



Pre-Delivery Inspection Checklist Instructions

Purpose:

To ensure that all operations on the repair order were completely and accurately performed and that the vehicle is complete and ready to be delivered to the customer.

Data input:

Customer: Date:	Enter customer's full name Enter the date the checklist is being filled out
R.O #:	Enter the customer's R.O. number
Inspected by:	Enter the name of the personnel whom is checking over the vehicle and completing the checklist
All Work on R.O.	
Completed:	Check the R.O to make sure that all of the work required is complete, enter a check mark (\checkmark) in the applicable space provided
Identify any overlooked operations or	
missing parts:	Make a note of any operations not completed or missing parts
Pre-repair Checklist Reviewed for additional damage	
to be corrected:	Look back at the Pre-repair checklist which was filled out upon arrival of the vehicle, make sure all additional damage to be corrected is completed, if this is complete, enter a check mark (\checkmark) in the space provided
Alignment Completed:	Enter a check mark (\checkmark) in the space provided, if complete, if applicable
Headlights Aimed: A/C Recharged:	Enter a check mark (\checkmark) in the space provided, if complete, if applicable Enter a check mark (\checkmark) in the space provided, if complete, if applicable
Columns:	For instance,
Corrections	Look at the first item under the heading of exterior, Hood Operation. Now, look at the vehicle being inspected and check the hood operation. If the operation of the hood is O.K. put a check mark (\checkmark) in the space provided. If the hood is NOT operating properly make an (X) in the space provided. Continue this same procedure for each item. There is also a section for test driving, things to look for.
Corrections Required:	Enter a check mark (\checkmark) in the applicable space provided

Make any corrections that are required. Once corrections are complete, repeat the process above.

If no corrections are required, review this form with the customer and have them sign it at delivery.

BASF



Pre-Delivery Inspection Checklist

Customer:			
Date:	R. O. #:	Inspected By:	
All Work on RO completed	: Yes No		
Identify any overlooked ope	erations or missing parts	6:	
Pre-repair Checklist Review			
Alignment competed	(as applicable)	Headlights aimed (as ap	plicable)
A/C Recharged	(as applicable)		
Headlamps – R Inr Side Lights – Front Lef Side Lights – Rear Lef Tail Lamps Lef Brake Lights Lef Turn Signals – Front Lef Turn Signals – Rear Lef Remote Mirrors Door Locks Door Regulators Alignment of Body Parts Trim, mouldings, emblems Exterior cleaned Checked for over-spray Compound removed from jambs and opening Wheels & tires clean Chrome & glass clean	eft Right ion ner Outer ner Outer ft Right ft Right ft Right ft Right ft Right s	InteriorInteriorDoor jambs cleanOperation of all accessoriesCheck for water leaksEngine OilTransmission & brake fluidsCoolantWasher solventFuelWater leaksBattery terminalsBattery chargedMernRadio operation & pre-setsOther electronics re-setBrakesSteering controlTransmission shiftsSqueaks, rattlesAlignmentWind leaksCharging sys temsA/C Blowing ColdWarning lightsTest Drive Complete	
Corrections Required: Yes	s No		
Customer Signature:			