

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

Dealership _____ Auditor _____ Date _____
Previous Audit Date _____ Score _____

Section 1- Safe*T Manual

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

___ Cathodic Test (annual)

___ Y ___ N SPCC Plan Required?

Section 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)

Section 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?

Section 3- RADA Audit/Inspection

___ Audit Report (most recent w/ actions noted)

Section 8- Inspections

___ Monthly lift inspection (12 mo.)

___ Annual Lift Inspection Report (each lift)

___ Monthly building inspection sheets (12 mo.)

___ Monthly bulk storage tank inspections (3yrs)

___ Daily Forklift Inspection (last 20 inspections)

Section 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)

Section 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

Section 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)

Waste Hauler Transport Permits

___ Tires ___ Used Oil ___ Batteries

Chemical Inventory

___ SDS Binder(s) ___ SDS Online

___ SDS Coordinator _____

___ Contractor SDS Policy

Section 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

Section 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)