

Workshop Facility & Infrastructure Checklist

Automobile Dealership & Workshop Industry

COMPRESSED AIR & VENTILATION SYSTEMS

Compressed air lines properly labeled and leak-free.

☐ Yes☐ No☐ NA

Air compressor room clean, ventilated, and equipped with exhaust fan.

☐ Yes☐ No☐ NA

Exhaust extraction systems functional in each service bay.

☐ Yes☐ No☐ NA

Noise level from air compressors within safe limits (<85 dB).

☐ Yes☐ No☐ NA

Ventilation grills and ducts cleaned regularly.

☐ Yes☐ No☐ NA

CRITICAL - LIGHTING & ELECTRICAL INFRASTRUCTURE

Workshop has sufficient natural and artificial lighting for all work areas.

☐ Yes☐ No☐ NA

All lights are functional and protected with shatterproof covers.

☐ Yes☐ No☐ NA

Electrical wiring and sockets are properly insulated and organized.

Yes

No

NA

Electrical panels are labeled and accessible with safety signage.

Yes

No

NA

Power sockets rated for workshop tools and equipment load.

Yes

No

NA

FACILITY CLEANLINESS & WASTE HANDLING

Workshop kept clean and free of scrap, debris, or waste oil spills.

Yes

No

NA

Waste bins available in each section (dry, wet, hazardous).

Yes

No

NA

Scrap metal and used parts stored separately in marked area.

Yes

No

NA

Used oil collected in sealed drums with drip trays below.

Yes

No

NA

Spill control kits available in service and fueling areas.

Yes

No

NA

FACILITY SECURITY & ACCESS CONTROL

Workshop entrance monitored through CCTV or security guard.

Yes

No

NA

Keys for vehicles and bays handled through controlled key register.

Yes

No

NA

Visitors allowed only in designated waiting area with safety gear.

Yes

No

NA

Emergency power backup available for lighting and critical tools.

Yes

No

NA

Facility inspection checklist reviewed weekly by workshop in-charge.

Yes

No

NA

MAINTENANCE – BUILDING & STRUCTURE CONDITION

Workshop roof, walls, and flooring are in good condition.

Yes

No

NA

Drainage system functional and free from blockages.

Yes

No

NA

Work bay flooring resistant to oil, fuel, and chemical spills.

Yes

No

NA

Service pits or lifts have safety barriers and warning markings.

☐ Yes☐ No☐ NA

Wash bay area separated from electrical and mechanical zones.

☐ Yes☐ No☐ NA

SAFETY INFRASTRUCTURE

Emergency exits clearly marked and unobstructed.

☐ Yes☐ No☐ NA

Fire extinguishers (CO₂/DCP) available near electrical and fuel zones.

☐ Yes☐ No☐ NA

First aid box available and stocked near workshop office.

☐ Yes☐ No☐ NA

Eye wash station or emergency shower available near battery area.

☐ Yes☐ No☐ NA

Safety signage displayed for PPE, caution, and emergency contacts.

☐ Yes☐ No☐ NA

SUPER CRITICAL – FACILITY LAYOUT & STRUCTURE

Workshop layout ensures smooth vehicle movement without congestion.

☐ Yes☐ No☐ NA

Service bays are clearly demarcated with painted lines and bay numbers.

☐ Yes☐ No☐ NA

Floor surface is even, non-slippery, and free of oil or water spillage.

☐ Yes☐ No☐ NA

Customer access areas are separated from operational zones.

☐ Yes☐ No☐ NA

Workshop ventilation is adequate to remove exhaust fumes and vapors.

☐ Yes☐ No☐ NA

TOOLS & EQUIPMENT ORGANIZATION

All tools arranged in designated racks, boards, or trolleys.

☐ Yes☐ No☐ NA

Workbenches are clean, sturdy, and well-lit.

☐ Yes☐ No☐ NA

Portable tools stored safely when not in use.

☐ Yes☐ No☐ NA

Heavy tools like jacks and impact wrenches stored securely.

☐ Yes☐ No☐ NA

Tool storage area is locked and accessible only to authorized personnel.

☐ Yes☐ No☐ NA

