

SERVICE WORKSHOP

S. No.	Parameters	Status (Y/N)	Observations/Remarks
1	Fire & safety approvals obtained from competent authorities		
2	Electrical wiring is not hanging loose & is concealed		
3	Oil/lubes, waste clothes are not stored near electric control panel		
4	Fire extinguishers are placed in the workshop & spare parts room. Easy accessibility to the fire extinguisher when required		
5	Fire extinguishers are checked & certified by the authorised agency as per the applicable frequency		
6	Training for usage of fire extinguisher is given to the users/staff		
7	Trained fire & safety volunteers are available (Mention name of the Coordinator)		
8	Clear path is available for movement of fire tanker		
9	Condition of electrical boards/switches in the workshop		
10	Condition of the wiring, plugs & sockets of all the equipment/machines in the workshop		
11	Use of safety helmets by the mechanics working in post lift		
12	Safety shoes are available & are put on by all the mechanics & concerned staff		
13	Gum boots are available & used by washing staff & top wash area		
14	Hand gloves are used by the mechanics while servicing the car		
15	Oil drain trolleys are used to collect & dispose the waste oil to avoid the spillage		
16	Working bays are regularly cleaned with cleaning agent to keep the area free from any oil spillage		
17	Inspection pits are not left open & are covered after the usage. Safety iron angles installed on pits to avoid vehicle rolling in the pits		
18	Usage of special tools is done as per the requirement to avoid injury damage to the workshop staff/vehicle		
19	Safety certificates are available for the 2 post lifts/car lifts		
20	Smoke detectors in Front Office		
21	Manpower working on hybrid/EV are trained on high voltage/EV systems		
22	Insulated tools are used while working on high voltage systems, and are maintained in good condition		
23	EV/hybrid vehicle safety plug is kept securely while working on High Voltage System		
24	Emergency alarm and fire extinguisher are available in the lift		
25	Healthy environment with good air circulation near battery charging areas		
26	Lift helpline number is displayed		
27	All the emergency numbers are displayed in the workshop/front office		
28	First aid kit is available in the workshop		
29	Fire protection spray nozzles are all in good working condition		
30	Separate storage area for inflammable consumables likes Diesel/Petrol/LPG/CNG, etc.		

Works Manager

General Manager