

Wagonwork Collision Center Refinish Department
Quality Control Check List

RO#: _____ Customer Name: _____ Vehicle: _____

Pre-Paint

Date Initials

- | | | |
|-------|-------|--|
| _____ | _____ | 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

Date Initials

- | | | |
|-------|-------|--|
| _____ | _____ | 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? |



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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 recoded 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?
- _____ 17. Did you verify all new parts were installed?
- _____ 18. Are there any items that need to be returned to the parts dept?
- _____ 19. Have you put everything back in the trunk that you may have taken out?
- _____ 20. Are there any warning lights on the dash and does the radio require coding?
- _____ 21. Do all gaps and seams align properly
- _____ 22. Are all doors adjusted properly and open/close properly?
- _____ 23. Did you tighten the battery?
- _____ 24. Have you physically touched all moldings to ensure that they are secure?
- _____ 25. Have you checked "ALL FUNCTIONS" per quality control check in sheet?