

**SS 662 : 2020**  
(ICS 43.180)

**SINGAPORE STANDARD**

# **Code of practice for automotive workshops**



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The content of this Singapore Standard was approved on 12 October 2020 by the Quality and Safety Standards Committee (QSSC) under the purview of the Singapore Standards Council.

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	Mr Winston Yew Eng How	<i>Workplace Safety and Health Council</i>

QSSC set up the Technical Committee on Quality and Core Business Processes to oversee the preparation of this standard. The Technical Committee consists of the following members:

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The Technical Committee set up the Working Group on Motor Workshop to prepare this standard. The Working Group consists of the following experts who contribute in their *individual capacity*:

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The organisations in which the experts of the Working Group are involved are:

*Automobile Association of Singapore*  
*Institute of Technical Education*  
*Land Transport Authority*  
*Ministry of Manpower*  
*Motor Traders Association Singapore*  
*National Environment Agency*  
*Ngee Ann Polytechnic*

*Singapore Chinese Chamber of Commerce and Industry*

*Singapore Civil Defence Force*

*Singapore Motor Cycle Trade Association*

*Singapore Motor Workshop Association*

*STA Inspection Pte Ltd*

*Triangle Auto Pte Ltd*

*Workplace Safety and Health Council*

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## Foreword

This Singapore Standard was prepared by the Working Group on Motor Workshop set up by the Technical Committee on Quality and Core Business Processes under the purview of QSSC.

This standard is developed for the motor repair industry to help motor workshops to maintain a level of capability adequacy, technical competency and service quality to their clients.

It is presupposed that in the course of their work, users will comply with all relevant regulatory and statutory requirements. Some examples of relevant regulations and acts are listed in the Bibliography. The Singapore Standards Council and Enterprise Singapore will not be responsible for identifying all of such legal obligations.

In preparing this standard, reference was made to SS 567 : 2011, "Code of practice for factory layout – Safety, health and welfare considerations".

Attention is drawn to the possibility that some of the elements of this Singapore Standard may be the subject of patent rights. Enterprise Singapore shall not be held responsible for identifying any or all of such patent rights.

### NOTE

1. *Singapore Standards (SSs) and Technical References (TRs) are reviewed periodically to keep abreast of technical changes, technological developments and industry practices. The changes are documented through the issue of either amendments or revisions. Where SSs are deemed to be stable, i.e. no foreseeable changes in them, they will be classified as "Mature Standards". Mature Standards will not be subject to further review, unless there are requests to review such standards.*
2. *An SS or TR is voluntary in nature except when it is made mandatory by a regulatory authority. It can also be cited in contracts making its application a business necessity. Users are advised to assess and determine whether the SS or TR is suitable for their intended use or purpose. If required, they should refer to the relevant professionals or experts for advice on the use of the document. Enterprise Singapore and the Singapore Standards Council shall not be liable for any damages whether directly or indirectly suffered by anyone or any organisation as a result of the use of any SS or TR. Although care has been taken to draft this standard, users are also advised to ensure that they apply the information after due diligence.*
3. *Compliance with a SS or TR does not exempt users from any legal obligations.*

## Code of practice for automotive workshops

### 1 Scope

The standard gives provisions to help automotive workshops carry out fair business practices. It covers the maintenance of automotive workshop's premises, maintenance and safety of various equipment and activities, competency of all personnel, post-repair quality control processes, and pre- and post-sales procedures.

### 2 Normative references

The following referenced documents are indispensable for the application of this standard. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

CP 52	Code of practice for automatic fire sprinkler system
SS 98	Specification for industrial safety helmets
SS 473-1	Specification for personal eye-protectors – General requirements
SS 473-2	Specification for personal eye-protectors – Selection, use and maintenance
SS 508-3	Graphical symbols – Safety colours and safety signs - Design principles for graphical symbols for use in safety signs
SS 510	Code of practice for safety in welding, cutting and other operations involving the use of heat
SS 513-1	Specification for personal protective equipment – Footwear – Part 1: Safety footwear
SS 531 series	Code of practice for lighting of work places
SS 532	Code of practice for the storage of flammable liquids
SS 537-1	Code of practice for the safe use of machinery – Part 1: General requirements
SS 548	Code of practice for selection, use and maintenance of respiratory protective devices
SS 549	Code of practice for selection, use, care and maintenance of hearing protectors
SS 550	Code of practice for installation, operation and maintenance of electric passenger and goods lifts
SS 567	Code of practice for factory layout – Safety, health and welfare considerations
SS 575	Code of practice for fire hydrant, rising mains and hose reel systems
SS 578	Code of practice for use and maintenance of portable fire extinguishers
SS 586-2	Specification for hazard communication for hazardous chemicals and dangerous goods – Part 2: Globally harmonised system of classification and labelling of chemicals – Singapore's adaptations
SS 645	Code of practice for the installation and servicing of electrical fire alarm systems