

SMALL SHOPS

# Inspection + Work Order + Toolbox Onboarding

A simple starting point for clearer handoffs, task tracking, and onboarding conversations. Make it your own before use.

## PRE-WORK INSPECTION CHECKLIST

Work area is clear and access is maintained.

Relevant equipment / vehicle is identified.

Tools appear fit for the intended task.

Required job information is available or requested.

Open questions are documented before work begins.

Parts / materials needs are noted.

Authorization path is known.

Handoff expectations are clear.

## WORK ORDER STARTER

|                             |                           |                              |                   |
|-----------------------------|---------------------------|------------------------------|-------------------|
| CUSTOMER / ASSET            | CONTACT / REFERENCE       | DATE OPENED                  | ASSIGNED TO       |
| CONCERN / REQUESTED WORK    | OBSERVED CONDITION        | WORK PERFORMED / NEXT ACTION | PARTS / MATERIALS |
| REVIEW / AUTHORIZATION NOTE | COMPLETION / HANDOFF NOTE |                              |                   |

## NEW-TEAM TOOLBOX ONBOARDING

### 1. ORIENT

Show where work-area expectations, emergency procedures, and job information live.

### 2. VERIFY

Confirm tool access, condition expectations, sign-out rules, and escalation contact.

### 3. REVIEW

Set a first check-in: what was clear, what was missing, and what needs a process?

Organizational starter only. This pack does not establish a safety program, inspection standard, work authorization, employment policy, or legal compliance. Adapt it with responsible managers and verify all job procedures, equipment instructions, documentation needs, and local requirements before use.