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## **IPAF Rental+ Audit Requirements for Mexico**

# IPAF RENTAL+ AUDIT REQUIREMENTS FOR MEXICO



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# IPAF RENTAL+ AUDIT REQUIREMENTS FOR MEXICO

## OBJECTIVE

This document provides a structured compliance framework for Mexico rental companies preparing for IPAF Rental+ certification. It aligns IPAF audit criteria with relevant Mexico legislation, offering clear guidance on legal obligations, operational practices, and employer responsibilities. The objective is to support consistent, auditable, and legally defensible implementation of health and safety, environmental, quality, and financial standards across rental operations in the Mexico. By bridging IPAF requirements with national law, the document enables companies to demonstrate regulatory compliance, enhance operational safety, and promote continuous improvement.

## SCOPE

This document is intended exclusively for use by rental companies operating within the Mexico that are preparing for or undergoing IPAF Rental+ certification. It provides a structured mapping of IPAF audit criteria to relevant Mexico legislation, offering practical guidance for legal compliance, operational safety, environmental responsibility, and quality assurance. The content is region-specific and reflects national regulatory frameworks, including the Ley Federal del Trabajo + Reglamento Federal de Seguridad y Salud en el Trabajo (RFSST), NOM-004-STPS-1999 (Sistemas de protección en maquinaria y equipo), the Ley General para la Prevención y Gestión Integral de los Residuos (LGPGIR), the Ley Federal del Trabajo (no discriminación), and applicable Mexico GDPR provisions. It is not applicable to operations outside the Mexico or to jurisdictions governed by non-Mexico law.

## RESPONSIBILITY

The IPAF Rental+ Scheme Manager is responsible for ensuring that the document is accurate and kept up to date.

## REFERENCES

The document should be used in conjunction with the IPAF Rental+ Manual.

## DOCUMENT CONTENT

This document provides a structured overview of IPAF Rental+ audit requirements, mapped against applicable Mexico legislation and regulatory standards. Each section aligns specific audit criteria with corresponding legal obligations, including occupational safety (Ley Federal del Trabajo + Reglamento Federal de Seguridad y Salud en el Trabajo (RFSST), NOM-004-STPS-1999 (Sistemas de protección en maquinaria y equipo),



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environmental protection (Ley General para la Prevención y Gestión Integral de los Residuos (LGPGIR), Waste Regulations 2011), and technical operation (STPS (Secretaría del Trabajo y Previsión Social) Approved Codes of Practice, BS EN standards). Where relevant, practical implementation notes and audit-readiness indicators are included to support internal compliance efforts.

This framework is designed for operational leads, compliance managers, and auditors seeking clarity, consistency, and actionable guidance in preparing for IPAF Rental+ certification within Mexico.

Some IPAF Rental+ requirements, such as public liability insurance, indemnity insurance, plant insurance, are not strictly required by Mexican law. However, they are widely seen as good practice, often expected in contracts, and strongly recommended to give customers confidence and make audits smoother and therefore remain as a requirement to gain IPAF Rental+ certification. Points falling into this criterion are shaded.

FINANCE					
Criteria No.	Audit Requirement	IPAF Rental+ Minimum Standard	Relevant Mexico Legislation	Explanation	What Mexico Employers Must Do
19	Employer Insurance	The company has evidence of current employer liability insurance	Ley Sobre el Contrato de Seguro + Código Federal del Trabajo (LFT) provisions	Employers in Mexico must register workers with IMSS and maintain valid employer liability coverage through social security. Additionally, companies should hold civil liability insurance as required by contracts. Verify subcontractors have adequate coverage and retain policy documents.	Verify insurance cover for all subcontractors and retain copies of certificates.



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20	Public Insurance	The company has evidence of current public liability insurance	Common Law Duty of Care; Código Civil Federal (obligaciones de responsabilidad)	Civil liability insurance (responsabilidad civil) covers injury or damage to third parties (non-employees) caused by business activities. While not always mandatory under law, it is standard business practice and often contractually required.	Maintain valid responsabilidad civil insurance. Retain policy documents and ensure coverage aligns with operational risks and contractual obligations.
21	Indemnity Insurance	The company has evidence of current professional indemnity insurance	Common Law; Ley Sobre el Contrato de Seguro	Professional indemnity insurance (responsabilidad profesional) covers legal costs and compensation if a client claims financial loss due to negligence, errors, or omissions. In Mexico, this is not legally mandatory but may be required by contracts or regulators.	Maintain valid indemnity only if required by contracts, customers, or business activities. Retain policy documents and ensure coverage aligns with the scope of services provided. Review coverage periodically to match operational risks.
22	Vehicle Insurance	The company has evidence of current vehicle insurance for the relevant company vehicles (including self-insurance)	Reglamento de Tránsito en Carreteras y Puentes de Jurisdicción Federal; Ley Sobre el Contrato de Seguro	All company and subcontractor vehicles used on public roads must be covered by third-party insurance (seguro de responsabilidad civil) as required under Mexican transit law.	Ensure all work vehicles are insured in line with federal and state transit laws. Maintain records of insurance policies and renewal dates.



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23	Plant Insurance	The company has evidence of current plant insurance	Contract Law; Ley Sobre el Contrato de Seguro + Código Federal del Trabajo (LFT) provisions	While not legally mandated, plant insurance is often contractually required. Employers must ensure coverage for theft, damage, and liability involving owned or hired-in plant.	Maintain valid plant insurance only if required by contracts, customers, or business activities. Retain policy documents and ensure coverage aligns with the scope of services provided. Review coverage periodically to match operational risks.
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HEALTH AND SAFETY					
Criteria No.	Audit Requirement	IPAF Rental+ Minimum Standard	Relevant Mexico Legislation	Brief Explanation:	Mexico Employer Requirements:
1	Health & Safety Policy	The company has a Health & Safety policy signed by a senior manager or director and has been reviewed in the last 24 months.	Ley Federal del Trabajo + Reglamento Federal de Seguridad y Salud en el Trabajo (RFSST) (Section 2)	Employers must have a written policy that outlines their commitment to health and safety, including responsibilities and arrangements. This forms the foundation of legal compliance.	Draft, sign, and regularly review the H&S policy; communicate it to all staff.
24	Health & Safety Leadership	The company has documented the appointment of a director responsible for Health & Safety.	NOM-030-STPS-2009 (Servicios preventivos de seguridad y salud en el trabajo)	Senior managers must take ownership of health and safety. Leadership is key to embedding a safety culture.	Assign H&S responsibility to a named director or senior manager.
2	Health & Safety Organisation	The company can demonstrate Health & Safety roles, responsibilities, and reporting lines have been formally delegated in the form of an organogram or similar.	NOM-030-STPS-2009 (Servicios preventivos de seguridad y salud en el trabajo) (Reg. 5)	Requires employers to designate individuals responsible for implementing health and safety measures. Clear accountability is essential for legal defensibility.	Assign named individuals with H&S duties and ensure they are competent.



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4	Health & Safety Competent Advice	The company can demonstrate they have appointed (internally or as an external consultant) and use a recognised competent person for Health & Safety advice as per relevant legislation.	NOM-030-STPS-2009 (Servicios preventivos de seguridad y salud en el trabajo) (Reg. 7)	Employers must appoint one or more competent persons to assist in meeting health and safety obligations. This can be internal or external.	Engage qualified advisors and document their role and credentials.
3	Health & Safety Arrangements	Health & Safety documents and procedures which demonstrate compliance with company Health & Safety legal obligations have been assigned and documented.	NOM-030-STPS-2009 (Servicios preventivos de seguridad y salud en el trabajo) (Reg. 5)	Employers must establish systems and procedures to manage health and safety risks effectively. This includes planning, control measures, and emergency response.	Document arrangements and ensure they are implemented and monitored.
9	Health & Safety Monitoring and Auditing	The company has a formalised annual Health & Safety audit programme which is being followed.	ISO 45001 (voluntary)	While not mandatory, ISO 45001 provides a framework for proactive safety management through internal audits and performance monitoring.	Implement audit schedules, quality policies, and supplier approval processes where aligned with ISO 45001 and ISO 9001 standards. While not legally required, these measures are strongly recommended to demonstrate good practice, improve audit readiness, and meet customer expectations.
46	Health & Safety Management Review	The company has a demonstrable Health & Safety review process – good practice annually.	NOM-030-STPS-2009 (Servicios preventivos de seguridad y salud en el trabajo)	Employers must periodically review their health and safety arrangements to ensure they remain effective and relevant.	Conduct formal reviews at least annually and update procedures as needed.
10	Workforce Involvement	The company can demonstrate that it consults with personnel about Health & Safety practices within the company.	Ley Federal del Trabajo (Artículos 509–514, Comisiones de Seguridad e Higiene) + NOM-019-STPS-2011 (Constitución, organización y funcionamiento de las comisiones de seguridad e higiene)	Employers must consult employees on health and safety matters, either directly or via elected representatives.	Establish consultation mechanisms and document meeting outcomes.



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11	Accident and Incident Reporting	The company can demonstrate an incident reporting system in line with current legal requirements. Where applicable this system must hold records of all reportable events for at least three years and all enforcement actions against the company for the last five years.	Federal Labor Law (LFT)	Certain workplace incidents must be reported to the STPS (Secretaría del Trabajo y Previsión Social). This includes fatalities, serious injuries, and dangerous occurrences.	Maintain an incident reporting system and file reports with STPS/IMSS within legal timeframes, keeping records for at least five years.
12	Preventing Recurrence of Incidents	The company can demonstrate a system for reviewing all incidents, identifying learning outcomes, and recording preventative actions which are communicated throughout the company. This system must include records of any actions taken to remedy matters subject to enforcement action where applicable.	Ley Federal del Trabajo + Reglamento Federal de Seguridad y Salud en el Trabajo (RFSST)	Employers must investigate incidents and take steps to prevent recurrence. This includes root cause analysis and corrective actions.	Document investigations and communicate lessons learned across teams.
14	Risk Assessment In-depot Activities	Risk assessments are in place and communicated to relevant personnel for all regular work activities including (but not limited to) hazardous substances.	NOM-030-STPS-2009 (Servicios preventivos de seguridad y salud en el trabajo) (Reg. 3)	Employers must assess risks at fixed workplaces like depots. This includes machinery, traffic, and environmental hazards.	Conduct depot-specific assessments and review them annually.
15	Risk Assessment Away from Depot Activities	Risk assessments are in place and communicated to relevant personnel for all regular work activities and made available to all.	NOM-030-STPS-2009 (Servicios preventivos de seguridad y salud en el trabajo) (Reg. 3)	Risk assessments must cover mobile work environments, including customer sites and roadside operations.	Ensure mobile teams have access to relevant assessments and controls.
16	Safe Systems of Work	A safe system of work for key tasks is documented and made	Ley Federal del Trabajo + Reglamento Federal de	Employers must develop procedures that describe how tasks should be	Create SSOWs for key tasks and train staff in their application.





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		available and communicated to relevant personnel.	Seguridad y Salud en el Trabajo (RFSST)	carried out safely. These are essential for high-risk activities.	
17	Site Procedure	The company procedure for site visits is communicated to all personnel who may visit/work on a customer's site.	NOM-030-STPS-2009 (Servicios preventivos de seguridad y salud en el trabajo)	Site-specific procedures are required when working on third-party premises. These must address local risks and emergency protocols.	Communicate procedures to all staff attending external sites.
18	Provision of Welfare Facilities	The company provides suitable sanitation and welfare facilities in accordance with current legislation.	NOM-025-STPS-2008 (Condiciones de iluminación, ventilación e higiene)	Employers must provide clean toilets, washing facilities, drinking water, and rest areas. These are basic legal requirements.	Inspect welfare facilities regularly and ensure they meet minimum standards.
30	First Aid	At least one employee per location has current emergency First Aid at Work training.	NOM-005-STPS-1998 (manejo de sustancias peligrosas) + NOM-030-STPS-2009 (primeros auxilios)	Employers must designate a trained first aid brigade, maintain accessible first aid kits, and ensure adequate coverage based on workforce size and hazards (per NOM-030-STPS).	Ensure at least one trained first aider per site and maintain stocked first aid kits.
31	Accident and Incident Management	The company can demonstrate that they have an investigation procedure for reported accidents and incidents and reports LTIs to the IPAF Accident Reporting Database.	Federal Labor Law (LFT)	Requires employers to investigate reportable incidents and maintain records that support root cause analysis and corrective actions.	Establish a formal investigation process and document outcomes and follow-ups.
32	Substance, Drugs and Alcohol	Company has a formal drugs and alcohol policy in place.	Ley Federal del Trabajo + Reglamento Federal de Seguridad y Salud en el Trabajo (RFSST)	Employers must manage risks associated with substance misuse, especially in safety-critical roles such as driving or operating machinery.	Implement a clear policy, provide training, and conduct testing where appropriate.
33	Fitness to Work - Health Screening	The company has an effective policy of screening at recruitment and/or induction, relevant to the job role.	Ley Federal del Trabajo (no discriminación) + NOM-030-STPS-2009 (Servicios preventivos de seguridad y salud en el trabajo)	Health screening must be relevant to the role and conducted lawfully, ensuring no discrimination and maintaining confidentiality.	Conduct job-specific health checks and document fitness-to-work assessments.



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34	Hazardous Substances	Company has assessed the workplace and identified substances hazardous to health and manufacturer safety data sheets (MSDS) are available for each substance identified.	NOM-018-STPS-2015 (Sistema para la identificación y comunicación de peligros por sustancias químicas)	Employers must identify hazardous substances, assess risks, and implement control measures including PPE, ventilation, and safe handling procedures.	Maintain a hazardous substance register and ensure MSDS are available and understood.
35	Fire Risk Assessment	The company has a fire risk assessment procedure in place.	NOM-002-STPS-2010 (Prevención y protección contra incendios)	Requires a documented fire risk assessment for all premises, identifying hazards, people at risk, and control measures.	Review annually or when significant changes occur; retain records and action plans.
36	Fire Prevention Management	Fire prevention systems are in place to combat risks identified.	NOM-002-STPS-2010 (Prevención y protección contra incendios)	Employers must implement fire prevention systems including alarms, extinguishers, signage, and emergency lighting.	Install and maintain fire safety equipment and ensure staff are trained in its use.
37	Fire Drill	Evidence is available to demonstrate regular fire practices are being conducted and registers of event kept.	NOM-002-STPS-2010 (Prevención y protección contra incendios)	Requires regular testing of emergency procedures through fire drills, with records kept for audit and improvement.	Conduct evacuation and fire drills at least annually in compliance with NOM-002-STPS, keeping registers of participants and outcomes.
38	PPE	The company issues relevant personal protective equipment (PPE) free of charge.	NOM-017-STPS-2008 (Equipo de protección personal)	Employers must provide suitable PPE free of charge, ensure it fits properly, and train staff in its correct use and maintenance.	Issue PPE based on risk assessment and monitor compliance and condition.
39	PFPE	The company makes available in-date harnesses and lanyards for relevant personnel.	NOM-009-STPS-2011 (Trabajos en altura) + PPE Regulations 1992	Under NOM-009-STPS-2011, employers must provide personal fall protection equipment for anyone working at height. Harnesses, lanyards, and related equipment must be inspected regularly, remain within serviceable life, and be used only by trained personnel.	Maintain inspection records and ensure staff are trained and competent in PFPE use.
40	Asbestos Management	Company buildings have been assessed (in line with regional requirements) for the presence of asbestos containing materials (ACMs) and the findings documented.	NOM-010-STPS-2014 (Agentes químicos contaminantes)	Requires employers to identify asbestos-containing materials (ACMs), assess risks, and implement a management plan.	Provide asbestos risk awareness training to relevant staff in line with NOM-010-STPS-2014. Ensure employees can recognise asbestos-containing materials (ACMs), understand health risks, and know how to report suspected ACMs. Keep



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					an asbestos register where applicable and share information with contractors.
42	Driving Vehicles on Company Business	The company assesses the risks associated with driving appropriate classes of vehicle.	Ley Federal del Trabajo + Reglamento Federal de Seguridad y Salud en el Trabajo (RFSST)	Driving for work is considered a work activity and must be risk assessed like any other operational task.	Assess driving risks, provide training, and monitor vehicle condition and driver behaviour.
43	Licence Checks for Drivers	The company has evidence of licence checks within the last 12 months for all company vehicle drivers.	Reglamento de Tránsito en Carreteras y Puentes de Jurisdicción Federal + Secretaría de Comunicaciones y Transportes (SCT) guidance	Employers must ensure that anyone driving for work holds a valid and appropriate licence.	Conduct annual licence checks and retain evidence of verification.
44	Working Time Compliance	The company has a procedure to measure the compliance of delivery drivers with national working time requirements.	Working Time Regulations 1998	The Ley Federal del Trabajo sets limits of 8 hours per day for day shifts, 7 hours for night shifts, and 48 hours per week in total, with mandatory rest breaks and overtime paid at double rate. Employers must ensure delivery drivers comply with these limits to avoid fatigue risks and legal breaches.	Monitor driver hours using timesheets, logbooks, or digital tracking systems. Ensure shifts comply with the Ley Federal del Trabajo (8 hours/day, 48 hours/week, required breaks). Keep records to demonstrate compliance and avoid fatigue risks.
55	Property Management	A system is in place to identify items requiring statutory inspection / certification and interval of inspection (electrical and gas installations).	NOM-004-STPS-1999 (Sistemas de protección en maquinaria y equipo) + - 2012 (Instalaciones eléctricas)	Employers must ensure that premises and fixed installations are safe and maintained.	Conduct building inspections, electrical and gas testing/servicing, and remedial works as needed.
47	Rental Machine Inventory	All rental machines are uniquely identified and recorded on a system.	NOM-004-STPS-1999 (Sistemas de protección en maquinaria y equipo)	All work equipment must be identifiable and traceable to ensure inspection, maintenance, and safe use.	Maintain a central inventory with serial numbers, inspection dates, and location data.



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48	Rental Machine Maintenance Records	A system is in place to ensure that periodic maintenance appropriate to the equipment is scheduled and events recorded.	NOM-004-STPS-1999 (Sistemas de protección en maquinaria y equipo)	Maintenance must be planned and documented to ensure equipment remains safe and legally compliant.	Schedule servicing, log completed work and retain records for audit.
49	On-Hire Thorough Examination	The company has a system in place to ensure all machines going out on hire have evidence of a current Thorough Examination report with the machine.	NOM-009-STPS-2011: Work at height NOM-004-STPS-1999 (Sistemas de protección en maquinaria y equipo)	Lifting equipment must undergo Thorough Examination before being put into service or hired out.	Ensure valid certificates are available and shared with customers.
51	Manufacturer Safety Notices	The company has a system to record receipt of manufacturers' safety notices.	Ley Federal del Trabajo + Reglamento Federal de Seguridad y Salud en el Trabajo (RFSST)	Employers must act on safety bulletins and manufacturer notices to prevent equipment-related incidents.	Track notices, assess relevance, and implement required actions.
53	Workshop Equipment	A system is in place to ensure equipment is compliant with nationally approved design standards and is inspected at suitable intervals.	NOM-004-STPS-1999 (Sistemas de protección en maquinaria y equipo) + NOM-004-STPS-1999 (Sistemas de protección en maquinaria y equipo)	Workshop tools and machinery must be safe by design and maintained to prevent injury.	Inspect equipment regularly and ensure compliance with design and safety standards.
54	Statutory Inspection of Workshop Equipment	A system is in place to identify equipment requiring statutory inspection and interval of inspection.	NOM-004-STPS-1999 (Sistemas de protección en maquinaria y equipo)	Certain equipment requires statutory inspection by a competent person to ensure continued safe use.	Identify applicable items and schedule inspections; retain reports and certificates.
52	Portable Appliance Testing	Portable appliance testing (PAT) is carried out at appropriate intervals.	NOM-001-STPS-2008-2012 (Instalaciones eléctricas)	Electrical equipment must be maintained to prevent danger, including regular inspection and testing.	Perform PAT testing at intervals based on risk and environment; retain certificates.



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ENVIRONMENTAL					
Criteria No.	Audit Requirement	IPAF Rental+ Minimum Standard	Relevant Mexico Legislation	Brief Explanation:	Mexico Employer Requirements:
63	Environmental Policy	The company has an environmental statement that is relevant to the business, signed by a relevant director and is on display.	Ley General del Equilibrio Ecológico y la Protección al Ambiente (LGEEPA)	Employers must define and communicate their environmental commitments, including pollution prevention, resource efficiency, and legal compliance.	Draft and publish an environmental policy. Review annually and communicate to staff and stakeholders.
64	Environmental Arrangements	The company identifies environmental procedures relevant to key processes within the company.	Ley General del Equilibrio Ecológico y la Protección al Ambiente (LGEEPA)	Environmental procedures must be integrated into business processes.	Identify key environmental risks and embed procedures into SOPs.
65	Environmental Aspect / Impact Register	The company has identified and recorded aspects that could have an environmental impact.	Ley General del Equilibrio Ecológico y la Protección al Ambiente (LGEEPA)	For certain projects, businesses must assess and mitigate environmental impacts before proceeding. This applies to construction, infrastructure, and major operational changes.	Identify when EIA is required. Engage qualified assessors and integrate findings into planning.
66	Environmental Targets	Based on the aspect and impact register the company identifies areas for environmental improvement.	Ley General de Cambio Climático	Businesses are expected to reduce greenhouse gas emissions in line with national targets. This includes energy efficiency, fleet emissions, and reporting.	Monitor energy use and emissions. Implement reduction strategies and report progress where required.
67	Waste Management	All waste streams are appropriately contained.	Ley General para la Prevención y Gestión Integral de los Residuos (LGPGIR) (Section 34)	Businesses must segregate waste, register hazardous waste generators with SEMARNAT, and use only authorized transporters and disposal facilities. Documentation must be retained under LGPGIR.	Maintain waste transfer notes, use licensed carriers, and conduct periodic audits of waste streams.
68	Waste Carriers	Waste transfer or consignment notes are in place with appropriate	Ley General para la Prevención y Gestión	Businesses must segregate waste, register hazardous waste	Maintain waste transfer notes, use licensed carriers, and



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		documentation available for all wastes carried from location(s).	Integral de los Residuos (LGPGIR) (Section 34)	generators with SEMARNAT, and use only authorized transporters and disposal facilities. Documentation must be retained under LGPGIR.	conduct periodic audits of waste streams.
69	Environmental Emergency Preparedness	The company has a documented environmental emergency procedure.	Ley General para la Prevención y Gestión Integral de los Residuos (LGPGIR) (Part III)	Employers must prevent emissions to air, land, and water. This includes managing fuel, chemicals, and runoff to avoid contamination.	Conduct environmental risk assessments. Implement spill prevention, containment, and emergency procedures in compliance with LGEEPA regulations.
70	Wash Area Management	The company has a recognised and defined wash down area and application for consent to discharge is in process.	Reglamento de la LGEEPA en Materia de Evaluación de Impacto Ambiental	Certain activities (e.g. waste handling, emissions, water discharge) require permits from the Environment Agency. Operating without one is a legal offence.	Identify permit requirements. Apply, renew, and comply with permit conditions. Retain documentation.

QUALITY					
Criteria No.	Audit Requirement	IPAF Rental+ Minimum Standard	Relevant Mexico Legislation	Explanation	What Mexico Employers Must Do
56	Quality Policy Statement	The company has a quality statement that is relevant to the business, signed by a relevant director and is on display.	ISO 9001:2015 Clause 5.2	Employers must define and communicate their commitment to quality, including customer focus and continual improvement.	Draft and publish a quality policy. Review annually and ensure it's understood by all staff.
57	Quality Management System	The company identifies quality procedures relevant to key processes within the company.	ISO 9001:2015 Clause 6.2	Organisations must set measurable quality objectives aligned with customer requirements and business strategy.	Define objectives, assign owners, and monitor progress. Review during management meetings.



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13	Sub-contractors Competence	The company can demonstrate that the sub-contractors they engage with are competent and can show examples of annual reviews/assessments conducted.	Reglamento de Construcciones y Normas STPS aplicables	Employers must ensure that subcontractors are competent and adequately resourced to carry out work safely. This includes vetting qualifications, experience, and safety records.	Implement a formal vetting process and retain evidence of competence checks.
45	Hired in Services	The company has a pre-qualifying questionnaire (PQQ) approval system for operational services (those relevant to the main business).	ISO 9001:2015 Clause 8.4	Suppliers must be evaluated and monitored to ensure they meet quality requirements.	Develop supplier approval criteria. Conduct periodic reviews and maintain records.
5	Induction Training for New Personnel	The company can demonstrate they have an induction training programme, and all personnel are inducted to the company's Health & Safety policy, arrangements and safe working practices.	Ley Federal del Trabajo + Reglamento Federal de Seguridad y Salud en el Trabajo (RFSST)	Induction training must cover company policies, site rules, emergency procedures, and job-specific risks.	Deliver induction and refresher training tailored to job roles.
6	Training Matrix	The company has an employee training matrix / plan that identifies training requirements and renewal dates for core needs for specific job roles.	NOM-030-STPS-2009 (Servicios preventivos de seguridad y salud en el trabajo)	Employers must track who has received what training and when. This supports competence and legal compliance.	Maintain a live matrix showing training status by role and location.
7	Operator Training	The company can demonstrate specific training/familiarisation on equipment relevant to their operating role.	NOM-004-STPS-1999 (Sistemas de protección en maquinaria y equipo) Reg. 9 + Ley Federal del Trabajo + Reglamento Federal de Seguridad y Salud en el Trabajo (RFSST)	Employers must ensure that anyone using work equipment is adequately trained in its safe use and associated risks	Provide formal training for all operators. Maintain certificates and refresher schedules.





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25	Delivery Driver Competence	<p>"Drivers of vehicles involved in the delivery of machines to customers must hold the correct vocational licence, be trained to IPAF Operator standard* and have passed a structured loading/unloading course.</p> <p>*not applicable for MCWP or Construction Hoist deliveries"</p>	<p>Reglamento de Tránsito en Carreteras y Puentes de Jurisdicción Federal + GOV.Mexico</p> <p>Secretaría de Comunicaciones y Transportes (SCT) vocational licence requirements + GOV.Mexico</p> <p>NOM-004-STPS-1999 (Sistemas de protección en maquinaria y equipo) + STPS (Secretaría del Trabajo y Previsión Social) Guidance</p>	<p>Drivers must hold a valid vocational licence issued by the Secretaría de Comunicaciones y Transportes (SCT) for the class of vehicle they operate. Employers must also ensure drivers receive training in equipment loading/unloading, safe driving practices, and the use of any specialised access machinery in line with NOM-004-STPS-1999 requirements.</p>	<p>Verify that all drivers hold a valid SCT vocational licence for the vehicle class they operate. Provide training in safe loading/unloading of machines and in handling powered access equipment in line with NOM-004-STPS-1999. Maintain up-to-date training and licence records.</p>
8	Operational Management Training	<p>Operational management has attended relevant training and has evidence of supervisory training.</p>	<p>NOM-004-STPS-1999 (Sistemas de protección en maquinaria y equipo) Reg. 9</p>	<p>Supervisors overseeing equipment use must also receive adequate training in risks and safe practices</p>	<p>Train supervisors in equipment hazards, emergency procedures, and legal duties.</p>
26	Hire Desk Training	<p>Hire desk personnel can demonstrate understanding of access equipment capabilities and limitations.</p>	<p>NOM-004-STPS-1999 (Sistemas de protección en maquinaria y equipo) Reg. 4 + Ley Federal del Trabajo + Reglamento Federal de Seguridad y Salud en el Trabajo (RFSST) NOM-009-STPS-2011 (Trabajos en altura) + NOM-009-STPS-2011</p>	<p>Sales staff must understand powered access categories, capabilities, and limitations to recommend suitable equipment for customer tasks.</p> <p>Sales employees must consider site conditions, working height, terrain, and access when advising on equipment selection.</p>	<p>Provide product knowledge training and document completion.</p> <p>Provide structured training on powered access applications and risk factors. Maintain product knowledge records.</p>





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			(Trabajos en altura) + STPS guidance		
27	Maintenance Personnel Training	Engineering personnel can demonstrate adequate competency for the scope of tasks and range of equipment. Note: As a minimum, IPAF Operator training and appropriate training for current role.	<p>NOM-004-STPS-1999 (Sistemas de protección en maquinaria y equipo) Reg. 9 + NOM-030-STPS-2009 (Servicios preventivos de seguridad y salud en el trabajo) Reg. 13</p> <p>Manufacturer Guidance</p> <p>NOM-018-STPS-2015 (Sistema para la identificación y comunicación de peligros por sustancias químicas)</p>	<p>Employers must ensure maintenance staff are competent to work on equipment safely, including understanding risks and control measures.</p> <p>Maintenance personnel must be trained on the specific equipment they service, including safety systems, lockout procedures, and inspection points.</p> <p>Maintenance may involve exposure to oils, solvents, or cleaning agents. Staff must be trained in safe handling and emergency response.</p>	<p>Assess qualifications, experience, and training. Maintain competence records and update periodically.</p> <p>Provide OEM-based training or internal modules. Document completion and link to asset register.</p> <p>Provide COSHH training. Maintain MSDS access and PPE guidance.</p>
50	Inspection Records	A system is in place to ensure only trained personnel conduct pre-delivery inspections (PDIs) and post hire inspections (PHIs).	NOM-004-STPS-1999 (Sistemas de protección en maquinaria y equipo) Reg. 6	<p>Employers must retain inspection records for both owned and cross-hired equipment to demonstrate ongoing compliance.</p> <p>Cross-hired equipment must arrive with valid inspection records and be maintained during the hire period.</p>	Keep inspection records for at least 3 years or until the next inspection. Ensure records are accessible and linked to equipment ID.
28	Sales Personnel Training	Sales personnel have evidence of product knowledge training delivered by competent person.	NOM-004-STPS-1999 (Sistemas de protección en maquinaria y equipo) Reg. 4 + Ley Federal del Trabajo + Reglamento Federal de Seguridad y Salud en el Trabajo (RFSST)	<p>Sales staff must understand powered access categories, capabilities, and limitations to recommend suitable equipment for customer tasks.</p> <p>Sales employees must consider site conditions, working height, terrain, and access when advising on equipment selection.</p>	<p>Provide structured training on powered access applications and risk factors. Maintain product knowledge records.</p> <p>Train on risk-based selection principles. Use site assessment checklists and customer consultation forms.</p>



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			NOM-009-STPS-2011 (Trabajos en altura) + NOM-009-STPS-2011 (Trabajos en altura) + STPS guidance		
29	Site Assessments for Powered Access Selection	Persons conducting site assessments for Powered Access selection have undergone specific product knowledge training for rental fleet.	NOM-004-STPS-1999 (Sistemas de protección en maquinaria y equipo) Reg. 9 + NOM-009-STPS-2011 (Trabajos en altura) + STPS guidance Reg. 15 NOM-009-STPS-2011 (Trabajos en altura)	Site assessments must be carried out by a competent person with knowledge of powered access types, site hazards, and task requirements.	Train assessors in powered access categories, risk factors, and selection criteria. Maintain competence records.
41	Asbestos Awareness	Evidence of asbestos awareness for all relevant personnel.	NOM-010-STPS-2014 (Agentes químicos contaminantes) (Reg. 10)  Reglamento de Construcciones y Normas STPS aplicables	NOM-010-STPS-2014 requires employers to identify asbestos-containing materials (ACMs) where present and train workers who may be exposed in safe handling and risk prevention. Awareness training should ensure employees can recognise ACMs, understand associated health risks, and know the correct reporting and escalation procedures.	Provide asbestos risk awareness training to relevant staff in line with NOM-010-STPS-2014. Ensure employees can recognise asbestos-containing materials (ACMs), understand health risks, and know how to report suspected ACMs. Keep an asbestos register where applicable and share information with contractors.
58	Structured Rental Order Process	A system is in place to record enquiry details and fulfilment of orders.	ISO 9001:2015 (Clause 8), PAS 91:2013	A structured rental order process ensures consistency, traceability, and customer satisfaction. It must cover enquiry, quotation, order confirmation, delivery, and off-hire.	Maintain documented procedures. Ensure staff follow defined steps. Include checks for equipment suitability, availability, and compliance.
59	Delivery / Handover Process	Delivery details and requirements are discussed as part of order enquiry.	ISO 9001:2015	Delivery must be logged with time, location, equipment ID, and responsible personnel.	Use digital delivery logs. Link to rental order and inspection records.



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60	Familiarisation	A system is in place to ensure familiarisation is offered prior to delivery and noted on delivery documentation.	NOM-004-STPS-1999 (Sistemas de protección en maquinaria y equipo)	Operators must be familiar with the specific equipment they use, including controls, limitations, and safety features.	Provide handover training and retain records of familiarisation.
61	Customer Satisfaction	The company has a process to measure and monitor customer satisfaction.	ISO 9001:2015 Clause 9.1.2	Organisations must monitor customer perceptions to assess whether expectations are being met. This includes surveys, complaints, reviews, and direct feedback.	Implement structured feedback channels. Analyse results regularly and link findings to improvement actions.
62	Dispute / Complaint Management	A system is in place for customer disputes/complaints to be recorded.	Código Civil Federal + CONDUSEF (protección al consumidor) + FCA Consumer Duty	Customers must have access to a clear, fair, and timely complaints process. Firms must act to resolve issues and prevent recurrence.	Develop a documented complaints procedure. Train staff and track resolution times and outcomes..

### DISCLAIMER

This document has been prepared to support legal and operational compliance within the context of applicable Mexican regulations, including but not limited to workplace safety, environmental protection, and equipment standards. While every effort has been made to ensure accuracy and alignment with current legislation, this matrix does not constitute legal advice and may not reflect all regional, sector-specific, or evolving regulatory requirements.

Users of this document are advised to consult with qualified legal or compliance professionals for jurisdiction-specific interpretations, especially when operating across state boundaries or under international frameworks. The authors disclaim any liability for omissions, misinterpretations, or regulatory changes occurring after the date of publication.

### APPENDIX: KEY MEXICAN LEGISLATION AND STANDARDS REFERENCED

This appendix provides a quick reference to the main Mexican laws, regulations, and standards (Normas Oficiales Mexicanas – NOMs) cited in



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this compliance framework.

## General Framework

- Ley Federal del Trabajo (LFT) – Federal Labor Law
- Reglamento Federal de Seguridad y Salud en el Trabajo (RFSST) – Federal Regulation on Occupational Safety and Health
- Ley Sobre el Contrato de Seguro – Insurance Law
- Código Civil Federal – Civil Code (liability, contracts)
- Código de Comercio – Commercial Code

## Health & Safety (STPS NOMs)

- NOM-009-STPS-2011: Work at height - issued by Secretaría del Trabajo y Previsión Social.
- NOM-017-STPS-2008: Personal protective equipment - issued by Secretaría del Trabajo y Previsión Social.
- NOM-018-STPS-2015: Hazardous chemicals communication system - issued by Secretaría del Trabajo y Previsión Social.
- NOM-019-STPS-2011: Safety and hygiene commissions - issued by Secretaría del Trabajo y Previsión Social.
- NOM-025-STPS-2008: Conditions of lighting, ventilation, and hygiene - issued by Secretaría del Trabajo y Previsión Social.
- NOM-030-STPS-2009: Preventive services for occupational safety and health - issued by Secretaría del Trabajo y Previsión Social.
- NOM-002-STPS-2010: Fire prevention and protection - issued by Secretaría del Trabajo y Previsión Social.
- NOM-005-STPS-1998: Handling of hazardous substances - issued by Secretaría del Trabajo y Previsión Social.
- NOM-010-STPS-2014: Exposure to chemical agents - issued by Secretaría del Trabajo y Previsión Social.
- NOM-001-STPS-2012: Electrical installations - issued by Secretaría del Trabajo y Previsión Social.
- NOM-004-STPS-1999: Safety systems in machinery and equipment - issued by Secretaría del Trabajo y Previsión Social.

## Environmental

- Ley General del Equilibrio Ecológico y la Protección al Ambiente (LGEEPA)
- Ley General de Cambio Climático
- Ley General para la Prevención y Gestión Integral de los Residuos (LGPGIR)
- Reglamento de la LGEEPA en Materia de Evaluación de Impacto Ambiental



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## **Transport and Vehicles**

- Reglamento de Tránsito en Carreteras y Puentes de Jurisdicción Federal
- Secretaría de Comunicaciones y Transportes (SCT) guidelines

## **Consumer Protection & Quality**

- CONDUSEF (Ley de Protección y Defensa al Usuario de Servicios Financieros)
- ISO 9001:2015 Quality Management Systems



# IPAF RENTAL+ AUDIT REQUIREMENTS FOR MEXICO

## ONE-PAGE COMPLIANCE CHECKLIST FOR MEXICAN EMPLOYERS

This checklist provides a quick overview of the main obligations under the IPAF Rental+ framework adapted to Mexican law.

### **\*\*Finance\*\***

- ☐ Register all employees with IMSS and maintain social security payments (LFT).
- ☐ Hold civil liability insurance (responsabilidad civil) for third-party damages.
- ☐ Maintain professional indemnity insurance if providing technical advice or consultancy.
- ☐ Ensure all company vehicles have mandatory third-party liability insurance.
- ☐ Verify subcontractors' insurance and retain policy documents.

### **\*\*Health & Safety\*\***

- ☐ Maintain a written Health & Safety policy (LFT, RFSST).
- ☐ Appoint a responsible director/manager for H&S (NOM-030-STPS).
- ☐ Establish a safety and hygiene commission (NOM-019-STPS).
- ☐ Appoint competent advisors for occupational health & safety (NOM-030-STPS).
- ☐ Conduct and document risk assessments for depot and site work (RFSST).
- ☐ Report workplace accidents to STPS/IMSS (NOM-021-STPS).
- ☐ Provide PPE free of charge (NOM-017-STPS).
- ☐ Implement safe systems of work, including for working at height (NOM-009-STPS).
- ☐ Train personnel in first aid and maintain brigades (NOM-030-STPS).
- ☐ Conduct annual fire drills and maintain equipment (NOM-002-STPS).
- ☐ Verify machinery compliance and inspections (NOM-004-STPS, NOM-006-STPS).

### **\*\*Environmental\*\***



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- ☐ Maintain an environmental policy aligned with LGEEPA.
- ☐ Identify environmental aspects/impacts and maintain records.
- ☐ Register as hazardous waste generator if applicable (LGPGIR).
- ☐ Use only authorized carriers and facilities for waste.
- ☐ Implement spill prevention and emergency plans (LGEEPA).
- ☐ Obtain required permits for discharges/emissions (LGEEPA regulations).

### **\*\*Quality & Training\*\***

- ☐ Maintain a signed quality policy (ISO 9001).
- ☐ Establish and maintain a quality management system (ISO 9001).
- ☐ Vet subcontractors for competence and safety (LFT).
- ☐ Maintain training matrix for all employees (NOM-030-STPS).
- ☐ Provide operator and maintenance staff with IPAF and manufacturer training.
- ☐ Verify drivers hold valid licences and required training (SCT, LFT).
- ☐ Conduct site assessments by trained personnel (NOM-009-STPS).
- ☐ Maintain inspection and delivery documentation.
- ☐ Collect customer feedback and manage complaints (CONDUSEF, Código Civil Federal).

Employers can use this checklist for **\*\*internal audits\*\*** to quickly verify compliance with Mexican regulations and IPAF Rental+ standards.