

# The Automotive Service Industry

## Self-Inspection Checklist

An essential part of loss prevention is the recognition, removal or correction of hazards before a loss occurs. This checklist serves as a tool to indicate areas needing attention.

A “no” response to any question indicates corrective action may be necessary. This survey form should be complete at least quarterly and reviewed by management to monitor the loss control program.

<b>A. General Inspection Checklist</b>				Yes	No	N/A	<b>C. Automotive Repair Shop Items</b>				Yes	No	N/A
1.	Are all outside areas free from potholes uneven surfaces, cracked cement, hoses or other such conditions where customers could trip or fall?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.	Are all mechanics instructed not to use air hoses to clean themselves or clothing off unless it has a pressure reducing nozzle? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.	Are all higher surfaces clearly marked (such as island areas or higher walkway areas into the station or store) with white or reflective paint or tape to clearly indicate there is a step there?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.	Are all vehicles left overnight locked and the keys stored away from the cars and out of sight and knowledge of customers? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
3.	Are all public areas free of oil, spilled gas, grease, etc.? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.	If vehicles are left overnight and are not locked inside the garage, is the lot well lighted and are the cars in view of police patrols? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
4.	Are all areas inside the station and/or store clean and free of debris on the floor? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.	Do mechanics use safety glasses and work boots when working on vehicles? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
5.	Do all gasoline pumps and pump handles work properly. Do they shut-off automatically as they should? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.	Have you checked each automotive lift for damage, cracks, leaks, or malfunctioning parts to assure they are working properly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
6.	Are all fire extinguishers easily accessible and properly charged? ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.	Are all customer vehicles tested to be sure brakes are functioning properly before the vehicle is test driven? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
7.	Are cashiers and store personnel trained in what to do in the event of a robbery? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.	Are customers kept out of the work area of the garage? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>B. Reminder Checklist</b>				Yes	No	N/A	<b>D. Fueling</b>				Yes	No	N/A
1.	Any New Hires this month? If yes, did you train them in safe practices using either the safety guidelines in the handbook or the safety training video? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.	Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.	Any new employees who will be driving company or customers vehicles? If yes, have you checked his/her MVR and submitted the name to your insurance company for approval? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.	Are fueling operations done in such a manner that likelihood of spillage will be minimal? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
3.	Were there any accidents? If yes, did you perform a complete investigation and identify the causes? And did you take steps to prevent such losses from occurring in the future? Did you complete the loss report and OSHA 200 log? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.	When spillage occurs during fueling operations, is the spilled fuel cleaned up completely, evaporated, or other measures taken to control vapors before restarting the engine?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
4.	If you have a safety committee, have you reviewed their duties and responsibilities with them? Are they training employees or performing these inspections?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.	Are fuel tank caps replaced and secured before starting the engine? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
					5.	In fueling operations is there always metal contact between the container and the fuel tank? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
					6.	Are fueling hoses of a type designed to handle the specific type of fuel? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
					7.	Is it prohibited to handle or transfer gasoline in open containers? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

8. Are open lights, open flames, or sparking or arcing equipment prohibited near fueling or transfer of fuel operations? .....
9. Is smoking prohibited in the vicinity of fueling operations? .....
10. Are fueling operations prohibited in the building or other enclosed areas that are not specifically ventilated for this purpose? .....
11. When fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type? .....

**E. Fire Protection**

1. Fire extinguishers accessible, checked monthly, and recharged after use? .....
2. Stand pipe and hoses properly maintained with no mechanical damage and clear of stock storage?
3. Fire doors operating properly with no mechanical damage and clear of stock storage? .....
4. Sprinkler Control Valves secured in open position?.....
5. Minimum of 16 inch clearance between stock storage and sprinkler piping? .....

**F. Storage**

1. All stock susceptible to water damage stored on pallets, shelves or otherwise off floor and away from walls? .....
2. Minimum of 18 inches maintained between tip of high-rack storage and ceiling or roof joists in unsprinkled building? .....
3. Storage of combustibles restricted from vicinity of heating equipment and electrical panel boxes?.....

**G. Walking Surfaces & Customer Areas**

1. Electric cords arranged in such a manner as not to present a trip hazard? .....
2. Snow, ice and refuse removed from parking lot area(s) and walkway(s), with adequate drainage provided? .....
3. Customers restricted from service areas with sign posted? .....
4. Equipment (*i.e., vending machines and furnishing*) in customer waiting area firmly anchored, in good repair and electrically grounded? .....

**H. Housekeeping**

1. Housekeeping good, i.e., aisles clear; storage of paint, tools, parts orderly; debris removed, etc.? .....
2. Waste materials stored in metal containers with tight fitting lids, kept in designated areas and removed from premises daily? .....

**I. Exits**

1. All exits doors illuminated, kept clear and unlocked during hours of operation? .....

**J. Ladders**

1. Step ladders of either industrial grade (*Type I*) or commercial grade (*Type II*) in use?.....
2. Step ladders substantial (*not wobbly*)? .....
3. Side rails, rungs and spreaders on ladders in good condition (*i.e., not cracked, loose or broken*)? .....
4. Wood ladders protected from the elements and hung horizontally when stored? .....

**K. Battery Charging**

1. Battery charging areas well ventilated and vent caps in place with charging units protected from vehicular damage? .....
2. Emergency facilities available for flushing and neutralizing battery acid spills or splashes? .....
3. Personal protective equipment, i.e., face shields, gloves, aprons worn by employees handling or charging batteries? .....

**L. Smoking**

1. Smoking prohibited throughout storage, repair and fueling areas?.....
2. Receptacles provided for discarded cigarettes in designated smoking areas?.....

**M. Flammable Liquids & Spray Painting**

1. Flammable and combustible liquids (*i.e., paints, fuel and solvents*) stored in metal safety cabinets or in a properly constructed storage vault?
2. Bulk fuel and solvent tanks properly vented, vent pipes terminate away from air intakes, fuel pipes marked? .....
3. Flammable liquid dispensing equipment bonded, grounded and protected from vehicular damage? .....

- 4. Only one day supply of flammable liquids allowed in work areas and stored in "U.L. LISTED" safety containers? .....
- 5. Degreasing and dip tanks containing flammable liquids, equipped with self-closing lid, actuated by fusible link? .....
- 6. "Explosion proof" electrical lights, fixtures, motors, switches and wiring provided in all hazardous areas?.....
- 7. Ignition sources (*i.e., open flame heaters, cutting torches, etc.*) prohibited within 20 feet of hazardous areas? .....
- 8. Solvent soaked rags stored in properly marked "U.L. LISTED" covered metal containers? .....
- 9. All spray painting done in designated spray areas only? .....
- 10. Spray paint areas, flammable liquid storage and dispensing areas provided with adequate mechanical ventilation? .....
- 11. Bureau of Mines-approved respirators, effective for specific containment in use, provided and used in spray painting and toxic areas?.....
- 12. Sprinkler heads in spray areas covered with protective coating of light grease and petroleum jelly with overspray cleaned off and coating re-applied? .....
- 13. Spray booth filters cleaned and/or changed regularly?.....
- 14. Paint overspray removed from interior booth walls with non-sparking tool? .....

**N. Welding & Cutting** Yes No N/A

- 1. Adequate ventilation provided in welding, cutting, brazing, sanding and grinding areas? .....
- 2. Adequate mechanical ventilation in general shop area? .....
- 3. Personal protective equipment (*i.e., safety glasses, respirators, welding masks, safety shoes and proper clothing*) provided and used? .....
- 4. Air pressure reduced to less than 30 PSI at orifice on manually operated air hoses?.....

- 5. Torches and hoses properly connected, checked for deterioration and in good condition (*i.e., no deterioration, leakage, kinks, etc.*)? .....
- 6. Oxygen and fuel cylinders properly segregated? .....
- 7. Compressed gas cylinders marked, secured and capped? .....

**O. Material Handling** Yes No N/A

- 1. Hoisting and lifting equipment, including ropes and chains, inspected on a scheduled basis; written records maintained and capacity limits posted? .....
- 2. Employees trained in proper lifting procedures? .....
- 3. Two or more employees, or mechanical handling equipment, used for heavy loads?.....

**P. Tools & Equipment** Yes No N/A

- 1. All tools returned to their proper place upon task completion or at end of day? .....
- 2. Correct tool(s) used to work being done? .....
- 3. Portable grinding tools, bench and pedestal grinders properly guarded? .....
- 4. Portable power tools provided with constant pressure controls? .....
- 5. Electrically powered equipment and tools double insulated or properly grounded? .....
- 6. All tools (*company and individually owned*) free of hazardous conditions (*i.e., mushroomed chisel heads, cracked or loose hammer handles, etc.*)? .....
- 7. Hydraulic and pneumatic lines and connections inspected daily for deterioration, leakage, kinks, etc.; preventive maintenance performed? .....
- 8. Compressors properly guarded, maintained, clear of combustibles and well-vented? .....
- 9. When a chainblock hoist or jack is used, is vehicle securely blocked before the employee begins work? .....
- 10. Vehicles properly positioned and automatic chocks operative on all lifts? .....

- 11. Safety legs or pins provided and operative to prevent dropping of lift in event of pressure failure? .....
- 12. Special care taken by employees in the movement of vehicles on ramps or in areas where view may be obstructed? .....
- 13. Wheel chocks used, particularly where vehicle is on a grade, no matter how slight? .....
- 14. Fixed ladders or steps provided for safe movement to or from pits, with removable guard railings around pit when not in use? .....
- 15. Engine turned off and permitted to cool before starting repairs? .....
- 16. When necessary to idle engine during repairs, second employee available to assist and a system provided to "vent" exhaust? .....
- 17. Protective cage provided for inflating of truck tires? .....
- 18. Creepers properly stored when not in use? .....
- 19. Hoods, cab overs, dump sections of trucks and similar movable parts blocked or rendered in operative during repairs? .....

**Q. Vehicles & Premises Security**

Yes No N/A

- 1. Physical protection (i.e., fencing, vehicle stops or chains) provided in lot areas? .....
- 2. Keys to customer vehicles kept on a keyboard during and after business hours? .....
- 3. Keyboard kept in a locked cabinet or safe overnight? .....
- 4. Cash registers "bled off" periodically during the day by authorized personnel? .....
- 5. Cash registers emptied and left open during non-operating hours? .....
- 6. Cash on premises kept to a minimum by making frequent bank deposits? .....
- 7. Bank deposits daily with varying times and routes? .....
- 8. Cash left premises overnight kept in a safe? .....
- 9. Test rides by mechanic conducted over a specific low-hazard route? .....

**Comments:**

Describe specific conditions to be corrected or note if condition was corrected immediately.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

This checklist is intended only as a reminder and is offered solely as a guide to assist management in its responsibility to provide a safer environment. This checklist is not intended to cover all possible hazardous conditions or unsafe acts that may exist. Other unsafe acts or hazardous conditions should also be noted and corrective action taken,

Inspected by	Date	Corrections initiated by	Date
--------------	------	--------------------------	------