



QUALITY CONTROL CHECKLIST

Remove and Install - (R&I)

Customer:		WO/RO#:
VIN#		PDR Tech:
Year:	Make:	Model:

Check-in date:

Check-out date:

1. DISASSEMBLY	
Responsible: R&I Tech	
☐	Take down headline
☐	Remove both tail lights
☐	Remove inner fender trim
☐	Remove roof rack
☐	Drop hood pad
☐	Drop deck lid pad
☐	Take off lift gate trim
Signature: _____ Date: _____	

3. AFTER PDR - QUALITY CONTROL	
Responsible: Bodyshop Manager	
PDR Visual control	
☐	Check for any missed damages, dents or dings
☐	Check for bad quality repair
Paint Visual Control	
☐	Check for any cracked paint or scratches.
Signature: _____ Date: _____	

5. FINAL QUALITY CONTROL	
Responsible: Bodyshop Manager	
☐	Clean interior windows
☐	Clean hatch jams
☐	Clean all door jams
☐	Vacuum floor front and rear
☐	Tire foam tires
☐	Wash exterior thoroughly
☐	Pick up all broken/replaced parts from interior of vehicle
☐	Check manufactured holes in door jams for plugs
☐	Check side mirror operation
☐	Check wet sand marts and bring to management's attention
Signature: _____ Date: _____	

2. ONCE PDR IS ASSIGNED	
Responsible: R&I Tech	
☐	Remove hood (if needed)
☐	Lower sunroof (if needed)
☐	Remove lift gate (if needed)
☐	Lower all windows (if needed)
☐	Lower seats (if needed)
Signature: _____ Date: _____	

4. ASSEMBLY	
Responsible: R&I Tech	
☐	Install new parts
☐	Re-install all removed items
☐	Check headlights
☐	Check tail lights
☐	Check turn signals
☐	Check all interior lights
☐	Check sun visor lights
☐	Turn all interior lights to off
☐	Check headliner is installed correctly
☐	Check all weather strips on doors and hatch
☐	Check for handprints
☐	Check back-up camera
☐	Check hood alignment
☐	Check bumper alignment
☐	Check wiring on decklid
☐	Check lift gate operation
Signature: _____ Date: _____	

Notes:

Responsible for Delivery

Signature: _____	Date: _____
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dent spot