

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: Enter customer's full name
- Date: 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 (✓) 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 (✓) in the space provided

- Alignment Completed: Enter a check mark (✓) in the space provided, if complete, if applicable
- Headlights Aimed: Enter a check mark (✓) in the space provided, if complete, if applicable
- A/C Recharged: Enter a check mark (✓) in the space provided, if complete, if applicable

- Columns: For instance, 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 (✓) 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 (✓) 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.

