



Auto Repair Shop Checklist Template: Operations & Compliance

 Show only Checklist

Display Style
Default 

Shop Opening & Closing Procedures

Daily routines to ensure shop readiness and security.

Scheduled Opening Time

Enter time...

Actual Opening Time

Enter time...



Temperature Check (Shop)

Enter a number...

Lighting Functionality Check

- ☐ All Lights Working
- ☐ Minor Bulb Replacement Needed
- ☐ Significant Lighting Issue - Report

Security System Status

- ☐ Armed
- ☐ Disarmed
- ☐ Error - Investigate

Any Issues Noted at Opening

Write something...

Scheduled Closing Time

Enter time...

Actual Closing Time

Enter time...

Any Issues Noted at Closing

Write something...

Vehicle Intake & Documentation

Checklists for accurate customer information and repair order creation.

Customer Name

Write something...

Vehicle Year

Write something...

Vehicle Make

Write something...

Vehicle Model

Write something...

Vehicle VIN

Enter a number...

Customer Complaint/Issue Description

Write something...

Initial Concerns (Check all that apply)

- ☐ Engine Noise
- ☐ Braking Issues
- ☐ Electrical Problems
- ☐ Warning Lights
- ☐ Other

Intake Date

Enter date...

Customer Signature (Authorization)

Diagnostic & Repair Verification

Steps to ensure proper diagnosis and repair completion.

Vehicle Mileage at Intake

Enter a number...

Customer Complaint Description

Write something...

Diagnostic Procedure Followed (Select all that apply)

- ☐ OBD Scan
- ☐ Visual Inspection
- ☐ Road Test
- ☐ Component Testing

Diagnostic Findings & Root Cause

Write something...

Repairs Performed (Select all that apply)

- ☐ Brake Replacement
- ☐ Oil Change
- ☐ Tire Rotation
- ☐ Engine Repair
- ☐ Transmission Service

Detailed Description of Repair Work Performed

Write something...

Parts Used - Quantity (e.g., tires)

Enter a number...

Repair Completion Date

Enter date...

Repair Completion Time

Enter time...

Quality Control & Testing

Checks performed before vehicle delivery to ensure repair quality.

Brake System Checkpoints

- ☐ Brake Pad Thickness
- ☐ Rotor Condition
- ☐ Brake Lines & Hoses
- ☐ Brake Fluid Level & Condition
- ☐ ABS Functionality

Tire Pressure (Front)

Tire Pressure (Rear)

Fluid Level Check (Engine Oil)

- ☐ Full
- ☐ Low
- ☐ Needs Top-Up

Fluid Level Check (Coolant)

- ☐ Full
- ☐ Low
- ☐ Needs Top-Up

Technician Signature - Quality Verification

QC Inspection Date

Customer Communication & Delivery

Ensuring clear communication and satisfaction upon vehicle return.

Customer Name

Vehicle Make & Model

Summary of Repairs Performed (Customer-Friendly)

Write something...

Total Repair Cost

Enter a number...

Payment Method

- ☐ Cash
- ☐ Credit Card
- ☐ Debit Card
- ☐ Finance

Scheduled Delivery Date

Enter date...

Estimated Delivery Time

Enter time...

Additional Notes/Comments for Customer

Write something...

Safety & Hazard Mitigation

Daily checks to maintain a safe working environment.

Floor Condition Rating (1-5, 1=Excellent, 5=Hazardous)

Enter a number...

Check for Potential Slip Hazards

- ☐ Oil/Fluid Spills
- ☐ Debris/Parts
- ☐ Water/Moisture
- ☐ Other (Specify in Long Text)

Specify other slip/trip hazards observed (if any)

Write something...

Fire Extinguisher Inspection Status

- ☐ Inspected & Charged
- ☐ Needs Inspection
- ☐ Out of Service

Date of Last Fire Drill

Enter date...

Ventilation System Check

- ☐ Functioning Properly
- ☐ Needs Maintenance
- ☐ Not Operational

CO/Exhaust Level Readings (ppm)

Enter a number...

Safety Inspection Sign-Off

Equipment Maintenance & Calibration

Scheduled maintenance and calibration of shop equipment.

Last Calibration Date - Diagnostic Scanner

Enter date...

Diagnostic Scanner - Voltage Output (V)

Enter a number...

Alignment Rack - Hydraulic Pressure (PSI)

Enter a number...

Last Brake Lathe Calibration

Enter date...

Welder - Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Notes on Calibration/Maintenance Performed

Write something...

Upload Calibration Certificates (if applicable)

 Upload File

Next Scheduled Maintenance - Air Compressor

Enter date...

Waste Management & Environmental Compliance

Proper disposal of hazardous materials and adherence to regulations.

Last Waste Oil Manifest Date

Enter date...

Waste Oil Volume (Gallons)

Enter a number...

Antifreeze Volume Disposed (Gallons)

Enter a number...

Hazardous Waste Containers Verified?

- ☐ Waste Oil
- ☐ Antifreeze
- ☐ Solvents
- ☐ Brake Cleaner
- ☐ Other (Specify in Long Text)

Details of 'Other' Hazardous Waste (if applicable)

Write something...

Container Labels Intact and Clear?

- ☐ Yes
- ☐ No

Waste Manifest/Disposal Record (Scan/Photo)

 Upload File

Date of Last Spill Prevention & Control Training

Enter date...

Inventory Management & Parts Ordering

Maintaining adequate parts stock and tracking usage.

Minimum Stock Level - Brake Pads (Front)

Enter a number...

Current Quantity - Oil Filters (Standard)

Enter a number...

Vendor for Spark Plugs (Preferred)

☐ Vendor A

☐ Vendor B

☐ Vendor C

Last Parts Order Date

Enter date...

Quantity Needed - Coolant (Gallons)

Enter a number...

Parts to Reorder (Check all that apply)

- ☐ Air Filters
- ☐ Wiper Blades
- ☐ Serpentine Belts

Notes on Inventory Status/Ordering Issues

Write something...

Regulatory Compliance (Federal & State)

Checklists related to EPA, OSHA, and other relevant regulations.

Last EPA Tier I/II Inspection Date

Enter date...

Annual Hazardous Waste Generator Status (100, 10, or Conditionally Exempt)

Enter a number...

State Emission Inspection Program Compliance?

- ☐ Compliant
- ☐ Non-Compliant
- ☐ Not Applicable

Record of Recent OSHA Inspections & Findings (if any)

Write something...

Date of Last Updated State Sales Tax Permit

Enter date...

Proof of Required Business Licenses (upload copies)

 Upload File

Compliance with Federal Warranty Requirements?

- ☐ Yes
- ☐ No
- ☐ N/A

Employee Training & Records

Verification of employee training and record keeping.

Employee Name

Write something...

Date of Training

Enter date...

Training Type

- ☐ Safety (OSHA)
- ☐ Environmental Regulations (EPA)
- ☐ Diagnostic Procedures
- ☐ Repair Techniques
- ☐ Customer Service
- ☐ Shop Software Training

Training Content Summary

Write something...

Training Duration (Hours)

Certificate of Completion (if applicable)

 Upload File

Recertification Due Date

Trainer Name

Shop Security & Loss Prevention

Measures to prevent theft and unauthorized access.

Last Security System Check Time

Number of Security Cameras Operational

Enter a number...

Exterior Lighting Status

- ☐ Fully Operational
- ☐ Partially Operational
- ☐ Not Operational

Access Control Measures Verified?

- ☐ Door Locks Checked
- ☐ Window Security Verified
- ☐ Gate/Fence Integrity Assessed
- ☐ Key Management Protocol Followed

Date of Last Alarm System Maintenance

Enter date...

Notes on any Security Concerns/Incidents

Write something...

Cash Drawer Security Verified?

☐ Yes

☐ No

Attach Photo of Secure Storage Area (if applicable)

 Upload File