



EV VEHICLE INTAKE & RISK ASSESSMENT WORKSHOP RECEIVING CHECKLIST

SAFETY FIRST. ASSESS – CLASSIFY – ACT.



DO NOT START WORK until risk level is determined and high-voltage system is isolated if required.

1 INITIAL INFORMATION

Date: _____ Time: _____ Received by: _____
Vehicle Make/Model: _____ Model: _____
VIN: _____ Registration: _____
Referred by (Tow Co / Insurer / Customer): _____
Accident Type:
☐ Front Impact ☐ Rear Impact ☐ Side Impact (L/R) ☐ Roof Rollover ☐ Underbody Impact ☐ Flood / Water
Was vehicle drivable after accident? ☐ Yes ☐ No
Any warning lights/messages on dash? ☐ Yes ☐ No If YES, describe: _____
Smoke / fire / smell at scene? ☐ Yes ☐ No If YES, describe: _____

2 VISUAL & SAFETY CHECK (Do not disassemble)

	CHECK ITEM	YES	NO	OBSERVATIONS
	Smoke, burning smell or heat present? <i>Check cabin, battery area, under vehicle.</i>	☐	☐	
	Battery area (underfloor) impacted or damaged? <i>Dents, puncture, scraping, cracks, deformation.</i>	☐	☐	
	High-voltage warning lights on or system fault? <i>Dashboard warnings, vehicle behaves abnormally.</i>	☐	☐	
	Fluid leaks (unknown) from battery area or underbody? <i>Coolant leaks are normal. Look for unusual fluid.</i>	☐	☐	
	Exposed high-voltage cables or components? <i>Orange cables, connectors or battery parts visible.</i>	☐	☐	
	Airbags deployed? <i>Front / side / curtain.</i>	☐	☐	
	Severe structural damage near battery or sills?	☐	☐	
	Flood / water exposure? <i>Partially or fully submerged.</i>	☐	☐	

5 IMMEDIATE ACTIONS (All EVs)

	Isolate High-Voltage System	Follow safe isolation procedure. Use proper PPE.	☐
	Keys / Access	Remove key / fob. Keep vehicle locked.	☐
	No Charging	Do not connect to charger.	☐
	Photo & Document	Photograph all sides, underbody, damage and leaks.	☐
	Tag Vehicle	Attach EV Risk Tag with level and actions taken.	☐

6 NOTES & COMMUNICATION

Notes / Additional Observations: _____
Notified: ☐ EV Technical Expert ☐ Insurer ☐ Management ☐ Other: _____
Name: _____ Signature: _____

3 RISK SCORING

Score

	Smoke, fire, heat or strong chemical smell	+5
	Battery area impact / puncture / deformation	+4
	High-voltage warning / system fault / exposed cables	+3
	Unusual fluid leak (not normal coolant)	+3
	Flood / water exposure	+5
	Airbags deployed or heavy crash damage	+2

TOTAL SCORE



4 RISK CLASSIFICATION & ACTION

0 – 2 POINTS LOW RISK (LEVEL 1)



- Safe to move within workshop area.
- Isolate HV system if required before repair.
- Proceed with normal intake and assessment.

3 – 6 POINTS CAUTION (LEVEL 2)



- Isolate high-voltage system.
- Park in designated EV assessment bay.
- Perform diagnostic scan and detailed inspection.
- Restrict access to trained staff only.

7 – 10 POINTS HIGH RISK (LEVEL 3)



- Do NOT start repairs.
- Move to EV safety area (well ventilated).
- Isolate and de-energise HV system.
- Notify EV technical expert / management.
- No charging. Monitor vehicle.

11+ POINTS OR ANY FIRE SIGNS CRITICAL – QUARANTINE (LEVEL 4)



- Move to QUARANTINE AREA (outdoor if possible).
- Minimum 10m from other vehicles/structures.
- Notify management, insurer and emergency services if required.
- Monitor for 24–72 hours.
- Do NOT disassemble, charge or repair.

EV SAFETY REMINDERS

Use correct PPE & insulated tools	Only trained EV technicians	Never cut or disconnect high-voltage cables	Battery damage may not be visible



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Remember:
When unsure – treat as HIGH RISK.
Better a delay than a fire.



SAFETY FIRST. PEOPLE FIRST. EVERY TIME.

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