

# Automotive Workshop Inspection Checklist Licence Vehicle Tester (LVT)

The LVT Licence Applicant / LVT Licence Holder must ensure all items listed below are actioned and tick 'Yes' to all completed items. Once items are checked and completed, sign the acknowledgement statement and send this checklist with the application.

Retain a copy for your records

Items	Yes (✓)	Comments
Unauthorised persons are prohibited from entering workshop areas. Signage is present stating "No Unauthorised Entry".		
All vehicle testers and or accredited staff are to have a current drivers licence.		
Vehicles have adequate room to manoeuvre in the workshop.		
A first aid kit is present, maintained, accessible and staff trained.		
All exits are clear and accessible.		
Fire extinguishers are provided, serviced every six months and accessible.		
Electrical leads are tested and tagged every six months in the workshop.		
All lifting and holding equipment (i.e. trolley jacks, vehicle stands) has a safe Working Load (SWL) label with a designated weight as per the manufacturers' specification.		
Vehicle hoists are serviced annually or at lessor intervals in accordance with the manufacturers instructions and the service records are kept.		
A daily pre-operational inspection of vehicle hoists is conducted and documented issues identified and resolved.		
Vehicle hoists have locking arms and safety locks to prevent a vehicle fall.		
Minimum 600mm clearance provided between hoists and other equipment.		
The workshop floor is free of slip and trip hazards so far as reasonably practicable.		
Spill kit provided and fluid spills cleaned up immediately.		

## Acknowledgement

I *(insert name)*

*(insert Trade name)*

acknowledge that the above automotive workshop inspection checklist has been actioned and is correct on

Date

D

D

M

M

Y

Y

Y

Y

LVT No. EX

Signature