



Automotive Workshop Floor Management & Workflow Optimization Checklist 2026

Pre-Shift Workshop Readiness & Facility Inspection

Ensuring the workshop environment, lighting, and safety equipment are fully operational before technicians begin their shifts.

Inspection Date

Inspection Start Time

Safety Equipment Status Check

- ☐ Fire Extinguishers Inspected & Accessible
- ☐ First Aid Kit Fully Stocked
- ☐ Eye Wash Station Functional
- ☐ Spill Kits Available and Full

Workshop Lighting Condition

- ☐ All Lights Operational
- ☐ Some Bulbs Need Replacement
- ☐ Critical Lighting Issues Detected

Identified Facility Deficiencies

Write something...

Photo Evidence of Floor Condition

 Upload File

Workshop Supervisor Verification

Work Order Distribution & Technician Assignment

A systematic approach to reviewing incoming repair orders and matching them to the optimal technician based on skill level and bay availability.

Work Order Assignment Date

Enter date...

Work Order Number

Write something...

Assigned Technician

- ☐ Senior Technician
- ☐ Junior Technician
- ☐ Apprentice
- ☐ Specialist/Master Tech

Repair Priority Level

- ☐ Emergency/Urgent
- ☐ Standard
- ☐ Scheduled/Routine

Required Skill Sets

- ☐ Electrical/Diagnostic
- ☐ Mechanical/Engine
- ☐ Brakes & Suspension
- ☐ Body/Collision
- ☐ HVAC

Specific Instructions or Technician Notes

Write something...

Service Manager Approval

Bay & Equipment Allocation Management

Optimizing the use of lifts, diagnostic tools, and specialized machinery to minimize downtime and prevent bottlenecks.

Assigned Service Bay Number

- ☐ Bay 01
- ☐ Bay 02
- ☐ Bay 03
- ☐ Bay 04
- ☐ Bay 05

Required Specialized Equipment

- ☐ Two-Post Lift
- ☐ Alignment Machine
- ☐ Diagnostic Scanner
- ☐ Hydraulic Press
- ☐ AC Recovery Machine

Equipment Condition Status

Write something...

Scheduled Equipment Start Time

Enter time...

Floor Manager Approval

Parts & Consumables Availability Audit

Verifying that all necessary components, fluids, and hardware for scheduled jobs are staged and ready to prevent workflow interruptions.

Required Parts Categories for Current Jobs

- ☐ Engine Components
- ☐ Brake & Suspension Parts
- ☐ Electrical & Sensor Components
- ☐ Filters & Lubricants
- ☐ Exhaust & Emission Parts

Inventory Availability Status

- ☐ Fully In-Stock
- ☐ Partially In-Stock (Pending Delivery)
- ☐ Backordered
- ☐ Out of Stock / Requires Urgent Order

Missing or Backordered Part Numbers

Write something...

Discrepancy Notes & Urgent Procurement Instructions

Write something...

Last Inventory Audit Completion Date

Enter date...

Parts Manager Verification

Real-Time Workflow Monitoring & Progress Tracking

Periodic checks on active jobs to ensure repair timelines are meeting estimated completion times and identifying stalled tasks.

Inspection Date

Enter date...

Observation Time

Enter time...

Current Workshop Status

- ☐ Smooth Flow
- ☐ Minor Bottlenecks
- ☐ Critical Delay/Stall

Identified Bottleneck Areas

- ☐ Parts Delay
- ☐ Technician Shortage
- ☐ Tool/Equipment Malfunction
- ☐ Diagnostic Delay
- ☐ Customer Approval Pending

Number of Active Vehicles in Progress

Enter a number...

Detailed Observations & Delay Notes

Write something...

Workshop Manager Verification

Quality Control & Re-Work Prevention

Standardized verification steps to ensure all repairs meet manufacturer and workshop standards before a vehicle moves to the next stage.

Completed Inspection Points

- ☐ Fluid Levels & Leaks Checked
- ☐ Brake System Integrity Verified
- ☐ Tire Pressure & Tread Depth Confirmed
- ☐ Torque Specifications Validated
- ☐ Diagnostic Error Codes Cleared

Final Quality Grade

- ☐ Pass - Ready for Delivery
- ☐ Fail - Requires Immediate Re-work
- ☐ Pending - Awaiting Parts/Second Opinion

Identified Defects or Discrepancies

Write something...

Post-Repair Photo Documentation

 Upload File

Lead Technician Approval

Technician Productivity & Efficiency Metrics

Tracking billable hours versus actual hours worked and monitoring labor utilization rates across the workshop floor.

Date of Productivity Review

Enter date...

Total Billable Hours Logged

Enter a number...

Total Clocked/Actual Hours Worked

Enter a number...

Labor Efficiency Ratio (%)

Enter a number...

Primary Bottleneck Identified

- ☐ Parts Availability
- ☐ Equipment Downtime
- ☐ Insufficient Staffing
- ☐ Complex Diagnostics
- ☐ Other

Notes on Productivity Impediments

Write something...

Workshop Manager Approval

Workshop Cleanliness & 5S Organization Standards

Maintaining a clean, organized, and professional workspace to ensure safety and efficient tool retrieval.

Workstation Cleanliness Status

- ☐ Clean and Organized
- ☐ Needs Attention
- ☐ Unacceptable / Action Required

5S Compliance Checklist

- ☐ Tools returned to designated shadow boards/cabinets
- ☐ Floor free of oil spills and debris
- ☐ Waste bins and oily rag containers emptied
- ☐ Aisles and emergency exits clear of obstructions
- ☐ Workbenches wiped down and cleared of scrap

Cleaning Deficiencies & Corrective Actions

Write something...

Last Deep Clean Completion Time

Enter time...

Floor Supervisor Verification

End-of-Shift Handover & Documentation

Closing out completed work orders, documenting unfinished tasks, and prepping the next shift's workflow requirements.

Handover Date

Enter date...

Shift End Time

Enter time...

Pending Tasks for Next Shift

- ☐ Unfinished Repair Orders
- ☐ Awaiting Parts Delivery
- ☐ Vehicle Awaiting Quality Inspection
- ☐ Customer Follow-up Required

Detailed Shift Incident/Delay Report

Write something...

Photos of Unfinished Work or Issues

 Upload File

Outgoing Supervisor Signature

Incoming Supervisor Signature

< Previous

> Next

✔ Finish

🔧 Generate Sample Report