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| **MEMBERSHIP OPERATING STANDARDS**  **BODYBUILDER** |

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| **Company Information** |
| Trading Name |  |
| Postcode |  |
| Parent Co (if applicable) |  |
| Name of Proprietor / Director |  |
| operations Manager |  |

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| Franchises (if applicable) |  |
| Opening Hours  | mon–fri | sat | sun |
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| **Personnel** | **Skilled** | **Semi-Skilled** | **App/Trainees** | **Total** |
| Paint |  |  |  |  |
| Body |  |  |  |  |
| Mechanical |  |  |  |  |
| Parts |  |  |  |  |
| Recovery/Del. |  |  |  |  |
| Estimators |  |  |  |  |
| Reception |  |  |  |  |
| Accounts/Admin |  |  |  |  |
| Others |  |  |  |  |
| **TOTALS** |  |  |  |  |

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| **PARKING/STORAGE** | **bays/spaces** | **production bays** | **bays/spaces** |
| Designated Customer Parking |  | Mechanical Bays |  |
| Secure Damaged Vehicle Storage |  | Panel Bays |  |
| Outside Parking |  | Paint Preparation Bays |  |
| Designated Disabled Parking Bays |  | Spray Booths/Low Bake |  |
|  |  | Wash |  |
| total bays |  | total bays |  |

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| **OPERATING STANDARDS** |
| **1** | **insurances, licences & legislation (mandatory)** | **enter certificate or licence no, or Yes / No or N/A** | **expiry date** |
| 1 | Petroleum & Solvents (safe storage system) |  |  |
| 2 | Fire Risk Assessment Carried Out  |  |  |
| 3 | Air Bag Storage (safe system of storage) |  |  |
| 4 | EPA Registered or compliant Systems |  |  |
| 5 | Health & Safety Policy & Risk Assessment |  |  |
| 6 | COSHH Assessment  |  |  |
| 7 | LEV Certificates (paint ovens & dust extract) |  |  |
| 8 | Breathing Air Quality Monitoring (BS 4275) |  |  |
| 9 | Disposal of Waste Regs & Transfer Notes Filed |  |  |
| 10 | Registered as “hazardous waste” producer |  |  |
| 11 | Accident Record Book |  |  |
| 12 | Motor Trade Insurance |  |  |
| 13 | Employers/Public Liability Insurance |  |  |
| 14 | VBRA Code of Practice & Warranty |  |  |
| 15 | Registered for eurogarant standard |  |  |

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| **2** | **facilities** | **please tick** |
| 1 | is the exterior of the premises generally clean and well maintained? |  |
| 2 | are external signs in good condition and current? |  |
| 3 | are customer directional signs in place & effective? |  |
| 4 | is there an adequate reception area and toilet facility (clean and well maintained) |  |
| 5 | are the repair facilities adequate for the work being carried out? |  |
| 6 | is the overall standard of housekeeping and maintenance of a good standard? |  |

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| **3** | **personnel skills**  | **please tick** |
| 1 | is the bodyshop manager/supervisor trained to a recognised national standard or has gained the equivalent skills by experience or is a member of a professional institute? |  |
| 2 | has a skills analysis been carried out for all personnel? |  |
| 3 | is there a planned training programme in place? |  |
| 4 | have all staff been made formally aware of their h&s responsibilities? |  |
| 5 | are operatives qualified to bs4872 MIG/MAG Welding 2mm & 6mm Tests |  |
| 6 | are operatives trained in TIG Welding of Aluminium & Stainless steel if required |  |
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| **A** | **BODY ALIGNMENT, SUSPENSION & VERIFICATION** |  | **comments** |
| 1 | head lamp alignment equipment |  |  |

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| **B** | **PAINT** |  | **comments** |
| 1 | Compliant oven, operating on negative pressure, with auto cut out? |  |  |
| 1a | Is the “mist clearance time” displayed on all ovens?  |  |  |
| 2 | Current LEV certificates for paint ovens (every 14 months)  |  |  |
| 3 | HVLP or compliant spray guns to be used |  |  |
| 4 | Paint mixing system located in a ventilated room, with adequate ventilation for removal of fumes  |  |  |
| 5 | Spray gun cleaning equipment for Solvent & Water based as required |  |  |
| 6 | Goggles and gloves available |  |  |
| 7 | Full face breathing equipment (in continuous use)  |  |  |
| 8 | Face masks (dust or solvent) is “face fit” carried out |  |  |
| 9 | Disposable overalls |  |  |

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| **C** | **WELDING (MANDATORY \*)** | **STANDARD** | **comments** |
| 1 | Resistance (spot) welding equipmentmake: model:does specification meet uhss steels welding specifications? \*annual verification certificate |  |  |
| 2 | MIG welding equipmentmake: model:annual verification certificate |  |  |
| 3 | Aluminium welding equipmentmake: model:annual verification certificate |  |  |
| 4 | TIG Welding Equipment for use with Aluminium & Stainless steel |  |  |
| 5 | Oxy-acetylene set (pipes & hoses in good condition)check dates on gauges and arrestors (end dates) |  |  |
| 6 | Induction Heater, suitable for work |  |  |
| 7 | Welding fume EXTRACTION (mobile unit, adequate ventilation or air fed masks) |  |  |
| 8 | Goggles/visors available |  |  |
| 9 | Protective gloves |  |  |

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| **d** | **general health & safety items & equipment (mandatory \*)** |  | **Comments** |
| 1 | Are all HSAW signs displayed? |  |  |
| 2 | Dust extraction system (fixed or mobile) coshh 2004 |  |  |
| 2a | LEV certificate for **installed** dust extraction system  |  |  |
| 3 | Is health surveillance carried out? including biological testing of paint staff? |  |  |
| 3a | Noise level assessment? (risk assessment) |  |  |
| 4 | Hearing protection available and in constant use? |  |  |
| 5 | Overalls (with laundry regime) |  |  |
| 6 | Goggles |  |  |
| 7 | Gloves |  |  |
| 8 | Face masks is “face fit” carried out? |  |  |
| 9 | Fire extinguishers |  |  |
| 10 | Eye wash facility (adjacent to paint mixing room)  |  |  |
| 11 | First aid box |  |  |
| 12 | Trained first aid person (list with date of training) |  |  |
| 13 | PAT testing (portable appliance testing – 12 month)annual test certificate (copy of certificate) |  |  |

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| **E** | **general tooling & equipment** |  | **comments** |
| 1 | Panel cutting saw |  |  |
| 2 | Drills |  |  |
| 3 | Bench grinder |  |  |
| 4 | Grinding wheel regulations poster on display |  |  |
| 4a | Operative trained to mount grinding wheels |  |  |
| 5 | Orbital sanders (with dust extraction) coshh 2002 |  |  |
| 6 | Angle grinders |  |  |
| 7 | Adhesive and sealing guns |  |  |
| 8 | Polishing mops |  |  |
| 9 | Compressor with air dryer in system & water traps |  |  |
| 9a | Register for filter replacement cycle for compressed air system |  |  |
| 10 | Air hose regulators |  |  |
| 11 | Battery charger |  |  |
| 12 | Panel stands and screen stands |  |  |
| 13 | Vehicle stands |  |  |
| 14 | Hot air gun |  |  |
| 15 | Storage/location for displaced parts |  |  |
| 16 | Body/panel and trim technicians tools |  |  |

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| **F** | **CORROSION PROTECTION** | **YES / NO** |
| 1 | Wax injection system |  |
| 2 | Anti-gravel application system |  |

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| **G** | **SMART REPAIR SYSTEMS** | **YES / NO / SUBCON** |
| 1 | Screen/glass repair system |  |
| 2 | Plastic repairs (i.e. bumpers etc.) |  |
| 3 | Bonding systems |  |

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| **category** | **INSPECTION DATE** | **APPROVED YES / NO** |
| Bodybuilder Manufacturer |  |  |
| **FIELD EXECUTIVE****Name:** | **Signature:** | **Date:** |