



APPENDIX 3 WORKSHOP SELF AUDIT FORM

To be completed by each Tenderer for the workshop(s) that will be used to fulfil the inspection, maintenance and repairs requirements of the contract.

Workshop Self Audit Form - Page 1 of 2	
Company Name:	
Address of Workshop:	
Contact Name:	Telephone:
Email:	
Web Address:	
How many staff on this site?	
Approximate size of workshop in square metres:	
Number of HGV pits/ramps/hoists on site:	
Number of LGV pits/ramps/hoists on site:	
Total number of pits/ramps/hoists on site (HGV and LGV):	
Number of bays:	
Number of EV-dedicated bays:	
Is there a customer corrective action process (CAR) available:	
What methods or supplies do you use for the disposal of waste products, i.e. used lubricants, fluids scrap parts etc:	

What type of maintenance/bodywork is carried out on the premises:

Workshop Self Audit Form - Page 2 of 2

Criteria		Yes	No
1	Is there safe access and egress at the site?		
2	Secure outside/inside parking for vehicles?		
3	Is the premises kept clean and swept?		
4	Is there adequate lighting provided?		
5	Do the premises have a pit/ramp/hoist of adequate working length / lifting capacity to lift and operate on vehicles with GVM 3,500 kg?		
6	Does the workshop have a full set of tools, test equipment and heavy lifting devices?		
7	Is there computer diagnostic equipment for different vehicles?		
8	Are there mechanical aids available to lift heavy and awkward items?		
9	Control Procedures: When vehicles are booked in, is there an inspection record kept for each vehicle? If vehicles are handed over to a different mechanic, is there a sign over sheet? At the conclusion of a job, is there a quality control signoff that confirms that each vehicle was inspected, that the work authorised has been completed satisfactorily and the vehicle is ready for hand over to the customer?		
11	Do you have a mobile workshop and if so state the number of mobile workshops		
10	Do you have a paint shop on site (not mandatory)		

Declarations must be signed by a duly authorised officer.

I hereby declare that the above is an accurate and complete declaration of the workshop facilities in relation to this tender competition. I undertake to inform the Contracting Authority of any changes to this Declaration which may arise prior to the award of contract.

Name:	Position:
Signed:	Date:

Note: Sligo County Council reserves the right to inspect the premises to confirm that the premises, equipment and facilities are suitable and adequate.