

# 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)

## Current Quantity - Oil Filters (Standard)

## Vendor for Spark Plugs (Preferred)

- Vendor A
- Vendor B
- Vendor C

## Last Parts Order Date

## Quantity Needed - Coolant (Gallons)

### 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