

Appendix B1/13: RASIC Evaluation Checklist

Checklist for Assessment of RASIC based on OPAL RAS Standard Annexure B-1 RI/07-2019.

All **mandatory** requirements are marked by an (*) after the Serial Number #.

#	Requirement	Complies
1.0	Business Information, Registration & Approvals	
1.1*	Valid Business Registration <i>Commercial Registration, Chamber of Commerce, Scope of registration</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
1.2	Ownership/lease information	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
1.3*	Valid Municipal/Civil Defence approvals	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
1.4*	Valid OPAL membership <i>OPAL membership certificate, Company details correctly mentioned</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
1.5	Valid ISO Certification <i>ISO 9001:2015 and ISO 45001:2018 certifications</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
1.6	Insurance (Professional liability/indemnity)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
2.0	OPAL RAS Inspection System, Document & Awareness	
2.1*	OPAL RAS Standard <i>Access to soft copy and hardcopy of the current version</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
2.2*	Familiarity with OPAL RAS Standard <i>Key requirements and changes in the recent version</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
2.3	OPAL RAS Checklists <i>Availability of current version of the checklist at point of use</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
2.4	Document Control System & Awareness <i>Process in place to ensure the correct version of documents are used</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
2.5*	Record Control System & Awareness <i>Process in place to sort, file, secure, retain and retrieve records</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
2.6	Access to Inspection documents/records database <i>For server containing data outside premises ensure reliable network</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
3.0	OEM/Manufacturer's Specification & Awareness	

#	Requirement	Complies
3.1	List of vehicles/vehicle types <i>RASIC maintains a list of vehicles (types) that it is approved for</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
3.2*	OEM or Manufacturer's recommended specifications for each vehicle type <i>Access to relevant versions of manuals/specifications/documents</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
3.3*	OEM or Manufacturer's recommended service requirements/tolerance <i>Access to & integration of relevant data with regards to service requirements/tolerance in the inspection process</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
3.4	Control of OEM documents & checklists <i>Process in place to ensure the correct version/updates of documents are used</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
4.0	OPAL Personnel (RAS Inspectors & QA Supervisor) Management	
4.1	Personnel Employee File <i>File management, completeness of records, access/retrieval/retention</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
4.2*	Personnel Qualifications record	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
4.3*	Personnel Training/Certification record	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
4.4*	Personnel Experience profile/records	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
4.5	Inspector OPAL written test qualification records	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
4.6	Personnel Attendance and Leave management	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
4.7*	Inspector competency matrix & job assignment	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
4.8*	Inspector – Inspection report/deliverable traceability	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
4.9	Personnel performance management & appraisals	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
4.10*	Inspector Health & Eye check records	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
4.11	Inspector Contract, Medical, Insurance & other records	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.0	RASIC Facility	
5.1*	Secure perimeter boundary and entry gates	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.2*	Floor size appropriate to nature of fleet inspected	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.3*	Inspection area 8m long if drive-through or 20m if it is 'closed' type	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.4*	Provision for the entire length of long vehicles to be within a secured perimeter <i>If applicable for Trailer inspections sufficient space to accommodate the entire trailer with the secure perimeter of the property boundary</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial

#	Requirement	Complies
5.5*	Suitable floor surface & roof over the floor area	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.6*	Entrance & Exit 5m high x 5m wide	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.7*	Drive-through facility (separate entry/exit) OR Closed type single entry/exit but has 20m x 15m space in front of the facility	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.8*	Vehicle inspection pits, vehicle ramps and/or vehicle hoists/lifts available <i>Check for integrity, safety and inspection/test certificates where applicable</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.9*	Vehicle inspection pits of appropriate size At least 0.8 m wide x 1.9 m deep	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.10*	The entire length of Vehicle inspection pits under the roof area	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.11*	Vehicle inspection pits equipped with enough lighting, stairs or non-slip ladders for access and egress	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.12*	Each inspection bay fitted with functional & calibrated vehicle counter <i>The system could use either mechanical or digital sensors. Ensure the system is working, check for past records and calibration status</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.13*	CCTV camera fitted to cover the activities within the Inspection areas and Inspection bays	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.14*	General HSE Arrangements <i>Fire detection & alarms, Fire fighting, First Aid, Spill control, Hand/Eye/Body wash</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.15	Hazard identification and risk assessment are carried out to ensure a safe working environment and records maintained. <i>Shall be done by the Workshop supervisor and records shall be maintained.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial

6.0	RASIC Equipment & Tools	
6.1	Vehicle hoist/lift, engine hoist identified by Inventory number	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.2*	Vehicle hoist/lift, engine hoist are periodically inspected & tested	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.3*	Vehicle hoist/lift, engine hoist are externally certified <i>In accordance with relevant procedures for Lifting & Hoisting, Inspection, Testing & Certification. Certificate copies are traceable to equipment serial numbers.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.4	Other lifting equipments are identified by Inventory number	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.5*	Other lifting equipment are periodically inspected & tested	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.6*	Other lifting equipments are externally certified <i>In accordance with relevant procedures for Lifting & Hoisting, Inspection, Testing & Certification. Certificate copies are traceable to equipment serial numbers.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.7	Jack, axle-stand are identified by Inventory number	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.8*	Jack, axle-stand are periodically inspected and a record maintained <i>The inspection shall be done by the Workshop supervisor and record maintained. Inspection period shall not exceed a maximum of 6 months.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial

#	Requirement	Complies
6.9	Other equipments (used for lifting/supporting weight) are identified by Inventory number	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.10*	Other equipment (used for lifting/supporting weight) are periodically inspected and a record maintained <i>The inspection shall be done by the Workshop supervisor and record maintained. Inspection period shall not exceed a maximum of 6 months.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.11	Tools powered by electric/air/hydraulic are identified by Inventory number	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.12*	Tools powered by electric/air/hydraulic are periodically inspected and a record is maintained <i>The inspection shall be done by the Workshop supervisor and record maintained. Inspection period shall not exceed a maximum of 6 months.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.13*	Headlight testing equipment is available <i>Headlights must be tested with the manufacturer recommended testing equipment and shall be done on a plain wall free of any writings or images</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.14*	Brake testing equipment is available <i>Roller type brake testing equipment is highly recommended</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.15*	All necessary tools and equipment as required by Appendix B1/05 <i>The tools and equipment shall be of appropriate size and specification for the type of fleet/vehicles to be inspected</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.16*	All monitoring and measuring equipment (MME) is calibrated, their status identified and records maintained <i>Approved procedures and calibrated masters shall be available if calibration is done internally within the RASIC.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
7.0	RASIC Inspection Process	
7.1*	All vehicle inspections are carried out within the premises (secure perimeter) of the RASIC	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
7.2*	For vehicles/trailers used as an integral part of rig/hoist, a written step-out issued by the operating company (on a case-case basis) is available <u>for inspections carried outside the premises</u> <i>Step out shall be issued to specific RASIC naming the RAS inspector for the specific vehicle(s) for a particular time duration.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
7.3*	Pre-inspection document review is performed to check the availability of the following information/documents/records: <i>Valid vehicle registration and insurance ROPS independent inspection report with UT thickness reading Vehicle daily checks & regular maintenance Vehicle maintenance history (for RASCo's own vehicles) IVMS reports</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial

#	Requirement	Complies
	Vehicle spares inventory (for RASCo's own vehicles)	
	Vehicle mileage details	
7.4*	Additional certificates (required for tankers) are reviewed and includes the following as applicable Valid hazardous chemical license Valid pressure vessel or vacuum tanker inspection certificate Stability certificate (COG) NDT for king-pin welding	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
7.5*	Additional certificates (required for special vehicles) are reviewed Valid PACDA license	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
7.6*	Additional certificates (required for special vehicles) are reviewed Valid 3 rd party lifting equipment	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
7.7*	Inspections are performed only by qualified Inspectors approved for the type of vehicle being inspected	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.0	RASIC Sticker Management	
8.1	The stickers must be of approximate size 9 cm x 6 cm	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.2*	Each sticker shall have a unique serial/reference number	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.3	Stickers follow the OPAL recommended format and design Refer to Clause 7.5 of Annexure B-1 RAS	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.4*	The sticker must include as a minimum the following: A Serial number of the inspection/sticker Holographic protection with barcode or QR code Vehicle identification (chassis or registration number) Name of the vehicle owner and user Date of current RAS Inspection and next inspection Location or branch name of the RASIC Name, center number, and logo of RASIC	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.5*	Blank stickers are kept in a secure location prior to use	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.6*	A sticker inventory is maintained and all stickers are accounted for Details on stickers in hand, stickers used, stickers damaged/unusable, etc	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.7*	Record of stickers lost are maintained and reported to OPAL	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.8*	Blank stickers are not provided to employees or third parties	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.9*	Stickers are affixed to the vehicles at the end of a successful inspection and NOT handed over to the vehicle/driver/user	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.10	The position stickers are affixed is appropriate to prevent fading/damage	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
9.0	RASIC Quality Assurance & Control Process	

#	Requirement	Complies
9.1*	Senior personnel with additional QA/QC responsibility is appointed	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
9.2*	Internal QC arrangements available to check the quality of service	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
9.3*	CCTV footage of inspection activity is clear, and the inspected vehicle & registration plate number is clearly visible and identifiable in the footage	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
9.4	A complaint handling is in place to record/investigate customer complaints	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
9.5*	Internal verification and auditing is carried out at periodic intervals	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
9.6	Lessons learned and sharing of information across branches/locations	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.0 RASIC Reports & Record Management		
10.1*	Inspection report format and Defect information are appropriate for use <i>Adequate control to ensure there are required fields to record the necessary information.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.2*	Master copy of all RAS inspection checklists are available and controlled <i>To ensure the right formats are used, changes are updated and defunct formats are removed from use</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.3*	Inspection reports are written in the English language using ink	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.4*	Defects (if any) are highlighted by the Inspector on the Inspection report	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.5*	Vehicles with defects are marked failed until remedial work is completed	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.6*	Vehicles with defects are re-inspected and results updated in the Inspection report	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.7*	Defects noted in the checklist are transferred to the Defect Information Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.8*	Repair/corrections to the defects are verified as corrected in the Defect Information form and signed off by the vehicle Inspector	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.9*	Inspection reports contain as a minimum the following information <i>Photographic evidence of Seat-belt integrity (front and rear seats)</i> <i>Photographic evidence of high-intensity rear lights</i> <i>Photographic evidence of ROPS serial number</i> <i>Independent ROPS inspection report</i> <i>IVMS records</i> <i>A/c service records</i> <i>MVI records and history</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.10*	Inspection reports are completed and signed off by the Inspector	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.11*	Critical points (highlighted in the checklist) are verified/confirmed and signed off by the 2 nd Inspector	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.12*	Original inspection report and signed checklist provided to the vehicle owner or user	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.13*	The validity of inspection is mentioned clearly as 1 year	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial

#	Requirement	Complies
10.14*	Soft copy of inspection report uploaded to the OPAL database	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.15*	Copy of Inspection checklist (Part 1) and Defect information form (Part 2) retained for 1 year or more	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.16*	CCTV footage of inspection activity is retained for 6 months from the date of recording and is sorted by date & time for easy access/retrieval	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial

#	Compliance Summary	Status
I	Desktop Review Compliance	<input type="checkbox"/> YES – Complies Fully <input type="checkbox"/> NO - Does not Comply Fully
II	Theoretical Assessment of Inspectors (atleast 2 Inspectors for given scope)	<input type="checkbox"/> YES – Complies Fully <input type="checkbox"/> NO - Does not Comply Fully
III	Center Audit (Mandatory Requirements)	<input type="checkbox"/> YES – Complies Fully <input type="checkbox"/> NO - Does not Comply Fully
IV	Center Audit (Other Requirements)	<input type="checkbox"/> YES – Complies 80% or more <input type="checkbox"/> NO - Does not Comply
V	Practical Assessment of Inspectors (atleast 2 Inspectors for given scope)	<input type="checkbox"/> YES – Complies Fully <input type="checkbox"/> NO - Does not Comply Fully
	Final Evaluation Result (Compliance to RAS Standard requirements)	<input type="checkbox"/> YES – Complies Fully (If YES to all) <input type="checkbox"/> NO - Does not Comply Fully (If NO to any)