CSS Standard Checklist

Vehicle Body Repairer Centre Details

Company Name:	
Address:	
Audit Date:	Audit Report Number:
SIMI Membership No:	
Name of Parent Company or Group (if Applicable):	
Address:	
Name of Proprietor:	Managing Director:
Name of Bodyshop Manager:	
Tel No:	
Email:	Website: www.
Opening Hours: Monday to Friday	
Types of Vehicles Repaired: Cars / LCV Vans/ 4X4 Vehicles / Electric	

Department	Skilled	Semi-Skilled	Apprentices / Trainees		Total
Paint					
Body					
Mechanical					
Parts					
Recovery/ Del					
Estimators					
Reception					
Accounts					
Admin					
Others					
Totals					

PARKING / STORAGE BAYS

	Description	Regulation	Audit Notes	Comments	Yes/No
Customer Parking	3 bays (min 2.5m wide) incl ≥ 1 Disabled @ ≥ 3m wide (advisory - with blue painted area)	Mandatory			Yes
Damaged Vehicle Storage	≥ 5 bays - out of view of Customer at Reception or vehicles covered	Mandatory			Yes
Outside parking to be clearly marked	Cust Parking Bays at reception must be clearly marked/identified	Mandatory			Yes
Mechanical Bays	Bays must be ≥ 3 wide x 4.5 long	Mandatory			Yes
Panel Bays	Bays must be ≥ 3 wide x 4.7 long	Mandatory			Yes
Paint Preparation Bays	Bays must be ≥ 3 wide x 4.7 long	Mandatory			Yes
Spray Booths/Low Bake	Booth min Internal Dimensions: 3.5 wide x 2.6 high x 5.8m long	Mandatory			Yes
Wash	With silt & contaminant capture system, regularly maintained or SLA	Mandatory			Yes

QUALITY SYSTEM

	Description	Regulation	Audit Notes	Comments	Yes/No
Access to Technical Database for Repairs	e.g. Thatcham “escribe” or arrangements with	Mandatory	Mamufacturers		
Computerised Invoicing & Recording System	Capable of recording all financial transactions with search	Mandatory			
Computer Assisted Estimating system(s)	Audatex, **or equivalent** SLA with provider	Mandatory	Audatex		
Structural Repair Records	Records retained and traceable from reg no for all structural repairs carried out since last inspection. To include: Estimate, Parts Purchases, Methods, Job Card, Quality Control Sheet, Record(s) of all Technicians activities/times/ work input, 3 yr warranty offered, invoice, acceptance note	Mandatory	*Random selection of at least 3 jobs where structural component replacement was included in the estimate -*		
Trained Estimator	Min of 1 trained or experienced estimator on site during working hours	Mandatory			

Digital Camera Imaging System	State Type:	Mandatory			
Customer Complaint Procedure	VBRS can avail of SIMI Standards Tribunal	Mandatory			
CSS Certificate on Display	Current or most recent CSS certificate on display in reception area	Mandatory			
CSS - Company Website	Current CSS logo must be displayed where possible on homepage or on a web page of the business website	Mandatory			
Calibration Certificates for all variable output & measuring devices and tools.	e.g. Wheel pump, torque wrench, paint scales, paint gun gauges, comp air gauges, oven Lux level, air gauges, headlamp beam setters etc.	Mandatory	*Calibrations valid? -*		

INSURANCES, LICENCES & LEGISLATION

	Description	Regulation	Audit Notes	Comments	Yes/No
EPA & Local Authority Registered for VOC Compliance	Every 3 years - Valid on date of audit	Mandatory			
Motor Trade Comprehensive Insurance policy	Insurer:	Mandatory	*Up to Date?*		
Employers / Public Liability Insurance policy	Insurer:	Mandatory	*Up to Date?*		
Warranty on workmanship	Written evidence required in form of customer records - 3 year duration minimum	Mandatory			
Tax Clearance status confirmed	Evidence that tax clearance status is current	Mandatory	*Up to Date?*		
Annual Rates receipt to be current and available	Max. 3 months after due date or confirmation of satisfactory arrangement with LA	Mandatory	*Up to Date?*		
24 Hour Recovery Service available	Out-source possible, SLA in place	Mandatory	*Still current?*		
SLA Agreements in place for any external service providers; ***incl Insurance Indemnity***	e.g. Towing, Glazing, Valeting, 4 Wheel Alignment, A/C etc.	Mandatory	*Still current?*		

FACILITIES

	Description	Regulation	Audit Notes	Comments	Yes/No
The exterior of the premises must be clean and well maintained?	Nameplate with letters minimum 150mm high	Mandatory			
External signs must be in good condition and current	Not faded or damaged by more than 5% of surface area	Mandatory			
Is there an adequate Reception area & Toilet facility (clean and well maintained)	Separate customer toilet, hygiene check sheets in operation	Mandatory			
Is the overall standard of house keeping and maintenance to a good level?	Records of housekeeping maintained	Mandatory			

Vehicle Protection in Use	Protective covers for Seats and Floor available and in use (and wing covers where appropriate)	Mandatory			
Storage/location for displaced parts	Clean, off-ground, protection from damage by sharp edges	Mandatory			
	Customers vehicles in workshop should have stripped out components stored in identifiable storage areas	Mandatory			
Reception area personnel to be present during opening hours		Mandatory			
Opening Hours on Display e.g. 8:30am – 5:30pm Monday – Friday	Lunch time opening in line with local area norms	Mandatory			

PERSONNEL SKILLS (Mandatory *)

	Description	Regulation	Audit Notes	Comments	Yes/No
Competent Manager or Supervisor must have nationally recognised qualification	Trained to a recognised National Standard or equivalent by experience or is a member of a professional institute?	Mandatory			
Comprehensive documented training programme in place?	Documented per individual; Min. 0.5 TD per employee PA, included in a plan for each calendar year. In house training is acceptable, once carried out by qualified individual	Mandatory			
Have all staff been made formally aware of their Health & Safety responsibilities?	Formal document, revised every 2 years	Mandatory	Document on file		
All panel operatives ATA trained and certified - Spot welding standards and techniques	Copy of Training & Competence Certificates provided by Competent Trainer (e.g. CSWIP Level 3 or equivalent) for each Panel Technician Trained in use of bodyshops own Equipment. Standard: EN 17653/ ISO 17653 / BS 1140:1993 Spec for Resistance Spot Welding of Steel	Mandatory	*Valid for 3 years from date of training. IRL, EU or UK accredited certificates*		
All panel operatives ATA trained and certified - MIG Brazing Welding Standards and techniques	Copy of Training & Competence Certificates provided by Competent Trainer for each Panel Technician must be available.	Mandatory	*Valid for 3 years from date of training. IRL, EU or UK accredited certificates*		

Diisocyanates training	All workers (employed or self-employed), using mixtures containing diisocyanates (e.g. insulation and filler foams used in construction and vehicle repair), must undergo training.	Mandatory	*All employers must keep a record of successful completion and ensure its renewal every five years*		
ADAS	Estimator/technician training completed in assessment of repair damage to check vehicles for ADAS fitment	Advisory (Mandatory from 2027 Onwards)	Training must be completed by recognised training body		
	Diagnostic Tester capable of confirming ADAS on-board system	Mandatory			
	Technician trained to carry out ADAS calibration OR Sub-Contract as below	Mandatory			
	Sub-Contract with suitably qualified vendor offering ADAS calibration service	Mandatory	*Written contract, signed both parties, proof of competence available to Auditor*		

CSS EQUIPMENT, TOOLING & SAFETY STANDARDS

A. Body Alignment, Suspension & Verification	Description	Regulation	Audit Notes	Comments	Yes/No
Body Jig	Min. 10 tonne pulling capacity;	Mandatory	*Hydraulic Pulling Capability (e.g. Blackhawk, Car-O-Liner, etc.)*		
(a) Computerised Measuring System with pre- and post- repair recording & print-out (e.g. Car O Liner Car o Tronic or Blackhawk Shark systems) **or**	Evidence of Bi-Annual Calibration with print out and/or digital recording report of measure pre and post structural repairs	Mandatory	*Calibration in date? 2 years - Records of measurements taken*		

(b) Universal Bracket Dimension-Con- formation System using pre-deter- mined measurement points (e.g. Spanesi Winstar systems)	Evidence of full kit of universal brackets available and being used to verify chassis and body panel dimensions, matched with supplier instructions / kit component list pertinent to specific vehicle	Mandatory	*All Bracket components/ Kit elements present and in good order Records of system being used*		
Technician Trained in use of Jig System	Technician Competence - Certificate/Evidence Present	Mandatory	*E.g. Training during installation. IRL, EU or UK accredited certificates*		
Current Subscription to Data Source for Measuring System in use	e.g. Valid data subscription to Caroliner or Equipment Supplier	Mandatory	*Up to date?*		
Four wheel alignment system (with print out)	Subcontract with SLA acceptable	Mandatory			
	Annual Calibration required if present		*Calibration in date? 2 years.*		

CSS EQUIPMENT, TOOLING & SAFETY STANDARDS

B. Paint & Refinishing Area	Description	Regulation	Audit Notes	Comments	Yes/No
Compliant oven, operating on negative pressure.	e.g. Minimum 800 Lux, min -100mBar Press, ≥ 60 deg C heat	Mandatory			
Paint, Coating & Sealer application only carried out in dust & fume extracted area	Includes all paint & coatings; e.g. Primer, Paint, Underbody Coatings, etc.	Mandatory			
Paint preparation area lighting	Minimum750 Lux level lighting	Mandatory			
LVLP & HVLP or Compliant spray gun	As per EPA/AIC standard	Mandatory			
Paint mixing system in suitable room segregated from work area	Located in a ventilated room with adequate extraction of solvent fumes	Mandatory			
Product appropriate waste collection, storage and disposal methods for paint and solvents	Evidence of separate storage and documented trail for approved disposal methods	Mandatory			
Adequate ventilation for the removal of solvent fumes in mixing area	Min. -400 mBar Forced Extraction Hood	Mandatory			

Spray gun cleaning equipment	In accordance with EPA/AIC (to include adequate ventilation)	Mandatory			
Paint thickness gauge (Recommended)	Ferrous and Non-Ferrous capability	Advisory			
Goggles & gloves available	E Marked Goggles	Mandatory			
Infra Red Drying	Min. Lamp Strength 800w, connected to RCD controlled supply	Mandatory			
Spectrophotometer	Recommended	Advisory			
Face masks (Dust or Solvent) & Disposable overalls	Evidence of use and adequate stocks required	Mandatory	*In use?*		

CSS EQUIPMENT, TOOLING & SAFETY STANDARDS Continued

C. WELDING **(Mandatory *)**	Description	Regulation	Audit Notes	Comments	Yes/No
Spot Welding equipment*	Min. Spec: **≥ 11,000 Amp with ≥ 450 dNM** force at weld point - capable of producing 7-8mm nugget with no splashback/spatter using in-house power supply.	Mandatory			
MIG Brazing Equipment*	≤ 900 deg C brazing capability for Boron Steel - min. SYNERGIC type	Mandatory	*Combined Welding Unit fully acceptable. Confirm that Brass Reel is present.*		
* Bodyshop Power supply must be capable of supporting welding process as per spec advised for each of the welding machines)	Demonstrable by achieving weld spec for MIG & MAG Spec above or with Electrical Contractor Certificate confirming ability to produce **11000A** at nominated welding power connector				
Technician Certified in Aluminium Welding Techniques (for CSA only)	Certificate must be issued by CSWIP member to ATA, Thatcham, Vehicle Manufacturer or any other internationally recognised equivalent standard in the subject matter.	Mandatory for CSA	*IRL, EU or UK accredited certificates*		
Welding Screen	Must be used for welding and grinding processes	Mandatory			
Welding Blankets	E Marked	Mandatory			
Spot Weld Remover	Boron Special Drills	Mandatory	*Still present?*		
Welding Fume Extractor	Mobile Unit	Mandatory	*In use?*		

Goggles/Visor Available	E Marked	Mandatory	*In use?*		
Protective Gloves	E Marked	Mandatory	*In use?*		
Laser/Stitch Weld Removal Tool	In good working order	Advisory			

CSS EQUIPMENT, TOOLING & SAFETY STANDARDS Continued

D. General Health & Safety Items & Equipment	Description	Regulation	Audit Notes	Comments	Yes/No
Health & Safety Policy & Risk Assessment	Date, by whom - min every 2 years with at least 6 months valid remaining	Mandatory	*Latest review date?*		
Breathing Air Quality Monitoring	Valid Annual Cert required Date of expiry:	Mandatory	*H&S item*		
Accident/**Incident** record book	Evidence of use required	Mandatory	*In use?*		
Are HSAW signs displayed?	Hearing, Fume, Workshop Area Entry Points, Extinguishers and Fire Exits/ Assembly Points Marked	Mandatory			
Dust extraction system	Fixed or Mobile = Min Operational Capacity of -500MBar	Mandatory	*In use?*		
Exhaust fume extraction	Can be mobile	Mandatory			
Full Face Breathing Equipment (in continuous use in spray booth)	Air Quality Certified and Annual Maintenance Record Required; Purchases of Replacement Visors	Mandatory	*In use?*		
Air Bag storage (Safe system of storage)	Secure, at least 3m from flammables, or firewall installed	Mandatory			

CSS EQUIPMENT, TOOLING & SAFETY STANDARDS Continued

D. General Health & Safety Items & Equipment	Description	Regulation	Audit Notes	Comments	Yes/No
Hearing protection available and in constant use?	e-Marked Ear plugs or Ear defenders	Mandatory	*In use?*		
Overalls / Protective Clothing	All employees in Paint and Panel Areas	Mandatory	*In use?*		
Goggles	E Mark required	Mandatory	*In use?*		
Gloves	Evidence of use and adequate stocks required	Mandatory	*In use?*		
Face Masks	Evidence of use and adequate stocks required	Mandatory	*In use?*		
Fire Extinguishers	Min 2 year inspection regime and certification	Mandatory	*Inspected in last 2 years?*		

Emergency Lighting Installed	Installed to SI 3217 spec. Recommendation	Advisory	*In place?*		
Fire & Emergency Evacuation Procedures in Place	Assembly point must be marked, (Advisory: Fire Drill Log & Fire Extinguisher Training)	Mandatory			
Eye Wash Facility	Located adjacent to paint mixing room	Mandatory	*Expiry Date ok?*		
First Aid Box	With min contents as per HSE recommendations	Mandatory	*Contents ok?*		
Trained First Aid Person	List with date of training - max 2 years since training date	Mandatory	*Still in date?* *2 years*		
Relevant Health & Safety Training Provided*	Manual Handling, Abrasive Wheel, Aerial Platform, etc as applicable to the work activities & equipment provided	Advisory	*Still in date? 3 Years*		
Workshop Electrical Supply must be fitted with Residual Current Devices (RCD)	All socket circuits used for power tools must be routed via RCD max. 30mA rating - RECI or ECSSA registered electrical contractor cert accepted	Mandatory			
	Recommended that RCD be Injection Tested annually and push button tested Quarterly	Recommended			
	Recommended that all portable tools and equipment should be PAT tested annually SI 299: 2007	Recommended			
**This question is not designed to validate the company on all Health & Safety obligations. It is the responsibility of the Manager/Proprietor to ensure full regulatory compliance*					

CSS EQUIPMENT, TOOLING & SAFETY STANDARDS

D. General Tooling & Equipment	Description	Regulation	Audit Notes	Comments	Yes/No
Panel Saw or Cutting Discs	Used only when connected to RCD circuits	Mandatory			
Hand-Held Drills	Air, Battery Powered or via RCD circuit and all in good order	Mandatory			
Sanders (With dust extraction, Mandatory)	e.g. Festool	Mandatory	*In use?*		
Angle Grinders	Air, Battery Powered or via RCD circuit and all in good order	Mandatory			
Adhesive & Sealing Guns		Mandatory			
Polishing Mops	Air, Battery Powered or via RCD circuit and all in good order	Mandatory			
Compressor, with Air dryer in system & water traps	Inspections or Service contract, (Copy of service or inspection cert)	Mandatory	*Checked less than 1 year ago?*		
Air Hose Regulators	In good order and adjustment working - Gauges Calibrated	Mandatory			

Smart Battery Charger (Ability to charge gel batteries)	DIN standard and all cords in good order, connected to RCD controlled supply	Mandatory	*Ability to provide variable current*		
Panel Stands & Screen Stands		Mandatory			
Vehicle Axle Stands	Min Load capacity of 1.5 t. CE Marked	Mandatory			
Hot Air Gun	RCD circuit and all in good order	Mandatory			
Body / Panel & Trim Technicians Tool	Variety of technician hand tools suited to modern vehicle use	Mandatory	*Viewed*		
Wax Injection System & Anti-gravel application System		Mandatory			
Heat Inductor	C 2..4 KW capacity, 110v operation or via RCD circuit and in good order	Advisory			
Head Lamp Alignment Equipment	Bi-Annual Calibration required	Mandatory	*Calibration in date?* *2 years*		
Air Conditioning Re-Fill & Testing Equipment	Sublet with SLA acceptable	Mandatory	*(1234YF & R134A) Calibrations valid?*		
	Technician Competence Certificate if in-house: Calibration certificate required - 2 year cycle	Mandatory			
Unit Lifts (Engine/Transmission)	With no leaks, in good condition and with valid inspection cert	Mandatory			
Vehicle Hoists - Minimum 1 -	At least one must be ≥ 3 tonne capacity with valid inspection cert	Mandatory			
Diagnostic Scan Tool	Ability to re-set warning lamps and print out diagnostic trouble codes, SLA acceptable	Mandatory	*Can be provided via SLA with internal or external workshop*		
Fuel Retriever	DIN or E-Mark standard	Mandatory			
Suspension Spring Clamps	Must be designed to protect worker /user in event of slippage during use -Cage type - pair of single clamps not accepted	Advisory			

EV & TECHNOLOGY

	Description	Regulation	Audit Notes	Comments	Yes/No

EV workbay	Dedicated workbay for EV or de-lineation method that clearly demarcates EV work area (safety Requirement)	Mandatory			
EV Tools	**HV tools capable of protecting Technician while working on EV's; Min List as follows:**				
	Insulated gloves	Mandatory	*CE Marked*		
	Leather over gloves	Mandatory	*CE Marked*		
	Insulated gloves air tightness tester	Advisory - Can use Roll out Method	*CE Marked*		
	Face protection - Full-face Visor - 1000volt	Mandatory	*CE Marked*		
	ARC Flash Jacket (1000V)	Advisory 2026 - Mandatory 2027	*CE Marked*		
	Insulated Rescue Hook Pole /Rod	Advisory 2026 - Mandatory 2027	*CE Marked*		
	Voltage absence tester	Mandatory	*CE Marked*		
	Danger High Voltage' sign	Mandatory	*Magnetic or similar to put on roof of car*		
	Lock out hasp	Mandatory	*To lock out isolator switches*		
	Isolator Switch Padlock	Mandatory			
	Hybrid and EV insulated tool set	Mandatory	*Selection of different insulated tools, screwdrivers, spanners, sockets, ratchet, extensions, plyers etc.*		
	Insulated Floor Mat	Advisory	*Insulated mat to provide extra safety while working on EV*		

EV Training	Technician trained in EV Safe Work Practices and de-commissioning of Energy System, certified to C&G Level 3 or equivalent (min.)	Mandatory			
EV Charging Point	Minimum of one charger required per site. Can be single phase.	Mandatory			

CSS EQUIPMENT, TOOLING & SAFETY STANDARDS

*** Optional - VBRS Structural Aluminium Standard Tooling and Equipment**	Description	Regulation	Audit Notes	Comments	Yes/No
Aluminium Welding Equipment Synergic	min 270A PULSE SYNERGIC, solely for Aluminium use within the designated work area	Mandatory			
Weld-Fume Extractor	Mobile suffices once used only in designated Al bay				
Self contained, well-illuminated, segregated & enclosed (Roof and 4 walls)	Minimum size 5 m width x 7 m length & 2.8 m height. Lux level 850 min.	Mandatory			
Aluminium Repair Bay with passive heating and extraction	Min 15 degrees C and -500mB pressure.	Mandatory			
Aluminium repair panel operatives trained and certified - MIG welding standards and techniques.	Copy of Training & Competence Certificates provided by Competent Trainer (e.g. CSWIP Level 3 or equivalent) for each Panel Technician Trained in use of bodyshops own Equipment. Standard: ISO 9606/2 or BS 4872-2 Part 2Spec for MIG/Aluminium welding	Mandatory			
Aluminium Repair Equipment to industry standards.	As per car manufacturer recommendations of equivalent	Mandatory			
Specific designated hand tool kit for aluminium use only to be kept in aluminium Sealed Room at all times	Hand Tools for aluminium repair must be retained in sealed unit with visual index at storage point and colour-coded/marked to ensure use for Al only (preferably yellow or red marked)	Mandatory			
Aluminium Sander & Dust Extraction (non explosive) required (Atex approved)	Must be present and retained solely for use in the Al repair area	Mandatory			
Bracket (e.g. Celette) or Universal (e.g. Car-O-Liner) Jig & Computerised Measuring System Measuring System with pre- and post- repair recording & print-out (e.g. Car-O-Liner Car-O-Tronic or Blackhawk Shark systems)	Documented Result Archive req'd - Retrievable - to support structural repair. Retained in Aluminium Bay at all times with print out and/or digital recording report of measure pre and post structural repairs. Retained in Aluminium Bay at all times- calibrated bi-annually	Mandatory			
Aluminium Dent Puller	DIN standard	Mandatory			

Aluminium Crack Test Kit	DIN standard	Mandatory			
Self-Piercing Rivet machine		Mandatory			