electrical Compliance — Portable Appliance Testing Gaps
	What goes wrong: Portable electrical appliances (kettles, chargers, displays) are not PAT tested. Extension leads are overloaded or used as permanent wiring solutions.
	Fix: Annual PAT testing programme. PAT labels on all appliances. Extension lead policy enforced.

#9	Incident and Near-Miss Reporting — Not Practised
	What goes wrong: No formal process for staff to report near-miss incidents. Incident log is either absent or last updated more than 12 months ago. Reportable incidents may not have been notified to relevant authorities.
	Fix: Near-miss reporting form accessible to all staff. Monthly review of incident log by management. Regulatory notification process documented.

#10	H&S; Induction — Not Completed for New or Contracted Staff
	What goes wrong: Temporary staff and contracted technicians begin work without a documented H&S; induction. No record is kept of who has received induction training and when.
	Fix: H&S; induction checklist signed by every new starter and contractor. Records retained for duration of employment plus 3 years.

Part 2: Dealer Safety Self-Audit Template

Complete this audit during a physical walkthrough of the facility. Score each item 1–5 using the scale below. Record observations and assign an action owner for any item scoring 3 or below.

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.

Fire Safety

No.	Criterion / Question	Score 1–5	Notes / Action Owner
1	Fire extinguishers are present, correctly typed per zone, and serviced within 12 months	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
2	Fire alarm system is tested regularly and records are maintained	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
3	Emergency exits are unobstructed, clearly marked, and operational	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
4	Evacuation procedure is posted at all exits and known to all staff	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
5	Last evacuation drill was conducted within the past 12 months	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	

Workshop Safety

No.	Criterion / Question	Score 1–5	Notes / Action Owner
1	All technicians wear appropriate PPE consistently during work activities	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
2	Vehicle lifts have current inspection certificates posted on or near the equipment	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
3	Lift safety locks are tested and recorded on a monthly basis	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
4	Workshop floor is free from oil spills, trip hazards, and obstructions	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
5	Compressed air and pneumatic tools are maintained and inspected	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	

Chemical & Waste Handling

No.	Criterion / Question	Score 1–5	Notes / Action Owner
1	Flammable chemicals are stored in a dedicated, ventilated, and bunded area	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
2	Safety Data Sheets are accessible at point of use for all chemicals	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
3	Used oil and fluid waste is stored in labelled containers with secondary containment	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
4	Waste disposal is conducted by a licensed contractor with transfer documentation retained	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
5	No unauthorised disposal of hazardous waste observed on site	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	

Electrical Safety

No.	Criterion / Question	Score 1–5	Notes / Action Owner
1	All electrical distribution boards are locked and access is controlled	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
2	A 1-metre clearance is maintained around all electrical panels at all times	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
3	All portable electrical appliances are PAT tested and labelled	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
4	No overloaded extension leads or temporary electrical arrangements are in use	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
5	A permit-to-work process is in place for all electrical maintenance work	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	

Incident Management

No.	Criterion / Question	Score 1–5	Notes / Action Owner
1	An incident and near-miss reporting process is in place and known to all staff	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
2	An incident log is maintained and reviewed by management monthly	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
3	All reportable incidents have been notified to the relevant regulatory authority	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
4	Root cause analysis is conducted for all recordable incidents	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	

5	Corrective actions from past incidents are tracked to closure	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	

HR & Induction Compliance

No.	Criterion / Question	Score 1–5	Notes / Action Owner
1	All new starters and contractors receive a documented H&S; induction before commencing work	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
2	H&S; induction records are retained and accessible for inspection	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
3	Staff are trained on relevant H&S; procedures at minimum annually	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
4	H&S; responsibilities are defined and communicated to all department heads	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	
5	First aid provision is adequate — trained first aiders and stocked kits per headcount	■ 1 ■ 2 ■ 3 ■ 4 ■ 5	

Category Summary & RAG Status

Category	Score	%	RAG	Priority Action
Fire Safety	/25			
Workshop Safety	/25			
Chemical & Waste Handling	/25			
Electrical Safety	/25			
Incident Management	/25			
HR & Induction Compliance	/25			
OVERALL SCORE	/150			

AutoSmart Tip: AutoSmart Audit includes dedicated Health, Safety & Environment (HSE) audit programmes. Every non-compliance generates an action item with an owner and due date — and evidence photos are captured on the spot. Safety audit results are visible in the network dashboard alongside operational scores, giving leadership a complete compliance picture.