

Use this template to record your monthly site audit. Check each item that has been successfully checked.

Audit Details

VTS ID No.		Date of Audit	
Auditor Name			

Systems Security

I have reminded each MOT Tester of their system security obligations (regularly change passwords etc).	
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Customer Areas

Our customer waiting and viewing areas clean and tidy.	
Our customer reception area clean and tidy.	
Our facilities (e.g. toilets) clean and tidy and maintained on a regular basis.	
Our customer areas easy to access.	
Our notice board is kept up to date.	
Our authorised examiner details displayed, and they are correct.	

Test Fees – Tick the 1 that applies

Our VTS does not offer discounts – we charge the maximum price.	
Our VTS offers discounts at less than 25%.	
Our VTS offers discounts more than 25% but less than 50%.	

Our VTS offers discounts by more than 50%.	
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Notice Board

Our notice board is in a prominent position where customers can see it easily.	
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VT9A parts I and II are on display, up to date and accurate.	
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Our opening hours are on display, up to date and accurate.	
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Workload Management

We have a system to manage workload at our VTS.	
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We have the ability to easily show our workload management system to a VE on a site visit.	
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We have a booking system in place that controls work levels.	
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We have the ability to record details of a booked in or presented vehicle that doesn't have a current MOT.	
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We do not complete more than 50% of our workload for trade customers.	
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We do not test and sell our own vehicles.	
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Vehicle Documents & Hand Over

We have a clear document handling process in place.	
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We have an effective process to easily match emission printouts to other documents.	
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We have a vehicle handover process.	
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We have a single retrievable location for all documentation.	
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We have an effective process for system improvements through staff input.	
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Scheme Changes

Our testers have access to Special Notices.	
We subscribe to and read the 'Matters of Testing' blog.	
We have access to the most up to date MOT Testing Guide.	
We use a 3 rd party CPD supplier.	

We are subscribed to the following codes of practice – Tick the ones that apply

BOSCH		Good Garage Scheme	
IGA		RMI	
RAC Approved Garage		AA Certified Garage	
Which? Trusted Trader		Motability	
Trading Standards Approved Code		Auto First	

Staff Retention

We can show evidence that we have a full quota of staff to meet our testing requirements.	
We can show evidence that we have the ability to recruit and retain staff.	
We can show evidence that we have tester information available from the AE-VTS Site Role details screen (in the MTS).	

Incentives

We have staff contracts in place that include bonus or incentive schemes.	
We have arrangements that could negatively affect behaviours in respect of the MOT Scheme.	

Quality Management Systems

We have a QMS in place and can evidence this to a VE.	
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Staff Training

Our testers have demonstrable evidence of their annual DVSA training progress.	
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Our testers complete ongoing CPD training on top of their annual DVSA training requirement.	
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Workplace Throughput

We have clearly defined work areas without any overlapping or conflicts.	
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Our premises support the average number of tests reported.	
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Workshop Appearance

Our workshop areas are kept clean and tidy at all times.	
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We have a general high standard of housekeeping.	
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We have appropriate areas for storage of waste, recyclables, spares and consumables.	
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We have a general prevalence of safe working practices.	
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Our workshop equipment is kept clean and in a sound working order.	
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Our customer viewing area is clearly marked.	
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Our MOT bays are clearly identifiable.	
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Equipment Management Part I

We can evidence that our equipment is well maintained.	
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We can evidence that we have an auditable equipment defect report/repair log.	
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Equipment Management Part II – Tick the equipment present in your garage

Tread depth gauge		Corrosion assessment tool	
Steel tape measure (min length 1.0m)		Low voltage inspection lamp	
Brake pedal application device		Wheel chocks	
Pinch/pry bars		Suitably positioned mirrors	
13-pin trailer socket test tool		Leak detection spray (meets BS EN 14291:2004)	

Best Practice I (Housekeeping)

All stationery stock levels are in good order.	
Test log reports are checked regularly to ensure MOT Scheme compliance.	
All emissions printouts are filed and can be found easily when needed.	
All DVSA (V) 1135 forms are available and up to date.	
We have all equipment manuals for our equipment and can produce them easily.	
Areas behind beam setters and around MOT ramps are clear and tidy.	

Best Practice II (Maintenance)

All ramp cables are greased regularly.	
All ramps are level and adjusted correctly.	
Diesel smoke meter has been cleaned.	
We have a good stock of gas analyser filters and change them as required.	
PCs used for MOT testing are updated and antivirus software is installed.	

All brake rollers are gritted.	
All equipment is in working order.	
Turn plates are free and cleaned.	
Decelerometer is safe for use.	
Inspection Manual is readily available on devices used to log MOT results.	
Equipment manuals are readily available on devices used to log MOT results.	
MOT Testing Guide is readily available on devices used to log MOT results.	

Best Practice III (Additional)

First aid box has been checked and its contents are all present.	
Fire drill has been conducted, and fire precautions have been shared with all staff.	
Compressors have been drained of water.	

Review I (Additional Items)

Use this space to add any additional comments about this site audit.

Review 2 (Actions For Next Audit)

Action 1	
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Action 2	
Action 3	
Action 4	
Action 5	

Review 3 (Resolutions)

Indicate any actions from previous audits that have been resolved.
