

CERTIFICATION SERIES TRADE MARK RULES

Rules governing the use in Australia of Australian certification series trade mark for TORQUE ENVIRONMENT & device in class 37 in the name of Adaptation Environmental Support Pty Ltd (ACN 114 922 191), filed on 21 April 2021 (**the TORQUE ENVIRONMENT Certification Series Trade Mark**).

INTRODUCTION

The purpose of the TORQUE ENVIRONMENT Certification Series Trade Mark is to provide consumers with easily recognisable indicator that the set-up, environmental management system, procedures, products, procurement processes and staff behaviours at a particular site of a business that operates in the collision and vehicle repair, vehicle mechanic and/or car wash industry have been assessed by Adaptation Environmental Support Pty Ltd and found to meet standards of good environmental practices to a level evident by which of the marks in the series is used.

1. DEFINITIONS

In these Rules, unless the context otherwise requires:

Applicant means any Person lodging a Valid Application under these Rules to become an Approved User and/or for a Site to become an Approved Site.

Application Fees means a non-refundable fee of an amount which includes the cost of the Approved Assessor applying the Torque Environment Standards to determine whether a Site of an Applicant is eligible for Certification and, if so, what Rating the Site is to be given, as determined by the Company from time to time and communicated to the Applicant prior to lodging the Application.

Approved Assessor means a Person appointed by the Company to conduct Audits and Reviews of the set-up, environmental management system, procedures, products, procurement processes and staff behaviours at a particular site of an Applicant or Authorised User, in accordance with the Torque Environment Standards.

Approved User means a Person approved by the Company under these Rules to use the Approved Mark at the Approved Site.

Approved Mark means the one mark, out of the three marks in the Series of Marks, that the Approved User is authorised to use at the Approved Site.

Approved Site means a Site approved by the Company under these Rules in relation to which the Approved User is authorised to use an Approved Mark.

Audit Guide means a document explaining the Torque Environment Standards.

Business means the business activities of an Applicant or Approved User.

Company means Adaptation Environmental Support Pty Ltd (ACN 114 922 191) of Level 3, 262 Oxford Street, Bondi Junction, NSW, 2022, Australia.

Criteria means a list of Essential questions and Non-essential questions. These may differ depending on whether the Site is to be used in connection with passenger vehicles or commercial vehicles.

Essential questions means the questions identified in Schedule 2, which must all be answered correctly for the Site of the Applicant to be eligible for Certification.

Further Term means any Term where the Valid Application was lodged during an earlier Term.

Intellectual Property means names, company information, slogans, approved site photographs, logos, website, but excluding confidential information.

Non-essential questions means questions which are not individually fatal to Certification but at least 50% must be answered correctly for the Site of the Applicant to be eligible for Certification.

Person means any individual or body of persons, whether incorporated or not.

Registration Fees means a non-refundable fee of an amount that includes the cost of being an Approved User for one Approved Site for a Term, as determined by the Company from time to time and communicated to the Applicant prior to lodging the Application for the relevant Term.

Rules means these rules, including any schedules attached to them.

Series of Marks means the series of 3 TORQUE ENVIRONMENT trade marks and associated trade mark applications/registrations set out in Schedule 1.

Site means the premises of an Applicant nominated in a Valid Application.

Term commences on the date of notice of Certification, even if that date falls before the end date of an earlier Term, and ends on the earliest of 12 months from the commencement date or the date of Notification that the Applicant is an Approved User for a Further Term or Termination.

Torque Environment Standards means the processes and Criteria developed by the Company for the review and rating of the set-up, environmental management system, procedures, products, procurement processes and staff behaviours at a Site.

Valid Application means an application for Certification lodged by an Applicant in accordance with Rule 7.1.

Website means www.adaptation.net.au.

2. INTERPRETATION

2.1. When reading these Rules, unless the context requires otherwise:

- a) words beginning with capital letters have the meaning set out in Rule 1;
- b) headings are for convenience only and do not affect interpretation; and
- c) the words "including" or "includes" are not words of limitation.

3. OWNERSHIP

3.1. The Series of Marks, and all rights in and to the same including the right to sue for infringement, is the absolute property of the Company and may not be used by any Person except under and in accordance with these Rules and Torque Environment Standards and associated brand guidelines. All use of any marks in the Series of Marks by an Approved User accrues to the Company.

- 3.2. Nothing in these Rules restricts the ability of the Company and persons acting on its behalf to use the any of the marks in the Series of Marks, or any composite mark comprising any of the marks in the Series of Marks, with or without any modification or variation, in the course of, or in relation to, managing, administering, performing, advertising, promoting and/or publishing the business of the Company and/or the Torque Environment Standards and/or these Rules.
- 3.3. Approved Users grant the Company a non-exclusive, royalty free licence for the Term, to use the Approved Users' Intellectual Property, including on the Website, for the purpose of promoting the Approved User, Approved Site, Series of Marks, or the business of the Company. Approved Users consent to, and waive their right to sue for, and will procure any necessary third party consents and waiver to, any breach of the Approved Users' moral rights by the Company when using the Approved Users' Intellectual Property for this purpose.

4. TORQUE ENVIRONMENT STANDARDS

- 4.1. The Company will formulate and, from time to time, amend the Torque Environment Standards.
- 4.2. The Torque Environment Standards provide the process and Criteria by which Approved Assessors reach a considered decision as to whether an Applicant will be approved to become an Approved User and, if so, which of the marks in the Series of Marks the Approved User is authorised to use at the Approved Site.
- 4.3. An Approved User must not use any mark in the Series of Marks at any site other than the Approved Site.
- 4.4. An Approved User must not use any mark in the Series of Marks at the Approved Site other than the Approved Mark.

5. APPROVED ASSESSORS

- 5.1. The Company will appoint employees and/or independent contractors who will act on its behalf as Approved Assessors who follow the processes and apply the Criteria in the Torque Environment Standards to determine whether a Site is eligible for Certification and, if so, what Rating it is given.
- 5.2. The Company will provide training in the form of an Audit Guide, to ensure consistency between the Approved Assessors.
- 5.3. The Company will formulate and, from time to time, amend the Audit Guide.
- 5.4. All Approved Assessors will have:
 - a) At least 5 years environmental and/or industry experience; and
 - b) Current qualifications as a Qualified Lead Auditor for ISO 14001:2015 Environmental Management Systems; and
 - c) High level written and verbal communication skills, and be personable, helpful, professional and consistent.

6. REGISTER

- 6.1. The Company will keep a register at its registered office containing the following details with respect to each Approved Site of each Approved User:

- a) the name of the Approved User and the address of the Approved Site;
- b) the Rating given to the Approved Site of the Approved User and a description of which mark in the Series of Marks the Approved User is consequently approved to use in connection with the goods and services manufactured, sold and provided at the Approved Site; and
- c) the date it became an Approved User, the date the Approved Site became an Approved Site, and the expiration date of the Term.

6.2. The current Rating given to each Approved Site of each Approved User will be available for inspection by the public on the Website.

7. CERTIFICATION

7.1. Any Person may lodge a apply to the Company to become an Approved User of one of the marks in the Series of Marks with respect to a Site by:

- a) completing an application in the form required by the Company from time to time; and
- b) paying the Application Fees.

7.2. Nothing in these Rules requires the Company to consider an application to become an Approved User of one of the marks in the Series of Marks with respect to a Site where the Applicant has not paid the Application Fees.

7.3. Upon receipt of a Valid Application, the Company will:

- a) Send the Applicant a series of initial questions; and
- b) Upon receipt of the Applicant's true and complete answers to all questions;
 - i. arrange for an Approved Assessor to visit the Site (**Audit**) at a mutually convenient date and time, confirm that date and time in writing and, where possible, further confirm that date and time a day or two before the Audit; and
 - ii. contact any relevant third parties, such as any organisation to which the Applicant outsources its services, to ensure that those third parties meet the Torque Environment Standards in providing those services.

7.4. During any Audit, the Applicant must make 100% of the Site accessible to the Approved Assessor and must ensure that all relevant documentation is available for sighting by the Approved Assessor and must ensure that all key staff of the Site are available for interview.

7.5. During any Audit, the Approved Assessor will conduct a visual inspection of the Site and any fixtures or chattels on the Site, sight any relevant documents, and interview and make behavioural observations of the staff.

7.6. The Approved Assessor will rate the set-up, environmental management system, procedures, products, procurement processes and staff behaviours at the Site against the Criteria, in accordance with the processes, outlined in the Torque Environment Standards.

7.7. If any of the Essential questions in the Criteria are not answered correctly, the Approved Assessor will deem that the Site of the Applicant is not eligible for Certification.

7.8. If less than 50% of the Non-essential questions in the Criteria are not answered correctly, the Approved Assessor will deem that the Site of the Applicant is not eligible for Certification.

7.9. If all the Essential questions in the Criteria are answered correctly, and:

- a) 50-64% of the Non-essential questions in the Criteria are answered correctly, the Approved Assessor will give the Site of the Applicant a 3 star rating;
- b) 56-79% of the Non-essential questions in the Criteria are answered correctly, the Approved Assessor will give the Site of the Applicant a 4 star rating; or
- c) 80% or more of the Non-essential questions in the Criteria are answered correctly, the Approved Assessor will give the Site of the Applicant a 5 star rating.

7.10. Within 10 Business Days of a visit of the Site, the Approved Assessor must:

- a) provide Notification to the Applicant whether:
 - i. the Site has not sufficiently met the Torque Environment Standards, and therefore the Application to use a mark in the Series of Marks in relation to the Site has been rejected (**Refusal**); or
 - ii. the Site has met all Essential questions and 50% or more of the Non-essential questions and therefore the Application to use a mark in the Series of Marks in relation to the Site has been approved(**Approval**)
 - iii. in the event of Approval, whether the Site has met the threshold, as outlined in Rule 7.9, for a 3 star, 4 star or 5 star rating, and therefore whether the 3 star, 4 star or 5 star mark in the Series of Marks is the Approved Mark for that Site (**Rating**); and
 - iv. irrespective of Refusal or Approval, whether there is any action that the Applicant or Approved User should take to better comply with the Criteria (**Action Plan**); and
 - v. irrespective of Refusal or Approval, whether there are any management or staff that need help to better comply with the Criteria (**Staff Score Card**).

7.11. Strictly within 10 Business Days of:

- a) Notification of the Approval and Rating by an Approved Assessor; or
- b) Receipt of written notice of the outcome of the negotiation or arbitration (if a detailed written Notice of Dispute was provided to the Company within 10 Business Days of Notice of Refusal or Rating, and the Application is Approved following the negotiation or arbitration in accordance with these Rules),

the Applicant must pay the Registration Fee.

7.12. Within 10 Business Days of receipt of the Registration Fee, the Company will provide notice of certification (**Certification**). Certification ends upon expiration of the Term.

7.13. During the Term, Approved Users are authorised to use the Approved Mark and any relevant composite version of the Approved Mark in accordance with the brand guidelines in any signage at the Approved Site and all marketing communication material in relation to the Approved Site.

7.14. At any time after:

- a) Refusal, an Applicant may apply to the Company to become an Approved User of one of the marks in the Series of Marks with respect to a Site;
- b) Approval and Rating, an Applicant may apply to the Company to obtain a new Rating with respect to a Site; or
- c) at any time during the Term or any Further Term an Approved User may apply to the Company to continue on as an Approved User of one of the marks in the Series of Marks with respect to an Approved Site for a Further Term,

by following the steps and paying the fees outlined in Rule 7.1.

8. REVIEW PROCEDURES

8.1. The Company will itself, or through its Approved Assessors, industry representatives or other independent bodies, conduct reviews to assess ongoing compliance with the Criteria at Approved Sites at the Company's own cost (**Reviews**).

8.2. Reviews may be:

- a) random; or
- b) targeted, where the Company deemed it warranted on the basis of any notification provided under Rule 11.1, or where there is information or evidence to suggest that the Approved Site may be having difficulty with complying with the Torque Environment Standards.

8.3. Reviews may involve a visit to the Approved Site, but this will not always be necessary such as when there has been an environmental breach, fine or incident at the Approved Site.

8.4. Where a Review involves a visit to the Approved Site, the Company, itself or through its Approved Assessors, industry representatives or other independent bodies, will arrange a mutually convenient date and time for the visit, confirm that date and time in writing and, where possible, further confirm that date and time a day or two before the Review of the Approved Site.

8.5. During any Review of an Approved Site, the Approved User must make 100% of the Approved Site accessible to the Company, Approved Assessors, industry representatives or other independent bodies, and must ensure that all relevant documentation is available for sighting by the Company, Approved Assessors, industry representatives or other independent bodies and must ensure that all key staff of the Site are available for interview.

8.6. If any Review shows:

- a) an Approved Site no longer meets the Criteria for the Approval and/or the Rating provided by the Approved Assessor or negotiated or arbitrated; or
- b) the Company (via the Review or otherwise) discovers that an uncontrolled environmental incident has occurred at the Approved Site or that the Approved Site has received a fine for an environmental breach or that the Approved User has failed to comply with its notification obligations in accordance with clause 10, or is otherwise not complying with the Rules or the Torque Environment Standards,

the Company (without limiting its other rights or remedies) may, at its discretion, provide a written Notice of Outcome of Review.

8.7. In the Notice of Outcome of Review, the Company may require the Applicant or Approved User to do one or more of the following with respect to the Approved Site:

- a) rectify the non-compliance within a set number of Business Days;
- b) immediately, or upon failure to rectify the non-compliance within the set number of Business Days, cease and desist from all use of all marks in the Series of Marks in relation to the Site and from lodging any Valid Applications for the Site for up to 1 year; or
- c) immediately, or upon failure to rectify the non-compliance within the set number of Business Days, cease use of the Approved Mark and commence use of a different mark in the Series of Marks in Relation to the Site; and
- d) such further action as the Company considers appropriate to maintain the reputation, integrity and validity of the Company, these Rules, the Torque Environment Standards, the other Approved Users and the Series of Marks.

9. WARRANTIES

9.1. All Applicants and Authorised Users warrant that they will, and will ensure that all staff will, answer all Essential and Non-essential questions honestly and accurately.

10. NOTIFICATION

10.1. Applicants and Approved Users will immediately notify the Company upon becoming aware of:

- a) any breach of the Rules, Torque Environment Standards and/or brand guidelines;
- b) any uncontrolled environmental incident that has occurred at the Site or if the Applicant or Approved User or Site has received a fine for an environmental breach;
- c) change of ownership or relocation of the Business to a new Site;
- d) sale or rental of the Site;
- e) any significant extension to or renovation of the Site;
- f) any changes to the set-up, environmental management system, procedures, products, procurement processes, staff behaviours that may impact the Criteria;
- g) any new organisations to which the Applicant or Approved User outsources the services;
- h) any relevant information about the organisations to which the Applicant or Approved User outsources the services;
- i) any errors or omissions in any of the answers provided in response to the Criteria, including where any answers were not accurate at the time or have since become inaccurate; and
- j) any incorrect assumptions, errors or omissions made by the Company, Approved Assessors or others that may have affected Approval, Rating, Review or any other action or decision of the Company or Approved Assessors.

11. TERMINATION

11.1. Where:

- a) ownership of the Business changes,
- b) the Business relocates to another Site,
- c) there is any significant extension to or renovation of the Site, or
- d) the Site is sold or rented to any third party,

Certification is no longer valid, and the Term is terminated.

11.2. Immediately upon end or termination of the term, the User must cease and desist from:

- a) making any claim that it has Certification; and
- b) all use of all marks in the Series of Marks in relation to the Site.

12. DISPUTES

12.1. Strictly within 10 Business Days of receipt of a Notice of Refusal or Rating, Outcome of Review or Termination or of any other issue arising, any party may allege that a decision was incorrect, the processes of the Torque Environment Standards were not followed, the Criteria of the Torque Environment Standards was not correctly applied, the Brand guidelines were not followed, or that the other party's obligations have been breached in some way, via a detailed written Notice of Dispute to the other party.

12.2. Within 10 Business Days of receipt of a Notice of Dispute, the parties must negotiate with each other in good faith in an attempt to resolve the dispute, failing which the issue will be referred within 10 Business Days to and finally settled by arbitration by the Institute of Arbitrators and Mediators Australia in Sydney in accordance with the UNCITRAL Arbitration Rules then in effect. The appointing authority will be the Institute of Arbitrators and Mediators Australia, and the arbitration will be conducted by a sole arbitrator in the English language.

12.3. Nothing in these Rules prevents the Company from bringing proceedings for urgent interlocutory relief in a court of competent jurisdiction.

13. POWER TO AMEND

13.1. The Company may seek ACCC approval to amend any part of these Rules at any time and will provide written notice of amendment on the Website.

14. DELEGATION OF POWERS

14.1. The Company may from time to time exercise any or all of its powers or rights, or satisfy any of its obligations, under these Rules by one or more representatives duly appointed by the Company, subject always to such conditions as the Company may from time to time impose.

15. GENERAL

15.1. Any notice given under these Rules may be served by hand, by post, by e-mail or by facsimile. In the case of an Applicant or Approved User being the recipient, the notice

must be sent to the address, facsimile number or email address notified by the recipient in a Valid Application, and in the case of the Company being the recipient, to the following:

Company: Adaptation Environmental Support Pty Ltd (ACN 114 922 191)




Address: Level 3, 262 Oxford Street, Bondi Junction, NSW, 2022, Australia

Contact Person: Lara Barclay, Managing Director

Email: Lara@adaptation.net.au

- 15.2. The provisions of these Rules are severable. If any provision of these Rules is found to be invalid or unenforceable then the provision is to be severed from the remainder of these Rules which are to remain in full force and effect.

SCHEDULE 1 – SERIES OF MARKS

MARK	CLASS	SERVICES
	37	maintenance and repair of vehicles garage services for vehicle repair vehicle breakdown assistance (repair) wheel repair tyre repair glass repairs panel beating spray painting vehicle detailing maintenance and repair of engines reconditioning of vehicle engines rustproofing upholstery car washing vehicle cleaning
		
		

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SCHEDULE 2 – TORQUE ENVIRONMENT STANDARDS

The Managing Director of Adaptation Environmental Support Pty Ltd, Lara Barclay, has over 20 years experience and is a Certified Environmental Practitioner (Certification number 1075) and has been working in the collision repair industry for 15 years.

Adaptation Environmental Support Pty Ltd and Lara Barclay, have developed the Torque Environment Standards with consideration of legal requirements for environmental protection, best practice business environmental activities, ISO 14001:2015 Environmental Management Systems, car manufacturer and work provider audits and local and state government guidelines.

The Torque Environment Standards provide Certification for Australian businesses in the collision and vehicle repair, vehicle mechanic and/or car wash industry.

Certification lets your customers, work providers and the local community know that the set-up, environmental management system, procedures, products, procurement processes and staff behaviours at a particular site of your business have been assessed by Adaptation Environmental Support Pty Ltd and found to meet our high standards. Torque Environment Standards also function as a full-support environmental management program that provides ongoing support to help businesses and their staff to comply with their environmental obligations, create real world solutions to environmental problems and business risks, keep up with changes, continually improve and maintain a living environmental management system.

You must achieve a Rating of 3 or higher to be approved for Certification.

If you are given a 3 star Rating, you are licensed to use the 3 star mark in the series of TORQUE ENVIRONMENT trade marks. This means that your customers are assured that your Site has been reviewed and meets the standards expected of a 3 star site.

If you are given a 4 star Rating, you are licensed to use the 4 star mark in the series of TORQUE ENVIRONMENT trade marks. This means that your customers are assured that your Site has been reviewed and meets the standards expected of a 4 star site.

If you are given a 5 star Rating, you are licensed to use the 5 star mark in the series of TORQUE ENVIRONMENT trade marks. This means that your customers are assured that your Site has been reviewed and meets the standards expected of a 5 star site.

This document explains how to file a Valid Application for Certification of your Site. It outlines the processes followed and the Criteria used by Approved Assessors to reach a considered decision on the Approval and Rating for your Site, so before you lodge your Valid Application you can ensure you've got all the boxes ticked for the Rating you think your Site deserves.

For further information please visit our website at www.torque-environment.com.au or contact Adaptation Environmental Support Pty Ltd on 02 9388 9246 or email Lara@adaptation.net.au.

Disclaimer

The information contained in these Torque Environment Standards or in any report following Audit or Review of a Site conducted by Adaptation Environmental Support Pty Ltd or its Approved Assessors pursuant to these Torque Environment Standards:

- Does not constitute a representation or warranty that a Site complies with applicable laws.
- Should not be relied on as the reason to do or not do anything other than to use or not use the Approved Mark in accordance with the Rules.

- To the full extent permitted by law, Adaptation Environmental Support Pty Ltd its shareholders, officers, directors, employees and agents will not be under any liability to any person in any respect of any loss or damage (including any consequential loss or damage) which any person may directly or indirectly suffer as a result of using or relying on any information contained in these Torque Environment Standards or on any Audit or Review pursuant to these Torque Environment Standards.
- Where any statute implies or imposes any guarantee, condition or warranty in relation to any person's use of these Torque Environment Standards which cannot be excluded then that guarantee, condition or warranty is included, and the liability of Adaptation Environmental Support Pty Ltd, its shareholders, directors, officers, employees and agents for breach of that guarantee, condition or warranty is limited to the re-supply of the relevant service to which the breach relates.

Processes

Upon Certification, Adaptation Environmental Support Pty Ltd may:

- Send notification to nominated work providers, such as insurance companies, car manufacturers, government fleet agencies, police and other organisations that may refer work to an Approved User.
- Send the Approved User a promotion pack comprising:
 - Certificate
 - Copy of the Certification Series Trade Mark Registration
 - One or more stickers of the Approved Mark for adhering to the front door and signage of the Approved Site
 - An image file of any relevant composite version of the Approved Mark
 - Brand guidelines
- Send the Approved User resources comprising:
 - Toolkit resources, including templates, policy, procedures, and more detailed information
 - Legal updates
 - Torque newsletters
- Promote the Approved Site, including on the Website
- Provide other Business support, including:
 - Task manager subscription and reminders
 - Online shop access
 - Phone support
- Include the Approved User and Approved Site in Company projects, at the sole discretion of the Company

Criteria

The Torque Environment Standards have been developed via ongoing consultation with industry, laws and technology. They are constantly under review. As the standards of the collision and vehicle repair, vehicle mechanic and/or car wash industry evolve, as environmental legislation changes, and as new technologies and opportunities become available the processes and criteria will continually be improved. Therefore, the bar for achieving a 5 star Rating will continue to be raised in line with legislation and best practice.

At present, the Essential questions for Sites to be used in connection with both heavy vehicles and passenger vehicles are:

- * Do you dispose of your used tyres through an approved program?
- * Are all vehicle wash products located where they don't have the potential to reach storm water drains?
- * Are old chemicals disposed of regularly and not stockpiled?
- * Are spill kits well stocked?
- * Are stormwater drains marked to clearly identify them?
- * Are stormwater drains on site protected?
- * Are there spill kits on site?
- * Are vehicles only washed in the designated wash bay?
- * Do you dispose of brake, transmission and power steering fluid in allocated waste containers?
- * Do you dispose of engine oil in allocated waste containers?
- * Do you dispose of radiator coolant in allocated waste containers?
- * Do you dispose of your vehicle batteries through an approved program?
- * Do you use a licensed contractor to dispose of your general waste?
- * Do you use a licensed contractor to dispose of your gunwash waste?
- * Do you use a licensed contractor to dispose of your liquid paint waste?
- * Do you use a licensed contractor to dispose of your radiator coolant waste?
- * Do you use a licensed contractor to dispose of your used spill kit material?
- * Do you use a licensed contractor to dispose of your waste oil and waste brake, transmission, and power steering fluid?
- * Do your staff dry sweep and never hose waste into stormwater drains?
- * Does the business have a trade waste agreement with the local water authority (if required)?
- * Does the water treatment system in the wash bay meet the trade waste specifications or the requirements of your local council?

- * Does your induction process explain employee expectations relating to environmental protection?
- * Have receipts and records for all prescribed waste disposed from your company been retained?
- * Is car wash bay effluent tested meeting the requirements of the TWA?
- * Is firefighting equipment tested and tagged within service date?
- * Is the site free of cigarette butt litter?
- * Is there firefighting equipment on site?
- * Is your waste collected in a timely manner so bins are not overflowing?
- * Are air filters wrapped in plastic and disposed of in the general waste bin?
- * Are all waste storage areas away from stormwater drains or are nearby drains protected?
- * Are drip trays available in the vehicle delivery area for vehicles with damaged mechanics that may be leaking fluid?
- * Are drip trays available in the vehicle storage area for vehicles with damaged mechanics that may be leaking fluid?
- * Are dustless sanders installed in the paint and prep area?
- * Are dustless sanders installed in the panel beating area?
- * Are liquid wastes only stored in the designated liquid waste disposal area/s?
- * Do you have a current chemical register for the materials stored and handled on site?
- * Do you have a current site map (within 5 years)?
- * Do you have current SDSs for all chemicals used on site readily available to your staff?
- * Do staff know how to use the firefighting equipment?
- * Do staff know how to use the spill kit?
- * Do staff know where you dispose of the used spill kit material?
- * Do you make sure only ARCTick licensed staff/contractors are engaged to repair air conditioning equipment?
- * Do you use a licensed contractor to dispose of any waste fuel?
- * Does the spray booth have an effective air seal?
- * Does the wash bay have a water pretreatment unit?
- * Does your induction process explain instructions on the correct handling and disposal of hazardous chemicals?
- * Is an outdoor smoking area provided for staff?

- * Is the area bunded or graded to contain any accidental spills?
- * Is the bunding or grading adequate to prevent water from escaping?
- * Is the chemical and goods delivery area fully concreted?
- * Is the chemical storage area floor impermeable so that liquids can't pass through?
- * Is the chemical storage area free of ignition sources (at least 3 metres away)?
- * Is the chemical storage area indoors?
- * Is the dismantling and reassembly area fully concreted?
- * Is the dismantling and reassembly area indoors?
- * Is the floor of the paint mixing room impermeable so that liquids can't pass through?
- * Is the ground of the liquid waste storage area fully concreted?
- * Is the liquid waste storage area at least 3 metres away from ignition sources?
- * Is the liquid waste storage area away from stormwater drains or are nearby drains protected?
- * Is the liquid waste storage area bunded or graded adequately to prevent liquid waste escaping?
- * Is the liquid waste storage area indoors or fully undercover so rain can't enter?
- * Is the paint and prep area fully concreted?
- * Is the paint and prep area indoors?
- * Is the paint mixing room bunded?
- * Is the panel beating area fully concreted?
- * Is the panel beating area indoors?
- * Is the vehicle wash bay washdown pad made from an impervious material such as concrete?
- * Is the wash bay located away from stormwater drains or are nearby drains protected?
- * Is there a designated area/s for chemical and goods deliveries?
- * Is there a designated contained area/s for storing unopened chemicals?
- * Is there a designated liquid waste storage area/s?
- * Is there a designated paint and prep area?
- * Is there a designated panel beating area?
- * Is there a designated vehicle dismantling and reassembly area?

- * Is there a designated vehicle wash bay?
- * Is there a first responders help folder?
- * Is there a purpose built, enclosed paint room for mixing paint?
- * Is there a system to capture oily water generated by the air compressor?
- * Is there an enclosed spray booth/s?
- * Is there an operational gun wash station suitable for solvent and water?
- * Is there an outdoor smoking area and/or ashtray provided for customers?
- * Is there an undercover area with drip trays to store used vehicle batteries?
- * Is waste only stored on land owned or leased by the business, or with written permission from the landowner?
- * Is wet rubbing only conducted indoors?
- * Is the chemical and goods delivery area away from stormwater drains or are nearby stormwater drains protected?

At present, the additional Essential questions only for Sites to be used in connection with heavy vehicles are:

- * Do you dispose of engine oil in an allocated waste container?
- * Do you dispose of hardeners in an allocated waste container?
- * Do you dispose of resin in an allocated waste container?
- * Do you dispose of solvents (acetone) in an allocated waste container?
- * Are dustless sanders installed in the fiberglass repair area?
- * Are there sufficient trays in the mechanical workshop for capturing coolant and oils when drained from vehicles?
- * Is the fiberglass area fully concreted?
- * Is the fiberglass repair area indoors?
- * Is the mechanical workshop area fully concreted?
- * Is the mechanical workshop area indoors?
- * Is the welding and fabrication area fully concreted?
- * Is the welding and fabrication area indoors?
- * Is there a designated area for fibreglass repairs?
- * Is there a designated area for mechanical repairs to be carried out?
- * Is there a designated area for welding and fabrication to be carried out?