



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	
<input type="checkbox"/>	Take down headline
<input type="checkbox"/>	Remove both taillights
<input type="checkbox"/>	Remove inner fender trim
<input type="checkbox"/>	Remove roof rack
<input type="checkbox"/>	Drop hood pad
<input type="checkbox"/>	Drop decklid pad
<input type="checkbox"/>	Take off lift gate trim
Signature:	Date:

2. ONCE PDR IS ASSIGNED	
Responsible: R&I Tech	
<input type="checkbox"/>	Remove hood (if needed)
<input type="checkbox"/>	Lower sunroof (if needed)
<input type="checkbox"/>	Remove lift gate (if needed)
<input type="checkbox"/>	Lower all windows (if needed)
<input type="checkbox"/>	Lower seats (if needed)
Signature:	Date:

3. AFTER PDR - QUALITY CONTROL	
Responsible: Bodyshop Manager	
PDR Visual control	
<input type="checkbox"/>	Check for any missed damages, dents or dings
<input type="checkbox"/>	Check for bad quality repair
Paint Visual Control	
<input type="checkbox"/>	Check for any cracked paint or scratches.
Signature:	Date:

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

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

Notes:

Responsible for Delivery	
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Signature:	Date:
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