EV Service Center and Workshop Safety Checklist

Electric Vehicle & Charging Station Industry

COMPLIANCE - HAZARDOUS WASTE HANDLING

Hazardous materials (batteries, coolant, solvents) disposed via authorized channels.

Yes No NA

MSDS for all workshop chemicals available and staff trained on hazards.

Yes No NA

CRITICAL - DIAGNOSTICS & SOFTWARE SAFETY

Vehicle diagnostic sessions are performed by authorized personnel and logged.

Yes No NA

Firmware and software updates applied during service use validated builds only.

Yes No NA

Data backup of vehicle logs is taken prior to reprogramming.

Yes No NA

CRITICAL - LOCKOUT/TAGOUT (LOTO)

LOTO procedures are implemented for all electrical and mechanical isolations.

Yes No NA

LOTO keys/locks are properly managed and stored to avoid unauthorized removal.

Yes No NA

CRITICAL - PERSONAL PROTECTIVE EQUIPMENT (PPE)

Technicians wear appropriate HV PPE (insulated gloves, face shield, arc-rated clothing).

Yes No NA

Insulating gloves and sleeves are dielectric-tested and tagged with test date.

Yes No NA

No metal jewelry, watches, or conductive items allowed in the service bay.

Yes No NA

DOCUMENTATION - SERVICE RECORDS & WARRANTY

Complete service report with HV tests, software versions, and technician sign-off is stored per vehicle.

Yes No NA

ELECTRICAL SAFETY - GROUNDING & BONDING

Temporary grounding/earthing straps are used during HV disassembly and tested.

Yes No NA

EMERGENCY RESPONSE & COMMUNICATION

Emergency contact list, procedures, and assembly point are displayed and known to staff.

Yes No NA

MAINTENANCE - TOOLS & CALIBRATION

All torque tools, insulation testers, and meters are calibrated and tagged.

Yes No NA

Tool control system is used to account for all tools before and after service.

Yes No NA

MAINTENANCE - WORKSHOP EQUIPMENT

Lifts and hoists are inspected and load-tested periodically.

Yes No NA

Compressed air systems have moisture and oil traps and are regularly drained.

Yes No NA

Coolant handling systems for battery thermal loops are leak-free and labeled.

Yes No NA

OPERATIONAL - CHARGING DURING SERVICE

Charging of customer EVs in workshop follows safe protocol and is monitored.

Yes No NA

Charging connectors used for diagnostics are inspected and functional.

Yes No NA

QUALITY - PARTS & TRACEABILITY

Replacement HV components and batteries are genuine and traceable (part number, batch).

Yes No NA

Used/defective parts are tagged and stored separately with job reference.

Yes No NA

QUALITY - POST-REPAIR INSPECTION

Post-repair functional check includes high-voltage system health and insulation test.

Yes No NA

All safety interlocks (door, charge port, HVAC, etc.) tested after service.

Yes No NA

A road/test drive is conducted by trained technician to validate repairs.

Yes No NA

SAFETY - CUSTOMER VEHICLE MANAGEMENT

Customer vehicles with hybrid or high-voltage systems are identified at intake.

Yes No NA

Vehicle keys and immobilizers are handled per security protocol during service.

Yes No NA

SAFETY - FIRE & SPILL CONTROL

Fire extinguishers (suitable for electrical and lithium fires) are available and serviced.

Yes No NA

Spill kits and neutralizing agents are available for electrolyte or coolant leaks.

Yes No NA

SAFETY - VENTILATION & FUME CONTROL

Workshop ventilation prevents accumulation of flammable or toxic fumes.

Yes No NA

SAFETY - WORKSHOP LAYOUT & HOUSEKEEPING

Work bays are clearly marked with HV hazard signage and restricted access.

Yes No NA

Floor is clean, dry, and free of trip hazards, oil, or stray cables.

Yes No NA

SUPER CRITICAL - BATTERY REMOVAL & HANDLING

Battery removal and installation follow OEM procedures and use designated lifting equipment.

Yes No NA

Battery packs are stored in a ventilated, fire-proof quarantine area when removed.

Yes No NA

State of Charge (SOC) before battery handling is within safe limits per OEM (e.g., 20–

50%).

Yes No NA

SUPER CRITICAL - HIGH VOLTAGE SERVICE PROCEDURES

High-voltage systems are de-energized and isolated before any service work.

Yes No NA

Qualified EV technicians perform high-voltage diagnostics and repairs.

Yes No NA

Service area has dedicated HV workbench with insulated flooring and tools.

Yes No NA

TRAINING & COMPETENCY

Technician competency matrix is up to date with HV and battery certifications.

Yes No NA

Regular refresher training for emergency battery incidents is conducted every 6 months.

Yes No NA