ChecklistGuro

Automotive Workshop Workshop Technician Training & Skill Gap Checklist 2026

Technician Profile & Core Competency Assessment

Identification of the technician's current role, years of experience, and baseline assessment of fundamental mechanical skills.

Technician Full Name

Write something...

Assessment Date

Enter date...

Current Job Role

- [ ] Apprentice
- [ ] Junior Technician
- [ ] Senior Technician
- [ ] Master Technician
- [ ] Workshop Manager

Years of Automotive Experience

Enter a number...

Core Competency Areas

- [ ] Brake Systems
- [ ] Engine Diagnostics
- [ ] Electrical Systems
- [ ] Transmission & Drivetrain
- [ ] Suspension & Steering
- [ ] HVAC Systems

Summary of Identified Skill Gaps

Write something...

Assessor Signature

Diagnostic Software & Electronic Systems Proficiency

Evaluation of the technician's ability to use OBD-II scanners, oscilloscope tools, and advanced diagnostic software for complex electrical troubleshooting.

Primary Diagnostic Tool Proficiency

- [ ] OBD-II Scanners
- [ ] Oscilloscopes
- [ ] Multimeters & Electrical Testing Kits
- [ ] Manufacturer-Specific OEM Software
- [ ] Laptop-Based Diagnostic Interface

Software Competencies Verified

- [ ] Error Code (DTC) Interpretation
- [ ] Live Data Stream Analysis
- [ ] Circuit Diagram/Wiring Schematic Reading
- [ ] Module Programming & Flashing
- [ ] Sensor Calibration & Adaptation

Self-Assessed Proficiency Score (1-10)

Enter a number...

Identified Knowledge Gaps

Write something...

Last Software Training Completion Date

Enter date...

Technician Acknowledgment

EV & Hybrid Technology Competency

Assessment of specialized training requirements for high-voltage battery systems, electric motor diagnostics, and EV-specific safety protocols.

High-Voltage Safety Certification Level

- [ ] Level 1: Awareness (Basic)
- [ ] Level 2: Qualified (Hands-on)
- [ ] Level 3: Expert (De-energizing/Live Work)

Proficiency in EV Component Diagnosis

- [ ] Battery Management System (BMS)
- [ ] Inverter/Converter Systems
- [ ] Regenerative Braking Systems
- [ ] Electric Drive Unit (EDU)
- [ ] Charging Port & On-Board Charger (OBC)

Last Date of High-Voltage Safety Training (Days Ago)

Enter a number...

Identified Training Gaps in EV Systems

Write something...

Upload EV/Hybrid Certification Certificate

Upload File

Technician Acknowledgment of Competency Review

Advanced Mechanical Repair & Precision Skills

Audit of proficiency in engine rebuilding, transmission service, suspension geometry, and precision measurement tool usage.

Core Mechanical Skill Proficiency

- [ ] Engine Overhaul & Rebuilding
- [ ] Transmission & Drivetrain Service
- [ ] Braking System Calibration
- [ ] Suspension & Steering Alignment
- [ ] Complex Fluid & Cooling System Service

Precision Measurement Tool Competency Score

Enter a number...

Observed Technical Deficiencies

Write something...

Certification Proof

Upload File

Workshop Manager Validation

Digital Documentation & Workshop Management Software

Review of the technician's ability to document repairs accurately within the CRM, upload digital inspections, and process digital work orders.

Software Proficiency Level

- [ ] Beginner (Requires Supervision)
- [ ] Intermediate (Independent)
- [ ] Advanced (Can Train Others)

Software Modules Utilized

- [ ] Digital Vehicle Inspection (DVI)
- [ ] Inventory Management
- [ ] Digital Work Orders
- [ ] Service History Logs
- [ ] Customer Communication Portal

Common Data Entry Errors Identified

Write something...

Specific Training Needs for Digital Workflow Improvement

Write something...

Last Software Competency Review Date

Enter date...

Technician Acknowledgment of Digital Protocol

Workshop Safety & PPE Compliance

Verification of knowledge regarding workshop-specific safety standards, hazardous material handling, and proper use of personal protective equipment.

PPE Inspection Checklist

- [ ] Safety Goggles/Eye Protection
- [ ] Nitrate/Chemical Resistant Gloves
- [ ] Steel-Toed Work Boots
- [ ] Protective Overalls/Workwear
- [ ] Ear Protection/Hearing Defense
- [ ] Respirators/Dust Masks

Workshop Floor Condition Status

- [ ] Clean and Free of Oil/Debris
- [ ] Caution: Minor Spills Present
- [ ] Hazardous Condition: Immediate Cleanup Required

Reported Safety Hazards or Near-Miss Incidents

Write something...

Safety Audit Date

Enter date...

Technician/Safety Officer Confirmation

Customer Communication & Service Advisory Skills

Evaluation of the technician's ability to translate complex technical issues into understandable terms for service advisors and end-customers.

Technician Communication Rating

- [ ] Excellent
- [ ] Good
- [ ] Average
- [ ] Needs Improvement
- [ ] Poor

Observed Communication Strengths

- [ ] Clear Explanation of Technical Issues
- [ ] Professional & Courteous Demeanor
- [ ] Accurate Estimated Time Reporting
- [ ] Effective Use of Digital Inspection Photos
- [ ] Proactive Upselling of Necessary Repairs

Specific Communication Gaps Identified

Write something...

Required Training Action Plan

Write something...

Follow-up Review Date

Enter date...

Service Manager Validation

Specialized Tool & Equipment Maintenance Knowledge

Assessment of the technician's responsibility in the calibration, cleaning, and-daily maintenance of shared workshop machinery and pneumatic tools.

Equipments/Tools Inspected

- [ ] Hydraulic Lifts
- [ ] Air Compressors
- [ ] Wheel Balancers & Aligners
- [ ] Diagnostic Scan Tools
- [ ] Brake Lathe
- [ ] Pneumatic Impact Wrenches

Last Calibration/Service Date Status

- [ ] Up to date
- [ ] Due within 30 days
- [ ] Overdue
- [ ] Requires immediate repair

Defects or Maintenance Notes

Write something...

Next Scheduled Maintenance Date

Enter date...

Technician Verification

Professional Development & Certification Roadmap

Identification of upcoming ASE (or relevant local) certification deadlines and specialized manufacturer-specific training requirements for 2026.

Next Certification Expiry Date

Enter date...

Current Certification Level

- [ ] Apprentice
- [ ] Journeyman
- [ ] Master Technician
- [ ] Specialist

Target Training Modules for 2026

- [ ] EV/Hybrid Systems
- [ ] Advanced Engine Diagnostics
- [ ] ADAS Calibration
- [ ] Drivetrain & Transmission
- [ ] Workshop Management

Training Gap Analysis Summary

Write something...

Upload Updated Certification Credentials

Upload File

Technician & Supervisor Acknowledgement

Previous Next Finish

Generate Sample Report