

Quality Assurance Checklist

(please attach to work order)

1. Is the work order signed off on by primary technician? yes []
2. Did you review completed work performed? yes []
3. Are all tools and clipboards removed from vehicle? yes []
4. Are fluids full (radiator, windshield, oil)? yes []
5. Are both radiator and oil caps on? yes []
6. Are belts, hoses, and filters tightened and put back on? yes []
7. Did you check the air pressure in the tires? yes []
8. Was oil change sticker placed in window (if oil change)? yes []
9. Document check engine lights: completed []
Note:
10. Document maintenance/warning lights: completed []
Note:
11. Wipe down vehicle: completed []
- Door handle, door panel, steering wheel, seat, console, floor
12. Enter state inspection date: _____

Initials: _____