

Dealership: _____

Date: _____

Auditor: _____

Previous Audit: Date _____ Score _____

NFADA Pre Program Audit Check List - Please have STF Binder with items below ready for review:

Tab 1 - STF CD/Contents

____ STF Manual accessible to all ____ CD ____ PDF

Tab 2 - Training Records

____ NFADA STF training records (attendance sheets only)

____ New Employee Orientation records (sign-off sheets)

____ DOT Haz-Mat certificate(s) (3 yrs)

____ AC certificate(s) for techs that do AC repairs

____ Lockout/Tagout

____ Powered Industrial Truck Operators License(s) (3yrs)

Tab 3 - NFADA Audit/Inspection

____ STF Audit Report (most recent with actions noted)

Tab 4 - Emergency Action/Fire Prevention

____ Emergency Action Plan with Evacuation Maps

____ Emergency Response Training (annual)

Most recent inspection documentation:

____ Fire Extinguisher Inspection (annual)

____ Fire Alarm Test Records

____ Automatic Sprinklers Inspection (annual)

____ Rolling Steel Fire Doors (annual drop test)

Tab 5 - Respiratory Protection/Body Shop

____ Pre Fit Test Medical Surveillance Evals (per required)

____ Respirator Training/Fit test (annual)

____ Respirator Changeout Calendar/Log

____ Voluntary Respirator Use Sign-off - App D

____ NYSDEC Air Facility Permit (not req'd for VSQG)

____ Vendor Supply List

____ Hazardous Waste Worksheet

____ 6H Painter Certification/6H Checklist

____ 6H Notification sent to EPA

Tab 6 - Storage Tanks/DEC Inspections

____ Copy of petroleum bulk storage tank permit

____ UST Tank integrity paperwork (monitoring log)

____ A/B Operator Training (indicated on tank permit)

____ Cathodic Test (annual)

SPCC Plan Required? ____Y ____N

Review due date (5yrs) _____

Tab 7 - PPE

PPE Hazard Assessment

____ Service ____ Body Shop ____ Parts/Detail/Office

____ PPE Training (annual)

____ Hybrid Glove Tests (6mo)

____ Is self test performed prior to first use?

Tab 8 - Inspections

____ Monthly building inspection sheets (12mos)

____ Monthly bulk storage tank inspections (retain for 10yrs)

____ ALS Lift Inspection Report (annual, for each lift)

____ Forklift Daily Inspection (last 20 inspections)

Tab 9 - Environmental Documentation

____ Using Document Locator Guide

____ EPA A/C Equipment Registration

____ Used Oil and Oil Filter Pickup Receipts

____ Spent Battery Core Pickup Receipts

____ Used Tire Pickup Receipts

____ Waste Paint/Solvent Pickup Manifests/Receipts

____ Oil/Water Separator Cleanout Receipts

____ Spent Fluorescent Lamps Pickup Receipts

Waste Hauler Transport Permits

____ Tires

____ Used Oil

____ Batteries

Chemical Inventory

____ SDS Binder(s) ____ SDS Online

____ SDS Coordinator _____

____ Contractor SDS Policy

Tab 10 - Additional Documentation

____ OSHA 300 Log (copy available)

____ OSHA 300A ____ OSHA 301 (or equivalent) post 2/1-4/30

____ Workers Comp Ins Certificate

____ Regulatory Inspections

____ Required Local Permits

____ NYS/Federal Sign Postings