

Tool , Equipment & Calibration Checklist

Automobile Dealership & Workshop Industry

CRITICAL – CALIBRATION & VERIFICATION

All measuring instruments calibrated at defined intervals.

☐ Yes☐ No☐ NA

Calibration certificates available for all precision instruments.

☐ Yes☐ No☐ NA

Torque wrenches, pressure gauges, and multimeters verified for accuracy.

☐ Yes☐ No☐ NA

Instruments exceeding calibration due date are tagged "Do Not Use."

☐ Yes☐ No☐ NA

Calibration vendor is accredited and authorized (NABL/ISO certified).

☐ Yes☐ No☐ NA

Internal calibration checks performed between official intervals.

☐ Yes☐ No☐ NA

Calibration records reviewed and approved by QA or Workshop Manager.

☐ Yes☐ No☐ NA

ENVIRONMENTAL & WASTE CONTROL

Used oil, grease, and coolant collected in drip trays during maintenance.

Yes

No

NA

Waste oil from machines disposed through authorized recycler.

Yes

No

NA

Old or unserviceable tools disposed per company procedure.

Yes

No

NA

Cleaning of tool storage and calibration areas done daily.

Yes

No

NA

Calibration and maintenance area adequately lit, ventilated, and organized.

Yes

No

NA

PREVENTIVE MAINTENANCE OF EQUIPMENT

Maintenance schedule available for all workshop equipment.

Yes

No

NA

Preventive maintenance executed as per frequency (weekly/monthly).

Yes

No

NA

Equipment breakdowns reported immediately and logged for repair.

Yes

No

NA

Repair and maintenance work only done by authorized personnel.

☐ Yes☐ No☐ NA

Post-repair functionality check conducted and documented.

☐ Yes☐ No☐ NA

Air compressors, lifts, and hydraulic jacks serviced per OEM schedule.

☐ Yes☐ No☐ NA

Exhaust systems and fume extractors cleaned and tested periodically.

☐ Yes☐ No☐ NA

Power tools checked daily for cord damage and grounding.

☐ Yes☐ No☐ NA

SUPER CRITICAL – TOOL AVAILABILITY & CONDITION

All required tools and equipment are available as per OEM list.

☐ Yes☐ No☐ NA

No damaged, rusted, or missing tools in use.

☐ Yes☐ No☐ NA

Special tools and diagnostic kits maintained in working condition.

☐ Yes☐ No☐ NA

Tools used for safety-critical repairs (torque wrench, brake bleeder, etc.) are verified before use.

☐ Yes☐ No☐ NA

All lifting equipment (jacks, hoists, lifts) in safe and operable condition.

Yes

No

NA

TOOL SECURITY & ACCOUNTABILITY

Tool issue and return log maintained for all shared tools.

Yes

No

NA

Missing or damaged tools reported immediately to supervisor.

Yes

No

NA

Key tools (diagnostic units, torque wrenches) issued under controlled access.

Yes

No

NA

Barcode or digital tagging used for tool tracking (if applicable).

Yes

No

NA

No unauthorized removal of tools outside workshop premises.

Yes

No

NA

TOOL STORAGE & ORGANIZATION

All tools stored in designated racks, shadow boards, or cabinets.

Yes

No

NA

Tools arranged by function or department for easy retrieval.

Yes

No

NA

Tools not in use are returned immediately after job completion.

Yes

No

NA

Tool boards and cabinets kept clean and free of grease or dust.

Yes

No

NA

Portable tools stored in safe and accessible condition.

Yes

No

NA

WORKSHOP EQUIPMENT SAFETY

Equipment guards, covers, and emergency stops functional.

Yes

No

NA

Electrical equipment grounded properly with visible earthing tag.

Yes

No

NA

Compressed air tools fitted with safety valves and hoses in good condition.

Yes

No

NA

Hoists and lifts equipped with safety locks and load limiters.

Yes

No

NA

Heavy-duty equipment (tyre changer, wheel aligner, etc.) bolted to floor.

Yes

No

NA