



# Auto Repair Shop Pre-Inspection Checklist Template

 Show only Checklist

Display Style  
Default 

## Vehicle Information & Customer Communication

Gathering details about the customer's concerns and documenting vehicle specifics.

### Customer Name

Write something...

### Vehicle VIN

Write something...



### Vehicle Year

Write something...

### Vehicle Make

Write something...

### Vehicle Model

Write something...

### Customer Concerns/Symptoms

Write something...

### Reason for Inspection

- Pre-Purchase Inspection
- Routine Maintenance
- Noise/Vibration
- Warning Light
- Other

# Initial Vehicle Assessment (Exterior)

Checking for obvious damage, tire condition, and overall vehicle presentation.

## Odometer Reading

Enter a number...

## Visible Body Damage (Dents, Scratches, Rust)

Write something...

## Tire Condition (Select all that apply)

- Good
- Fair
- Poor
- Uneven Wear
- Bulge/Bubble
- Sidewall Damage

## Glass Condition (Windshield, Windows)

- Excellent
- Good
- Chips/Cracks Present

### Note any aftermarket modifications

Write something...

### Tire Pressure (PSI) - Front Left

Enter a number...

### Tire Pressure (PSI) - Front Right

Enter a number...

## Initial Vehicle Assessment (Interior)

Inspecting the interior for any related concerns or customer notes.

### Customer Concerns (Interior)

Write something...

### Interior Cleanliness

- Excellent
- Good
- Fair
- Poor

### Upholstery Condition

- Excellent
- Good
- Fair
- Poor - Rips/Stains

### Odometer Reading

Enter a number...

### Any Interior Warning Lights?

Write something...

### Interior Features Tested (Select all that apply)

- Radio
- Air Conditioning
- Heater
- Power Windows
- Power Locks
- Sunroof/Moonroof

### Any Interior Damage Noted?

Write something...

## Fluid Level Checks

Verifying levels of engine oil, coolant, brake fluid, power steering fluid, and transmission fluid.

### Engine Oil Level (inches)

Enter a number...

### Coolant Level (gallons)

Enter a number...

### Brake Fluid Level (inches)

Enter a number...

### Power Steering Fluid Level (inches)

Enter a number...

### Transmission Fluid Level (inches)

Enter a number...

### Engine Oil Condition

- Normal
- Slightly Dirty
- Dirty
- Milky/Contaminated

### Coolant Condition

- Normal
- Rusty
- Cloudy

# Brake System Inspection

Visual inspection of brake pads, rotors, lines, and hoses.

## Brake Pad Thickness (Front - Driver)

- Good
- Fair
- Needs Replacement
- N/A

## Brake Pad Thickness (Front - Passenger)

- Good
- Fair
- Needs Replacement
- N/A

## Brake Rotor Condition (Front)

- Good
- Minor Scoring
- Significant Scoring/Rust
- Needs Replacement

## Brake Pad Thickness (Rear - Driver) - mm

### Brake Pad Thickness (Rear - Passenger) - mm

Enter a number...

### Brake Line/Hose Condition

- Good
- Leaks Present
- Cracks/Damage
- N/A

### Additional Brake System Notes

Write something...

## Suspension & Steering Inspection

Checking for wear, damage, and proper function of suspension components and steering linkage.

### Shocks/Struts Condition

- Good
- Fair
- Poor
- Leaking

### Ball Joint Condition (Each Side)

- Good
- Fair
- Poor
- Play Detected

### Tie Rod End Condition (Each Side)

- Good
- Fair
- Poor
- Play Detected

### Ride Height (Front - Inches)

Enter a number...

### Ride Height (Rear - Inches)

Enter a number...

### Steering Play Description (If Applicable)

Write something...

### Power Steering System Condition

- Normal
- Noisy
- Leaking
- Not Functional

### Photo of Suspension Components (If Needed)

 Upload File

## Tire Inspection

Checking tire pressure, tread depth, and overall tire condition.

### Tire Pressure (Front Left)

Enter a number...

**Tire Pressure (Front Right)**

Enter a number...

**Tire Pressure (Rear Left)**

Enter a number...

**Tire Pressure (Rear Right)**

Enter a number...

**Tread Depth (Front Left) (in mm)**

Enter a number...

**Tread Depth (Front Right) (in mm)**

Enter a number...

**Tread Depth (Rear Left) (in mm)**

Enter a number...

### Tread Depth (Rear Right) (in mm)

Enter a number...

### Tire Condition (Overall)

- Good
- Fair
- Poor
- Needs Replacement

### Notes/Comments (e.g., uneven wear, damage)

Write something...

## Exhaust System Inspection

Visual inspection for leaks, damage, and secure mounting.

### Exhaust System Condition

- Excellent
- Good
- Fair
- Poor
- N/A

### Describe any visible damage or corrosion

Write something...

### Exhaust Leaks Present?

- Yes
- No
- Suspected

### Approximate Leak Location (if applicable)

Enter a number...

### Describe exhaust sound or smell (if any)

Write something...

### Catalytic Converter Condition (if visible)

- Good
- Fair
- Poor
- N/A

### Upload photos of exhaust system (optional)

 Upload File

# Lighting & Electrical Systems

Testing headlights, taillights, brake lights, turn signals, and other electrical components.

## Headlights - Functionality

- Working Properly
- Dim
- Not Working
- Need Adjustment

## Taillights - Functionality

- Working Properly
- Dim
- Not Working
- Need Adjustment

## Brake Lights - Functionality

- Working Properly
- Dim
- Not Working

## Turn Signals - Functionality

- Working Properly
- Not Working - Front
- Not Working - Rear

### Dome Light - Bulb Condition (0-10, 10=Excellent)

Enter a number...

### Horn - Functionality

- Working Properly
- Not Working

## Engine & Mechanical Components

Basic inspection of engine belts, hoses, and other accessible mechanical components.

### Belts (Condition)

- Good
- Fair
- Poor - Recommend Replacement

### Hoses (Condition)

- Good
- Fair
- Poor - Recommend Replacement
- Leaking

### Engine Oil Level (inches)

Enter a number...

### Coolant Level

- Full
- Low
- Empty

### Additional Notes

Write something...

## Diagnostic Scan (if applicable)

Running diagnostic codes to identify potential issues.

### Scan Tool Used:

- Snap-On
- Autel
- Launch
- Other

### Diagnostic Trouble Codes (DTCs) Found:

- P0300 - Random/Multiple Cylinder Misfire
- P0171 - System Too Lean (Bank 1)
- P0420 - Catalyst System Efficiency Below Threshold
- No Codes Present
- Other - Specify

### Code Descriptions & Technician Notes:

Write something...

### Freeze Frame Data (RPM):

Enter a number...

### Freeze Frame Data (Speed):

Enter a number...

### Scan Date:

Enter date...

### Scan Time:

Enter time...

# Documentation & Customer Acknowledgement

Recording findings and obtaining customer agreement on inspection scope.

## Customer Name

Write something...

## Vehicle VIN

Write something...

## Summary of Inspection Findings (for Customer)

Write something...

## Customer Acknowledgment of Inspection Scope

- Agrees with Scope
- Requests Modification of Scope - Explained to Customer

## Customer Signature

## Date of Acknowledgment

Enter date...