

# 2018 - GUIDELINES TO SHOP COMPLIANCE

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Company Name: .....

Address: .....



## HEALTH & SAFETY POLICY

The Health and Safety at Work Act 2015 states that all businesses require a Health and Safety Policy. For further information refer to the following CRA Bulletins: Issue 23 – 30 September 2005, Issue 55 – 17 August 2011 and Issue 86 – 4 August 2016.

- Do you have Health & Safety meetings every 2 months and keep minutes of these? Yes  No
- Do you have a hazard register and keep this updated? Yes  No
- Do you have a process to record all near misses, incidents and injuries? Yes  No
- Do you conduct emergency evacuation drills twice a year? Yes  No
- Do you have a process for visitors, customers and contractors coming on site? Yes  No

## EMPLOYMENT AGREEMENTS

The Employment Relations Act 2000 states that every employee employed after 2 October 2000 must have a written employment agreement. For further information on employment matters refer to the following CRA Bulletins: Issue 39 – 21 February 2008, Issue 43 – 2 March 2009, Issue 53 – 3 May 2011, Issue 58 – 23 January 2012, Issue 65 – 22 November 2013, Issue 67 – 23 April 2014, Issue 68 – 27 May 2014, Issue 69 – 4 June 2014, Issue 70 – 19 June 2014, Issue 71 – 22 July 2014, Issue 74 – 13 October 2014, Issue 75 – 1 December 2014, Issue 76 – 17 December 2014, Issue 77 – 18 December 2014, Issue 78 – 20 January 2015, Issue 87 – 18 August 2016 and Issue 98 – 25 September 2017.

- Do you have current written Employment Agreements for all staff? Yes  No
- Do you use the CRA one? Yes  No

## RENTAL SERVICE LICENCE

If you have courtesy or relief vehicles, we would recommend that you obtain this Licence. For further information refer to CRA Bulletin Issue 44 – 3 March 2009 and Issue 62 – 18 September 2012.

- Have you obtained this Licence? Yes  No

**AUTOMOTIVE STEEL MIG WELDING QUALIFICATION OR EQUIVALENT**

At least one collision repair technician must hold a current I-CAR Automotive Steel MIG welding qualification or equivalent.

Do you have staff that have gained this qualification? Yes  No

Name	Expiry date
_____	_____
_____	_____
_____	_____
_____	_____

**STAFF HEALTH CHECKS / FIRST AID**

To comply with the requirements of the Health and Safety at Work Act 2015, all trades people require annual assessments in their work environment, by a work related Health Nurse. A certificate will be issued and should be filed in your Health & Safety Manual. For further information refer to CRA Bulletins Issue 31 – 4 October 2006 and Issue 73 – 17 September 2014.

**Required timeframe - Annually**

Do you have a fully stocked first aid kit? Yes  No  First Aid Kit restock date \_\_\_\_\_

Is there adequate signage advising the location of your first aid kit? Yes  No

Does a staff member hold a current first aid certificate? Yes  No  Expiry date \_\_\_\_\_

If you have company vehicles, do they have a first aid kit? Yes  No

Has annual hearing, lung function and vision tests been completed for each trades person? Yes  No  Is the documentation held on file? Yes  No

Do you have an eye wash in or near the tint room as well as in first aid kit? Yes  No

**SAFETY DATA SHEETS (SDS)**

To comply with the requirements of the Health and Safety at Work (Hazardous Substances) Regulations 2017, there must be a Safety Data Sheet for all hazardous substances in the workplace. These SDS (or a condensed version of the key information from the SDS, for example a product safety card) must be kept with your inventory. The full SDS, or the condensed version, must be readily accessible to people who may handle, or be exposed to, the hazardous substance such as employees and emergency services personnel.

Have you got Safety Data Sheets for all hazardous substances in the workplace? Yes  No

Are these Safety Data Sheets readily accessible? Yes  No

### SERVICING OF FIRE EXTINGUISHERS

There are Regulations concerning the quantities and types of fire extinguishers that you require on site. These fire extinguishers must be identifiable by signage and serviced regularly. We recommend that all shops should have at least 2 fire extinguishers. All fire extinguishers should be located within 30m of any hazardous product being used or stored. This matter is part of the Location Compliance Certificate inspection.

#### Required timeframe - It is recommended that servicing takes place annually

What quantity of fire extinguishers do you have? \_\_\_\_\_

Have you had servicing done? Yes  No  Service Company Name \_\_\_\_\_

Last Inspection Date \_\_\_\_\_

Expiry Date \_\_\_\_\_

### INVENTORY OF ALL HAZARDOUS SUBSTANCES

To comply with the requirements of the Health and Safety at Work (Hazardous Substances) Regulations 2017, an inventory of all hazardous substances used, **regardless of amount**, handled or stored in the workplace, including hazardous waste must be kept. This inventory must be kept up-to-date and must be readily accessible and available to emergency services personnel.

Have you got an up-to-date inventory list? Yes  No

Is this inventory list readily accessible? Yes  No

### TRAINING RECORDS

To comply with the requirements of the Health and Safety at Work (Hazardous Substances) Regulations 2017, a training record must be kept and made available to inspectors or compliance certifiers. Employees need training followed by practical supervised experience on:

- the health risks and safety issues associated with the hazardous substances they work with
- how to safely use, handle, store and dispose of the substances
- the safe use of associated equipment, including personal protective equipment (PPE)
- their obligations under the Regulations
- their responsibilities and actions to be taken in an emergency

Even if an employee has had similar training previously (for example at another company), they will still need **site-specific training** if they are new to your workplace.

This training may already be provided by your paint supplier etc.

Have you got up-to-date training records? Yes  No

**CALIBRATION OF MEASURING EQUIPMENT**

For further information refer to CRA Bulletins, Issue 19 – 24 June 2005 and Issue 33 – 1 March 2007.

**Required timeframe - As per manufacturers specifications, it is recommended that calibration takes place annually**

Have you had calibration done? Yes  No  Service Company Name \_\_\_\_\_

Last Inspection Date \_\_\_\_\_

Expiry Date \_\_\_\_\_

**LOCATION COMPLIANCE CERTIFICATE (previously called Location Test Certificate)**

Regardless of the threshold quantities required for this, we recommend that you obtain a Location Compliance Certificate to reduce the possibility of jeopardising your Public Liability Insurance. For further information refer to CRA Bulletin Issue 54 – 20 July 2011 and also <https://compliancecertifiers.worksafe.govt.nz/home-2/>

**Required timeframe - Annually**

Do you require one? Yes  No  If no, Annual Exemption Letter Date \_\_\_\_\_

Have you contracted a Compliance Certifier? Yes  No  Compliance Certifiers Name \_\_\_\_\_

Have you got one? Yes  No  Expiry Date \_\_\_\_\_

**CERTIFIED HANDLER COMPLIANCE CERTIFICATE (previously called Approved Handler Test Certificate)**

Only required if you have Class 6.1A and 6.1B on site, regardless of quantities. **All staff** that handle, store or use these classes will require a Certified Handler Compliance Certificate.

**Required timeframe – This Certificate is valid for 5 years.**

Do you require one? Yes  No

Have you contracted a Compliance Certifier? Yes  No  Compliance Certifiers Name \_\_\_\_\_

	Name	Expiry date
List staff that have a Certified Handler Compliance Certificate.	_____	_____
	_____	_____
	_____	_____

**STATIONERY CONTAINER SYSTEM COMPLIANCE CERTIFICATE (previously called Stationery Container System Test Certificate)**

Only required if your spray booth or bake oven is heated by diesel or oil and the tank has a capacity in excess of 60L. For further information refer to CRA Bulletin Issue 35 – 23 July 2007.

**Required timeframe - Annually, must be renewed in line with recommendations from the Compliance Certifier**

Do you require one? Yes  No

Have you contracted a Compliance Certifier? Yes  No  Compliance Certifiers Name \_\_\_\_\_

Have you got one? Yes  No  Expiry Date \_\_\_\_\_

**SERVICING OF HOIST**

**Required timeframe - As per manufacturers specifications, it is recommended that servicing takes place annually**

Have you had servicing done? Yes  No  Service Company Name \_\_\_\_\_

Last Inspection Date \_\_\_\_\_

Expiry Date \_\_\_\_\_

**ELECTRICAL GEAR TAGGED**

The Health and Safety at Work Act 2015 states that employers must provide a safe workplace for its employees and that ‘any plant or equipment used by the employee at work should be so arranged, designed and maintained that it is safe for employees to use’. One method of achieving this is to ensure all tools, leads and appliances are tested for electrical fault on a regular basis. The Electrical Regulations also cover this matter.

**Required timeframe - It is recommended that tagging takes place on a regular basis, this is dependent on the type of appliances, frequency of use and environment. Another option is to have your building switchboard fitted with RCD’s and then tagging is not required.**

Is all your electrical gear tagged? Yes  No  If no, is a RCD fitted? Yes  No

**ELECTRICAL RECORD OF INSPECTION (R.O.I)**

**Required timeframe - This Certificate is issued by a Registered Electrical Inspector at time of installation / modification / connection to energy. This Certificate is valid for 4 years.**

Have you got one? Yes  No  Registered Electrical Inspector Name \_\_\_\_\_ Registered No. \_\_\_\_\_

Expiry Date \_\_\_\_\_

### HAZARDOUS AREA DOSSIER

This contains all information relating to spray booths, tint/mix rooms or designated spray areas eg. electrical drawings, building consents, maintenance schedules, certificates relating to air quality and air flow, location compliance certificate.

**Required timeframe - This Dossier is updated frequently when equipment is purchased**

Have you got one?      Yes  No

Where is this Dossier located? \_\_\_\_\_

### ELECTRICAL RE-INSPECTION OR ELECTRICAL PERIODIC INSPECTION FOR HAZARDOUS AREAS

This Certificate proves that your hazardous area equipment is connected correctly to the electrical switchboard.

**Required timeframe - This Certificate is used by a competent person inspecting the installation at expiry of the Electrical Record of Inspection (R.O.I). This Certificate is valid for up to 4 years.**

Have you got one?      Yes  No       Competent Inspector Name \_\_\_\_\_

Expiry Date \_\_\_\_\_

### ELECTRICAL CERTIFICATE OF COMPLIANCE (C.O.C)

This Certificate proves that your hazardous area equipment (eg. spraybooth, tint room, prep bay) is connected correctly to the electrical switchboard.

**Required timeframe - This Certificate is issued by a Registered Electrician at time of installation / modification / connection to energy**

Have you got one?      Yes  No       Registered Electrician Name \_\_\_\_\_ Registered No. \_\_\_\_\_

Date Issued \_\_\_\_\_

### AIR FLOW CERTIFICATE

This Certificate provides confirmation that the air flow in the designated area is correct. You will require a separate Certificate for your spray booth or designated spray area, tint/mix room and prep bay.

**Required timeframe - It is recommended that an air flow inspection takes place annually**

Have you got one?      Yes  No       Inspectors Name \_\_\_\_\_

Expiry Date \_\_\_\_\_

## GAS FITTING CERTIFICATE

This Certificate provides confirmation that the gas supply to the burner is correct.

**Required timeframe - This Certificate is only issued once, it lasts forever (has no expiry date)**

Have you got one?                      Yes  No             Gas Fitters Name \_\_\_\_\_

   Gas Fitters Number \_\_\_\_\_

   Inspection Date \_\_\_\_\_

## SERVICING OF FILTERS

**Required timeframe** - As per manufacturers specifications, it is recommended (depends on the quantity of hours used and the quality of filters) that if your spray booth is an:

- Inlet down draught - service filters between 1-4 years
- Exhaust down draught - service filters between 2-12 weeks
- Inlet semi down draught - service filters between 6-18 months
- Exhaust semi down draught - service filters between 2-12 weeks

What type of spray booth do you have? \_\_\_\_\_

Have you had servicing done?    Yes  No             Service Company Name \_\_\_\_\_

   Last Inspection Date \_\_\_\_\_

## SERVICING OF BURNER

**Required timeframe** - As per manufacturers specifications, it is recommended that if your Burner:

- is Direct Fired (Gas) - service annually
- has a Heat Exchanger (Gas) - service twice a year
- has a Heat Exchanger (Diesel) - service 3-4 times a year

What type of Burner do you have? \_\_\_\_\_

Have you had servicing done?    Yes  No             Service Company Name \_\_\_\_\_

   Last Inspection Date \_\_\_\_\_

**BUILDING COMPLIANCE SCHEDULE (BUILDING WARRANT OF FITNESS)**

If you have sprinklers, lifts, emergency lighting and/or mechanical ventilation you will require this Schedule. Also depending on your Local Council Legislation this may also be required. An Independently Qualified Person (I.Q.P.) will conduct this inspection. This is the owner of the spray booths responsibility to obtain this document, not the landlords.

**Required timeframe - Annually**

Have you got one? Yes  No  I.Q.P. Name \_\_\_\_\_  
Expiry Date \_\_\_\_\_  
Where is this Schedule located? \_\_\_\_\_

**SERVICING OF COMPRESSED AIR BREATHING REGULATORS**

**Required timeframe - As per manufacturers specifications, it is recommended that servicing takes place annually**

Have you had servicing done? Yes  No  Service Company Name \_\_\_\_\_  
Last Inspection Date \_\_\_\_\_

**AIR QUALITY CERTIFICATE FOR BURNER IN YOUR SPRAY BOOTH**

This Certificate provides confirmation that the air quality inside your spray booth is correct.

**Required timeframe - It is recommended that an inspection takes place annually for Diesel, Gas is required annually**

Have you got one? Yes  No  Inspectors Name \_\_\_\_\_  
Expiry Date \_\_\_\_\_

**COMPRESSOR AND FILTER SERVICING**

Servicing of your Compressor including filters is recommended. This should include an Air Quality Certificate.

**Required timeframe - As per manufacturers specifications, it is recommended that an inspection takes place at least annually**

Have you had servicing done? Yes  No  Service Company Name \_\_\_\_\_  
Last Inspection Date \_\_\_\_\_