

RADA Pre Program Audit Check List- Please have binder with items below ready for review

Dealership _____ Auditor _____ Date _____

Previous Audit Date _____ Score _____

Tab 1- Safe*T Manual

___ Safe*T Manual accessible to all ___ Print ___ PDF

Tab 2- Training Records

- ___ Safety Committee Meeting Records
- ___ RADA training records (attendance sheets only)
- ___ New Employee Orientation records (sign off sheet)
- ___ DOT Haz-Mat certificate(s) (3 yrs)
- ___ AC certificate(s) for techs that do AC repairs
- ___ Powered Industrial Truck Operators License (3 yrs)

Tab 3- RADA Audit/Inspection

___ Audit Report (most recent w/ actions noted)

Tab 4- Emergency Action/Fire Prevention

- ___ Emergency Action Plan w/ Evacuation Maps
- ___ Emergency Response Training (annual)
- ___ Fire Drill Record (annual)

Most recent inspection documentation

- ___ Fire Extinguisher Inspection
- ___ 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, employment plus 30)
- ___ 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)

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)
- ___ Y ___ N SPCC Plan Required?

Tab 7- PPE

PPE Hazard Assessment

- ___ Service ___ Body Shop
- ___ Parts/Dealership/Office
- ___ PPE Training (annual)
- ___ Hybrid Glove Test (6 mo)
- ___ Is self-test preformed prior to 1st use?

Tab 8- Inspections

- ___ Monthly lift inspection (12 mo.)
- ___ Monthly building inspections sheets (12 mo.)
- ___ Monthly bulk storage tank inspections (3 yrs)
- ___ Annual ALS Lift Inspection Report (each lift)
- ___ Daily Forklift Inspection (last 20 inspections)

Tab 9- Environmental Documentation

- ___ Using Document Locator Guide
- ___ Used Oil and Oil Filter Pickup Receipts
- ___ Waste Paint/Solvent Pickup

Manifests/Receipts

- ___ Oil/Water Separator Cleanout Receipts
- ___ Aerosol Cans Disposal 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 300 A ___ OSHA 301 (post 2/1-4/30)
- ___ Workers Comp Ins Certificate (C-105)
- ___ Regulatory Inspections ___ Req Local Permits
- ___ NYS/ Federal Sign Postings