



Auto Repair Shop Quality Control & Final Road Test Checklist Template 2026

Pre-Road Test Vehicle Inspection

Verify all technician work orders are completed, fluids are topped off, and the vehicle is in a safe condition for a test drive.

Inspection Date

Vehicle VIN/License Plate

Work Order Status

- ☐ Ready for Test Drive
- ☐ Pending Final Parts Installation
- ☐ Awaiting Secondary Technician Review

Pre-Drive Safety Verification

- ☐ All lug nuts tightened
- ☐ Fluid levels checked
- ☐ No active leaks detected
- ☐ Brake pedal feel verified

Photos of Completed Repairs

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Technician Confirmation

Visual Mechanical Inspection

A final check of the engine bay, undercarriage, and braking system to ensure all components are secured and no leaks are present.

Fluid Levels & Leak Check

- ☐ No Leaks Detected
- ☐ Minor Leak Found
- ☐ Major Leak Found

Components Inspected

- ☐ Brake Lines & Hoses
- ☐ Drive Belts & Serpentine Belt
- ☐ Suspension Components
- ☐ Exhaust System
- ☐ Steering Linkage

Observed Issues/Notes

Write something...

Photos of Under-Carriage/Engine Issues

 Upload File

Lead Technician Verification

Road Test Performance Assessment

Evaluation of vehicle handling, braking responsiveness, transmission shifting, and engine performance under various driving conditions.

Brake System Performance

- ☐ Smooth Braking
- ☐ No Pulling to One Side
- ☐ No Squealing or Grinding
- ☐ Issue Detected

Steering & Suspension Response

- ☐ No Vibration
- ☐ No Excessive Play
- ☐ No Unusual Noises
- ☐ Issue Detected

Noises Detected During Test Drive

- ☐ Squealing
- ☐ Clunking
- ☐ Grinding
- ☐ Whining
- ☐ None

Detailed Road Test Observations

Write something...

Technician Verification

Interior & Cabin Integrity Check

Ensuring all dashboard warning lights are off, interior controls are functioning, and the cabin remains clean of technician fingerprints or debris.

Dashboard Warning Lights Check

- ☐ Check Engine Light
- ☐ ABS Light
- ☐ Tire Pressure Monitor (TPMS)
- ☐ Oil Pressure Light
- ☐ Airbag/SRS Light
- ☐ No lights present/All clear

Interior Cleanliness Status

- ☐ Passed - Clean
- ☐ Failed - Requires Cleaning

Cabin Component Functionality

- ☐ Air Conditioning/Heating
- ☐ Audio/Infotainment System
- ☐ Power Windows & Locks
- ☐ Wiper/Washer Function
- ☐ Horn Operation

Interior Issues or Observations

Write something...

Photo Documentation of Cabin/Dashboard

 Upload File

Quality Control Inspector Signature

Service Documentation & Work Order Audit

Confirming that all parts used, labor hours applied, and specific repair notes are accurately recorded and matched against the initial customer complaint.

Audit Completion Date

Enter date...

Work Order Status

- ☐ Ready for Pickup
- ☐ Pending Final Review
- ☐ Issues Found - Re-work Required

Completed Tasks Verified

- ☐ Parts Installation Verified
- ☐ Fluid Levels Checked
- ☐ Torque Specs Confirmed
- ☐ Consumables Logged

Total Labor Hours Logged

Enter a number...

Discrepancies or Missing Documentation Notes

Write something...

Quality Control Inspector Signature

Post-Repair Cleanliness & Presentation

Verifying that floor mats, seat covers, and steering wheel covers have been removed and the vehicle exterior is free of excessive grease or dust.

Cleanliness Checkpoints Completed

- ☐ Floor mats and seat covers removed
- ☐ Steering wheel and door handles wiped
- ☐ Dashboard and console dusted
- ☐ No grease or oil marks on interior
- ☐ Windshield and windows cleaned

Post-Service Vehicle Photos

 Upload File

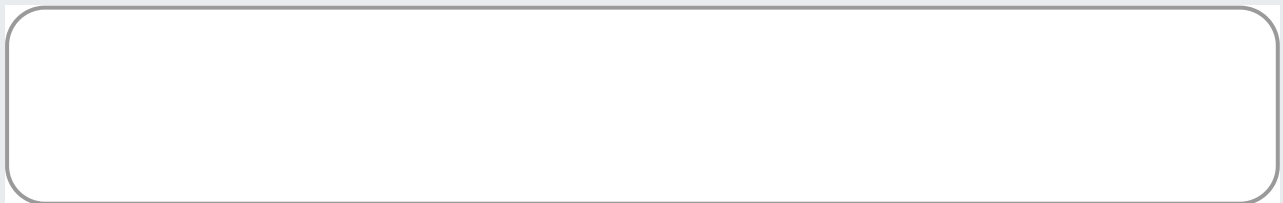
Overall Presentation Rating

- ☐ Excellent
- ☐ Satisfactory
- ☐ Needs Re-cleaning

Cleaning Discrepancies Noted

Write something...

Quality Control Inspector Signature



Final Handover Readiness

Ensuring all old parts are organized for customer viewing (if requested) and the vehicle is positioned in the designated pickup zone.

Vehicle Parking Location

- ☐ Front Service Drive
- ☐
- ☐ Customer Waiting Area
- ☐ Detailing Bay

Handover Materials Included

- ☐ Updated Service Invoice
- ☐ Old/Replaced Parts
- ☐ Warranty Documentation
- ☐ Next Service Reminder Sticker

Handover Date

Enter date...

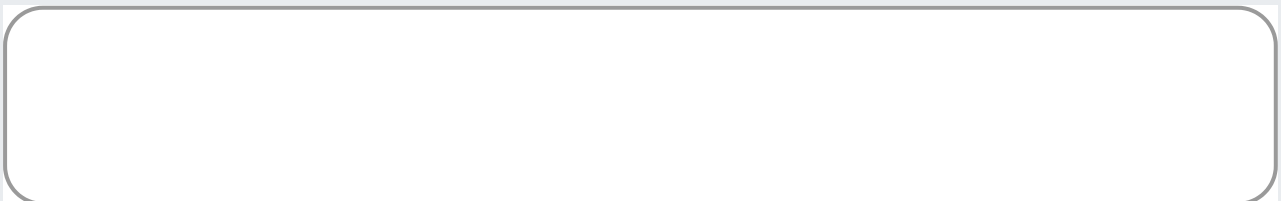
Handover Time

Enter time...

Customer Name

Write something...

Service Advisor Signature



< Previous

> Next

✔ Finish

🔧 Generate Sample Report