

This form should be used to assist in identifying areas, conditions, or activities within the dealership that are unsafe for either employees or customers. Any unsafe condition noted during the inspection which is not specifically mentioned in the checklist, should be explained at the bottom of the form for that department.

Each department within the dealership should be visually inspected, at least monthly, using the checklist for that specific department.

If an item is marked "Unsatisfactory," comment on the bottom of the checklist about the exact location and type of problem.

The completed form should be sent to the general manager with a copy provided to the individual department managers.

When an unsatisfactory condition has been corrected, it should be noted on the form as to the "Date Completed." Records should be kept on file.

LOT SAFETY CHECKLIST

Items to Check	Satisfactory	Unsatisfactory	Date Completed
Lot is in good condition (e.g., no potholes, no loose gravel, etc.).			
Dangerous lot areas (e.g., inclines, uneven grade, steps, etc.) are properly marked and guarded.			
There's a designated customer parking area with adequate lighting and maintenance.			
Safe driving practices are used by employees on the lot.			
Lot driving safety measures (e.g., traffic flow, markings, signs, mirrors for corners, etc.) are in place.			

Explanation of Unsatisfactory Conditions:

Inspection conducted by: _____ Date: _____

PARTS DEPARTMENT SAFETY CHECKLIST

Items to Check	Satisfactory	Unsatisfactory	Date Completed
Adequate lighting is provided for all areas.			
Stairs and aisles are clean and free of obstructions.			
Proper handrails and lighting are provided for stairs.			
Spills are cleaned up promptly.			
Safety shoes are used.			
Storage: a. Aisles are of adequate width. b. Boxes/cartons aren't stacked to ceiling. c. Parts bin is in good condition. d. Heavy items are stored between knee and chest height.			
Proper ladders are used to reach top bins.			
Adequate material-handling equipment is provided and maintained.			
Battery fill area is properly ventilated, proper procedures are used, and protective equipment is provided.			
Fire extinguishers are provided, properly serviced, and free of obstruction.			
All electrical cords, plugs, and outlets are in good condition (e.g., ground pins in place, insulation intact, covers in place).			
Employees are working safely.			

Explanation of Unsatisfactory Conditions:

Inspection conducted by: _____ Date: _____

BODY SHOP SAFETY CHECKLIST

Items to Check	Satisfactory	Unsatisfactory	Date Completed
Adequate lighting is provided for all areas.			
Grease, oil, and water spills are cleaned promptly.			
Reasonable care is exercised in keeping aisles, floors, and work areas free of tripping hazards.			
Safety shoes are worn.			
Visitors and customers are limited to designated areas.			
Flammable liquids are stored in metal safety cabinets or properly constructed storage vault.			
The amount of flammable liquids in work areas is kept to a minimum.			
Paints, solvents, etc., used in work areas are kept in “U.L. Listed” safety containers.			
Soiled rags are properly stored.			
Bulk fuel, solvent tanks, and dispensing equipment are properly bonded, grounded, and protected from vehicle damage.			
No Smoking regulations are strictly enforced.			
Fire extinguishers are provided, properly serviced, and free of obstruction.			
All electrical cords, plugs, and outlets are in good condition (e.g., ground pins in place, insulation intact, covers in place).			
Condition and maintenance of: <ul style="list-style-type: none"> • Welding rigs • Air compressors • Frame equipment • Hoses and fittings • Hand and power tools 			
Gas cylinders are properly secured.			

Broken tools and equipment are taken out of service.			
Grinders, lathes, and drills are properly guarded.			
Battery charging area is well-ventilated, proper procedures are used, and protective equipment provided.			
Eye protection and dust respirators are used for grinding, sanding, buffing, etc.			
Spray paint area: <ul style="list-style-type: none"> • All spray painting performed in designated spray areas only. • The amount of paint and thinners is kept to a minimum in paint area. • Exhaust fans, fan belts, and electric cords are in good condition. • Spray booth filters are cleaned and/or changed regularly. • Approved respirators are provided and used. 			
Hazardous waste is disposed properly.			
First aid supplies and eyewash station are available.			
Employees are working safely.			

Explanation of Unsatisfactory Conditions:

Inspection conducted by: _____ Date: _____

SERVICE DEPARTMENT SAFETY CHECKLIST

Items to Check	Satisfactory	Unsatisfactory	Date Completed
Adequate lighting is provided for all areas.			
Aisles, floors, and work areas are free of tripping hazards.			
Grease, oil, and water spills are cleaned promptly.			
Safety shoes are used.			
Visitors and customers are limited to designated areas.			
Condition and use of equipment: a. Hydraulic lifts and hoists are maintained and operated properly. b. Hand and power tools are maintained and in good condition. c. Grinders, lathes, and drills are properly guarded. d. Gas cylinders are properly secured. e. Hoses and fittings are in good condition. f. Broken tools and equipment are taken out of service.			
All electrical cords, plugs, and outlets are in good condition (e.g., ground pins in place, insulation intact, covers in place).			
Flammable liquids are properly stored in U.L. approved containers.			
Fire extinguishers are provided, properly serviced, and free of obstruction.			
Hazardous waste is disposed properly.			
Eye protection is provided and used.			
Battery charging area is well-ventilated, proper procedures are used, and protective equipment provided.			
First aid supplies and eyewash station are available.			
Employees are working safely.			
Condition of customer service drive			
Condition of customer lounge			
General condition of Service/Make Ready department			

Explanation of Unsatisfactory Conditions:

Inspection conducted by: _____ Date: _____

OFFICE SAFETY CHECKLIST

Items to Check	Satisfactory	Unsatisfactory	Date Completed
Adequate lighting is provided for all areas.			
Aisles, floors, and work areas are free of tripping hazards.			
All electrical cords, plugs, and outlets are in good condition (e.g., ground pins in place, insulation intact, covers in place).			
Office furniture, equipment, and fixtures are maintained and in good condition.			
General condition of office			

Explanation of Unsatisfactory Conditions:

Inspection conducted by: _____ Date: _____

SECURITY CHECKLIST

Items to Check	Satisfactory	Unsatisfactory	Date Completed
Lot security a. Adequate lighting b. Fencing, railing c. Off-hours security d. Gates are closed after hours. e. Limited entry/exits for large lots			
Key control: a. Keys for new and used cars are properly controlled and kept in designated area with limited access. b. Keys are removed from cars. c. Customer car keys are secured, controlled, and kept in limited access area. d. Nighttime key storage area properly secured			
Customers are accompanied by dealership employee on demonstration drive.			

Explanation of Unsatisfactory Conditions:

Inspection conducted by: _____ Date: _____

SHOWROOM SAFETY CHECKLIST

Items to Check	Satisfactory	Unsatisfactory	Date Completed
Adequate lighting is provided for all areas.			
Aisles, floors, and work areas are free of tripping hazards.			
Condition of customer access areas, chairs, fixtures, etc.			
Spills are cleaned up promptly.			
Vehicle ramp is properly protected from slip, trip, and fall hazards.			
All electrical cords, plugs, and outlets are in good condition (e.g., ground pins in place, insulation intact, covers in place).			
General condition of showroom			

Explanation of Unsatisfactory Conditions:

Inspection conducted by: _____ Date: _____

DETAIL DEPARTMENT SAFETY CHECKLIST

Items to Check	Satisfactory	Unsatisfactory	Date Completed
Adequate lighting is provided for all areas.			
Housekeeping of work areas is completed to minimize trip hazards.			
Spills are cleaned up promptly.			
Safety shoes are used.			
Supplies are stored with heavier items located between knee and chest level.			
Chemicals are stored properly.			
Adequate material-handling equipment is provided and maintained.			
Fire extinguishers are provided, properly serviced, and free of obstruction			
First aid supplies and eyewash station are available.			
SDS manual is in proper, marked location.			
All electrical cords, plugs, and outlets are in good condition (e.g., ground pins in place, insulation intact, covers in place).			
Employees are working safely.			

Explanation of Unsatisfactory Conditions:

Inspection conducted by: _____ Date: _____