



Auto Repair Shop Employee Training Checklist Template

 Show only Checklist

Display Style
Default 

Orientation & Shop Procedures

Covers initial introduction to the shop, its rules, safety protocols, and basic operational procedures.

Shop Mission Statement Review

Write something...

Employee Name

Write something...



Job Title

Write something...

Review of Shop Rules & Regulations

Write something...

Emergency Contact Information Verified?

Yes

No

Start Date

Enter date...

Explanation of Reporting Structure

Write something...

Confidentiality Agreement Acknowledged?

Yes

No

Safety Training

Focuses on essential safety practices, including handling chemicals, using equipment safely, and emergency procedures.

Review of Shop Safety Manual

Write something...

Personal Protective Equipment (PPE) Usage

- Safety Glasses
- Gloves
- Hearing Protection
- Respirator
- Steel-Toe Boots

Fire Extinguisher Inspection Date

Enter a number...

Last Chemical Spill Response Training

Enter date...

Emergency Evacuation Route Familiarization

- Yes
- No

Summary of Chemical Handling Procedures

Write something...

PPE Inspection Record

 Upload File

Tool & Equipment Usage

Covers proper and safe operation of specific tools and equipment, along with maintenance checks.

Equipment: Hydraulic Lift Certification?

- Certified
- Not Certified
- Training Scheduled

Torque Wrench Calibration Date (MM/DD/YYYY)

Enter a number...

Diagnostic Scan Tool Software Version

Enter date...

Welding Machine Safety Checks Completed?

- Yes
- No
- N/A

Any Equipment Maintenance Notes or Concerns?

Write something...

Air Compressor Pressure Readings within Spec?

- Yes
- No
- N/A

Last Equipment Inspection Time

Enter time...

Diagnostic Procedures

Training on using diagnostic tools and interpreting results to identify vehicle issues.

Scanner Model Number

Enter a number...

Scan Data Interpretation Notes

Write something...

Diagnostic Trouble Codes (DTCs) Found

- None
- P0100 - Mass Air Flow Circuit Malfunction
- P0300 - Random/Multiple Cylinder Misfire Detected
- P0420 - Catalyst System Efficiency Below Threshold

Diagnostic Tests Performed

- Visual Inspection
- Smoke Test
- Compression Test
- Leak Down Test
- OBD-II Scan

Diagnostic Test Date

Diagnostic Test Time

Repair Techniques (Specific to Role)

Provides instruction on specific repair tasks relevant to the employee's position (e.g., brake repair, engine diagnostics).

Brake System Repair Certification Level

- None
- Basic
- Intermediate
- Advanced

Engine Repair Skillset (Select all that apply)

- Engine Diagnostics
- Engine Rebuilding
- Fuel System Repair
- Timing System Repair

Years of Experience with Transmission Repair

Enter a number...

Describe any specific diagnostic tools you are proficient in.

Write something...

Proficiency in Welding Techniques

- None
- Basic (MIG/Stick)
- Advanced (TIG/MIG)

Last Date of Training in Hybrid Vehicle Repair

Enter date...

Customer Service & Communication

Focuses on providing excellent customer service, explaining repairs clearly, and handling customer inquiries.

Greeting Style

- Formal
- Casual
- Friendly

Explanation Script for Repairs

Write something...

Estimated Call Length (Minutes)

Enter a number...

Handling Complaint Procedure

- Escalate to Manager
- Attempt Resolution
- Offer Discount

Example Customer Interaction Notes

Write something...

Communication Channels

- Phone
- Email
- Text Messaging
- In-Person

Last Customer Service Refresher Training

Enter date...

Environmental Compliance

Covers regulations concerning waste disposal, emissions, and environmentally responsible practices.

Review of Hazardous Waste Handling Procedures

Write something...

Date of Last Waste Disposal Training

Enter date...

Used Oil Storage Tank Capacity (gallons)

Enter a number...

Waste Streams Generated (Select all that apply)

- Used Oil
- Antifreeze
- Brake Cleaner
- Parts Washer Solvent
- Lead-Acid Batteries
- Tires

Waste Manifest Records (most recent)

 Upload File

Secondary Containment in Place for Waste Storage?

Yes

No

Warranty Procedures

Training on identifying, documenting, and processing warranty claims.

Warranty Claim Description

Write something...

Vehicle Mileage at Time of Claim

Enter a number...

Date of Original Vehicle Purchase

Enter date...

Warranty Type (e.g., Powertrain, Bumper-to-Bumper)

- Powertrain
- Bumper-to-Bumper
- Limited
- Federal Emissions

Supporting Documentation (e.g., Repair Order, Photos)

 Upload File

Claim Number (If Applicable)

Enter a number...

Detailed Description of Repair & Parts Used

Write something...

Shop Software & Systems

Instruction on using shop management software for job assignments, inventory, and customer records.

Software Version Installed

Write something...

User Account Number

Enter a number...

Primary Software Module Used

- Estimating
- Invoicing
- Scheduling
- Inventory Management
- Customer Relationship Management (CRM)

Last System Update Date

Enter date...

Modules Currently Active

- Estimating
- Invoicing
- Scheduling
- Inventory Management
- CRM
- Reporting

Login Username

Write something...

Continuing Education & Updates

Schedule and tracking of ongoing training to keep skills current with evolving technologies.

Last Training Completion Date

Enter date...

Type of Training Completed

- ASE Certification
- Manufacturer Specific Training
- Software Update Training
- Customer Service Workshop
- Safety Refresher

Brief Description of Training Content

Write something...

Training Hours Completed

Enter a number...

Next Scheduled Training Date

Enter date...

Training Provider

- ASE
- Manufacturer
- Online Platform
- In-House