



# Audit Checklist

**Your success is important to us. Georgia's Clean Air Force (GCAF) auditors will check the following tasks during a routine audit.**

## Public Information & Consumer Protection/Business Administration:

- Sign reflects proper specs, test type, hours, fee, and is in public view.
- Current RepairWatch Public Report is on public display.
- Motorists Rights' poster is on public display.
- GCAF information brochures are available to public.
- Legible/usable VIR is available to motorist (printer is functional).
- Station is open during posted "Open" hours.
- "Closed" sign is posted while station is not open.
- Station is charging correct price as listed on GCAF sign.
- Viewing area or CCTV available for motorist to view test.
- Inspectors wear GCAF badge during test, above waist.
- Valid Station Certificate of Authorization is posted.
- Valid business license is available on request.
- Valid insurance documents are available on request.
- General station information on file with GCAF is current.
- Inspectors listed in the GAS analyzer are affiliated with station.

## Document and Site Requirements:

- Station has adequate space for staging at least four vehicles.
- Station has adequate ventilation.
- Traction control chart is present at station (ASM only).
- Current fuel cap adapter manual is present at station.
- DLC locator chart is present at station.
- Current inspector training manual is present at station.
- Inspector on duty present while station is open.

## Air Quality/High Priority Audit Tasks:

- Emissions inspections correctly conducted by inspector.
- GCAF auditors allowed to obtain station signature for Release of Liability, if applicable.
- Allow for entry: GCAF auditors need to ensure compliance to program rules.
- All lanes have required fuel cap adapters in proper condition.
- Cooling fan is present and operational (ASM only).
- Station has the proper hoses, connectors, filters, and probe tips.
- Single and dual leak check. If the single fails, no testing. If the dual fails, no testing dual exhaust vehicles.
- Fuel cap calibration. If fails, no testing.
- Dyne failure. If fails, no ASM testing.
- Analyzer check for latest software, hardware versions, time/date status page outdated. If fails, no testing.
- Tamper lock check. If issues, no testing.
- GAS bench check. If bench fails 5 gas/calibration, no testing.
- Analyzer is in original location. If moved, no testing.
- Correct station owner is listed. If incorrect, no testing.

**BE PREPARED AND READY.**