



BRANCH TOOL CHECK





- **Reasons why the checklist is required.**

Tool checks need to be done at every branch every month. It is a requirement from RMI to always have all listed tools on-site. If RMI arrives at the branch for a check and the tools are not all available within the branch, your scoring will be negatively affected.

- **How to complete the checklist**

1. Complete all Branch information (Branch, Manager & Date)
2. Complete additional branch information on the bottom of the checklist if applicable (Number of Mechanics, Head Office representative, RMI star grading)
3. Ensure all tools listed on the checklist is in the branch and mark the quantity on hand.
4. If the tool is lost or broken, mark it with a zero and add a comment (lost, broken).
5. Immediately report any tool that is lost or broken to Danny and Solwandle.
dkhumalo@ccholdings.co.za/snkambule@ccholdings.co.za (if broken, missing, or stolen tools are not reported on time, the branch staff will be held accountable).
6. King Tony tools have a lifetime warranty, if it breaks, notify your manager to process a claim
7. If any of the insured tools are lost or broken follow the claims process to make a claim.
8. Once the tool checklist is completed, submit it to the head office by the 11th of each month.
9. The head office will check your checklist if they were not present at the branch when it was done. An order will be created to replace the missing tools and approved before being sent to the supplier for processing.

- **In the process of checking the tools, make sure the tools are:**

Visible, you need to see the tools. Findings cannot be based on knowing they are somewhere in the workshop
Have been cleaned and ready for next use
Are in working order
Special tools to be locked in a cupboard/cage

- **Submission of tool checklist**

Please submit all tool checklists to the below head office representative:

Solwandle Nkambule: snkambule@ccholdings.co.za



CAR SERVICE CITY

TOOL REQUIREMENTS CHECKLIST

Branch:	
Manager:	
Date:	

STEPS	PROCESS	COMPLETED (Y/N)	COMMENT
1	Complete all Branch information (Branch, Manager & Date) on the MIWA tool requirements checklist		
2	Complete additional branch information on the bottom of the checklist if applicable		
3	Ensure all tools listed on the checklist are in the branch and mark the quantity on hand.		
3.1	Are all tools Visible, you need to see the tools? Findings cannot be based on knowing they are somewhere in the workshop		
3.2	Are all tools cleaned and ready for the next use?		
3.3	Are all tools in working order?		
3.4	Are all Special tools locked in a cupboard/cage?		
4	If the tool is lost or broken, mark it with a zero and add a comment. (If the tool is lost or broken follow the claims process.)		
5	Once the tool checklist is completed, submit it to the head office. (snkambule@ccholdings.co.za)		
6	Ensure all checklists are submitted before the 11th of every month together with OHS registers. (See OHS register checklist)		

Additional Comments done below

No Of Mechanics	
Head Office Representative	
RMI Star Grading:	

MIWA GRADING CRITERIA TOOL REQUIREMENTS 2024

Branch:

Manager:

Date:

REQUIRED QTY		TOOLS	QTY AT BRANCH	COMMENTS
1		Angle Grinder		
1		Battery Charger (70 Amps & Booster Starter)		
1		Battery Load Tester		
1		Bearing Pullers (Set)		
1		Bench Grinder		
1		Brake Fluid Tester		



1		Brake Venting Tool		
1		Compression Tester (Petrol with Fittings)		
1		Compressor		
1		Compressor Hose (20m)		
1		Compressor Hose Connectors		
3		Creepers - 1 per technician		
1		Cylinder Leak Down Tester		
1		Diagnostic Machine (Engine Analyser)		
1		Drill Press		



1		Dial Indicator Gauge		
1		Drilling Machine (Hand Held)		
1		Drill Bit Set (2mm - 13mm)		
6		Drip / Oil Trays (Multi purpose)		
1		Engine Assembly Stand		
1		Engine Lifting Equipment (Crane 2 Ton)		
1		Electric Welder & Hood Protector		
1		Feeler Gauges (15 Piece)		
5		Fender Covers (per set) - Permanent		



1		Files (5 Piece)		
1		Glycol Tester		
1		Grease Gun		
1		Hacksaw Frame & Blades		
1		Headlight Aiming Board		
1		Heli - Coil Set / Insert		
1		Hydraulic Press (12 ton)		
1		Jumper Cables		
4		Lead Lights (1 per workbay)		



1		LED Test Light		
1		Mac Pherson Spring Clamps (Spring Coil Compressor)		
1		Micrometer		
1		Multi Meter		
1		Oil Pressure Tester		
1		Parts Cleaning Equipment (Continuous Flow)		
1		Pop Rivet Gun		
1		Radiator Pressure Tester		
1		Ring Squeezer		



1		Soldering Iron		
1		Stethoscope		
1		Stocks and Dies and Taps		
1		Stainless Steel Straight Ruler		
1		Timing Light		
3		Tool Box (63-Piece)		
1		Torque Wrench (20nm - 300nm)		
2 sets		Trestles (4 per Bay) 6 Ton		
5 sets		Trestles (4 per Bay) 3 Ton		



1		Transmission Jack 1T		
2		Trolley Jack (3 Ton)		
1		Tyre Pressure Gauge (Digital)		
1		Valve Spring Compressor		
2		Vehicle Hoist - 2 Post		
1		Vernier		
1		Vice (for workbench)		
1		Wire Brush		
1		Workbench		



Additional Comments done below	
No Of Mechanics	
Head Office Representative	
RMI Star Grading:	

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CAR SERVICE
CITY

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