

# Auto Repair Shop Checklist Template: Operations & Compliance

## Shop Opening & Closing Procedures

Daily routines to ensure shop readiness and security.

**Scheduled Opening Time**

**Actual Opening 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**

### **Actual Closing 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

## 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)

Enter a number...

### Tire Pressure (Rear)

Enter a number...

### Fluid Level Check (Engine Oil)

- Full
- Low
- Needs Top-Up

### Fluid Level Check (Coolant)

- Full
- Low
- Needs Top-Up

### Technician Signature - Quality Verification

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### QC Inspection Date

Enter date...

## Customer Communication & Delivery

Ensuring clear communication and satisfaction upon vehicle return.

### Customer Name

Write something...

### Vehicle Make & Model

Write something...

### 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

### 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)

Enter a number...

## Certificate of Completion (if applicable)

 Upload File

### Recertification Due Date

Enter 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