

Body Shop & Paint Operations Checklist

Automobile Dealership & Workshop Industry

DRYING & CURING PROCESS

Infrared or hot air drying system functional and maintained.

☐ Yes☐ No

Curing time followed per paint manufacturer's data sheet (TDS).

☐ Yes☐ No

Temperature recorder functional inside booth.

☐ Yes☐ No

No dust or paint flakes found on final surface post-curing.

☐ Yes☐ No

DUST CONTROL & CLEANLINESS

Paint booth filters cleaned and replaced as per maintenance schedule.

☐ Yes☐ No

Work area around booth and mixing room free of dust or debris.

☐ Yes☐ No

Technicians use anti-static clothing or tack rags before painting.

☐ Yes☐ No

MASKING & PREPARATION – PROCESS CONTROL

Non-painted areas properly masked using high-temperature masking tape.

Yes

No

Glass, trims, and lights fully protected before paint application.

Yes

No

Vehicle masking done in dust-free area prior to entering booth.

Yes

No

Air pressure and spray pattern tested before applying primer or paint.

Yes

No

Paint booth entry checklist followed for every vehicle.

Yes

No

PAINT BOOTH SAFETY & OPERATION

Paint booth equipped with functional exhaust and ventilation system.

Yes

No

Paint booth doors and seals are intact to prevent dust ingress.

Yes

No

Booth temperature and humidity maintained within OEM specifications.

Yes

No

Paint booth fire suppression system installed and functional.

Yes

No

Electrical fittings in paint area are explosion-proof and grounded.

Yes

No

PAINT MIXING & APPLICATION

Paint mixed according to OEM formula using digital scale.

Yes

No

Paint filters and strainers used during mixing and transfer.

Yes

No

Spray guns cleaned and tested before use.

Yes

No

Paint applied in controlled layers with proper flash-off time.

Yes

No

Technicians wear full PPE including mask, gloves, coverall, and eye protection.

Yes

No

Clean air supply and adequate lighting available inside booth.

Yes

No

PAINT STORAGE & CHEMICAL SAFETY

Paint and thinners stored in fireproof cabinet or approved area.

Yes

No

Containers properly labeled with paint code, expiry, and hazard sign.

Yes

No

Spill kits and fire extinguishers available near paint storage and booth.

Yes

No

POLISHING & FINISHING

Polishing compounds and tools used as per OEM process.

Yes

No

Microfiber cloths and clean pads used during final buffing.

Yes

No

Edges and sharp corners polished carefully to avoid paint burn.

Yes

No

REFINISHING QUALITY & INSPECTION

Paint color matches original shade or approved color code.

Yes

No

Surface finish smooth and uniform, free from runs or orange peel.

Yes

No

Clear coat applied evenly and cured properly.

Yes

No

Edges, door frames, and inner surfaces painted neatly without overspray.

Yes

No

Final painted vehicle inspected by QC before polishing.

Yes

No

SURFACE PREPARATION & REPAIR

Body surface cleaned and degreased before applying primer or filler.

Yes

No

Rusted or dented areas treated with approved body filler and sanding process.

Yes

No

Proper grit sandpaper used for primer and topcoat sanding.

Yes

No

Compressed air used for cleaning is dry and oil-free.

Yes

No

Body panels aligned properly before primer application.

Yes

No

Welding and grinding areas separated from paint zones.

Yes

No

