Wagonwork Collision Center Refinish Department

Quality Control Check List

RO#: __________ Customer Name: _________________ Vehicle: _________________

Pre-Paint

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1. Have you read & reviewed the Estimate?
2. Inspected repaired & new panels for dings, dents, pinholes, scratches, etc?
3. Prime then inspect after sanding for any additional imperfections?
4. Do rocker pinch welds need to be primed/painted?
5. Have you sprayed test panels and verified color variants?
6. Have all inner weld damage areas, etc. been primed & painted?
7. Have all fenders, rockers, etc. been gravel guarded as necessary?
8. Have you checked to see if we have pinstripe tape in stock?
9. Has there been any damage caused by glass removal?

Post-Paint

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1. Have all owners’ request items (touch-up, scratches, etc.) been addressed?
2. Have you inspected all paintwork to check for runs, dirt, scratches, etc?
3. Have you denibbed and sanded out any paint imperfections?
4. Have you removed over spray and cleaned/rubbed out doorjambs?
   (Be sure to check for tapelines also.)
5. Have you checked & cleaned adjacent panels for over spray?
6. Have you looked at the vehicle in the sun to check for color match, swirl marks, mottling?
7. Have doorframes, rockers, etc been blacked out or two toned?
8. Have you inspected for overspray on the suspension?
9. Have you cleaned to remove compound from grille area & any indentations, etc?
10. Are pinstripes completed, if painted on stripes did you notify the office?
11. Did you place a touch up kit in the car?
Wagonwork Collision Center Body Shop Department
Quality Control Checklist

RO#_______________ CUSTOMER_________________ VEHICLE_________________

DISASSEMBLY PROCESS
Date Initials
1. Have you reviewed the estimate?
2. Have you reviewed the customer requests COD’S?
3. Is the vehicle completely disassembled? Have all the necessary parts been removed?
4. Have all wires been labeled properly?
5. Have you marked the door glass with the parts locations (i.e. bumpers, tubs etc)?
6. Have you put the hat(s) in the vehicle for tubs of non-damaged and/or damaged parts?
7. Have you bubble wrapped all good int./ext. parts and put in the proper location?
8. Have you cleaned off adhesives from moldings, vehicle decals, emblems and re-taped as needed?
9. Have you placed all parts to be painted in the vehicle’s right front floorboard?
10. Have you verified all preordered parts for fit/finish?
11. Do the battery and/or any lights need to be disconnected to prevent battery drain?
12. Will radio need to be re-coded since battery disconnect, did you notify the team coordinator?
13. Did you remove all manual antennas?
14. Have frame measurements been documented?
15. Have you taped up all openings to prevent water damage?
16. Does the vehicle require a red (pull in at night) or yellow tag(do not start)?

PRE PAINT PROCESS
Date Initials
1. Verify that all repaired work has been repaired completely (i.e. no pin holes in filler, featheredged with 220 grit 3” away from repaired area, no grinding marks etc.)?
2. Have all parts been test fitted and inspected for dings/dents?
3. Have all plastic parts been repaired (i.e. bumpers, mldgs, mirrors etc.)?
4. Have all body seams been caulked?
5. Have pinch welds been etch primed and caulked?
6. Have you verified all parts for received status and correctness?
7. Have you used any Stock items that need to be billed out at this time?

RE-ASSEMBLY PROCESS
Date Initials
1. Look over paintwork before reassembling?
2. Have pinch welds been painted?
3. Check now, “open package” of all parts here for correctness?
4. Have you installed all sound deadeners?
5. Have you sprayed body wax as needed?
6. Have you undercoated wheel wells, spayed seam sealer where required?
7. Have all bolts been touched up?
8. Does the A/C need recharged?
9. Do all int./ext. door functions work properly (handles, mirrors, locks, alarm etc)?
10. Have you aimed headlamps and checked all lights for proper operation?
11. Have you checked all fluid levels and pressure tested radiator if necessary?
12. Have all emblems, decals and antenna masts been reinstalled?
13. Have you torqued all wheels and put wheel lock back in it’s place?
14. Did you inform the parts dept. of any stock items used?
15. Did you verify all new parts were installed?
16. Are there any items that need to be returned to the parts dept?
17. Have you put everything back in the trunk that you may have taken out?
18. Are there any warning lights on the dash and does the radio require coding?
19. Did you tighten the battery?
20. Are all doors adjusted properly and open/close properly?
21. Have you physically touched all moldings to ensure that they are secure?
22. Have you checked “ALL FUNCTIONS” per quality control check in sheet?

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