

Quality Control Final Inspection

DATE:	
CUSTOMER NAME:	
WORK ORDER #	
EQUIPMENT #1: MODEL #: S/N #:	
EQUIPMENT #2: MODEL #: S/N #:	
EQUIPMENT #3: MODEL #: S/N #:	
EQUIPMENT #4: MODEL #: S/N #:	
BODY TYPE:	
CHASSIS MAKE & MODEL:	
VIN #:	

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Introduction

1. This book contains the quality control checklists for each area involved in the production of a complete vehicle.
2. The entire form must be completed, signed and dated before the completed vehicle is shipped.
3. The following original certification forms must be forwarded to the customer.
 - a. Inspection Certificate_____
 - b. Stability Certificate_____
 - c. Weight Scale Slip (Final)_____
 - d. N.V.I.S (New Vehicle Information Statement)_____

Hydraulic Inspection (Final)

CODE: "Initials" = Item checked and accepted, "RA" = item requires adjustment, "N/A" = Item not applicable to unit

1.	Check transmission oil level		18.	
2.	Check PTO & pump security		19.	
3.	Check hydraulic drive shafts, set screws tight & wired, U joints etc.		20.	
4.	Check PTO engagement, noise & indicator light		21.	
5.	Check equipment "overload" function / operation		22.	
6.	Check for any hydraulic cylinder "drift"		23.	
7.	Check hydraulic pump has support bracket (if required)		24.	
8.	Check hydraulic oil level		25.	
9.	Check hydraulic tank gate valve tied in open position		26.	
10.	Check level indicators clearly visible		27.	
11.	Check for hydraulic cylinder leaks		28.	
12.	Check all hydraulic hose(s) & connections for leaks		29.	
13.	Check hydraulic hoses protected, securely strapped & away from moving parts		30.	
14.	Check & record pressure adjustments 1. Main relief _____ psi 2. Pump standby _____ psi 3. Pump compensator _____ psi 4. Work port relief _____ psi 5. Other (specify) _____ psi		31.	
15.	Check & record hydraulic flow _____ GPM		32.	
16.	Check hydraulic tank straps & security		33.	
17.			34.	

Electrical Inspection (Final)

CODE: "Initials" = Item checked and accepted, "RA" = item requires adjustment, "N/A" = Item not applicable to unit

1.	20 min Duration test (all Electrical ON)	18.	Corrosion Preventative Applied to Equipment, Battery Terminals, Trailer Plug(s) & Pressure Switch Connections
2.	Switch & Advisory Labels installed	19.	Radio Operated Units Tested & Calibrated A) Horn B) Controls Proportional To Remote C) Variable Throttle
3.	Cab Mounted Equipment Secure (i.e. Brake controller, remotes etc.)	20.	Check truck battery connections are clean and secure
4.	Turn Signal Operation	21.	Ensure all relays & fuses are labelled clearly
5.	Fuses/ CB's Labelled	22.	Check there is no electrical draw on the truck battery when all equipment off
6.	Back up Alarm	23.	Check load moment indicator (L.M.I) operation
7.	Chassis Program (s) Operating Correctly	24.	Check auxiliary equipment battery condition & test operation
8.	Remote Stop / Start	25.	
9.	Inverter & Outlets Operating Correctly	26.	
10.	Strobe/ Beacon/Light Bar Operation	27.	
11.	Compartment Lights	28.	
12.	Check work lights, operation & aim	29.	
13.	Wiring routing & securement – Protected, securely clamped & away from moving parts	30.	
14.	Remote Throttle A) Push Button Switch B) Air Plunger C) On Demand D) Pedal	31.	
15.	Grounding Cables connected / installed	32.	
16.	Test Electric Brake Controller w/ Load	33.	
17.	Check Calibration of Radio Controls	34.	

Paint Inspection (Final)

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Paint Checklist:

Colour _____

1.	Final touch up & Inspection	
2.	Clean cab interior	
3.	Removed any overspray, cab & body	

Decals:

1.	CMVSS Decal present & photograph taken	
2.	Commercial Logo	
3.	Conspicuity Tape	
4.	Equipment stowed height decal	
5.	Equipment capacity decal	
6.	Equipment operational decals	
7.	PTO RPM decal	
8.	Emergency stop decals	

Finishing Inspection

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General Check, Installation, Condition and/or Operation of & Accessories:

1.	Check anti-sail brackets installed	26.	Check hose reel(s) operation
2.	Check body mounting, plates & welding	27.	Check outrigger pad holders & security
3.	Check boom angle indicator(s) installed	28.	Check rear mud flaps installed
4.	Check for air leaks	29.	Check winch & winch line oil level & operation
5.	Check in-cab controls, function, mounted correctly & clearly labelled	30.	Check operation of glad-hands & air outlets
6.	Check boom stows correctly & protection pads installed	31.	Check airline routing & securement, Protected, securely clamped & away from moving parts
7.	Check cab guard or headache rack	32.	Check gravel box hinges completely welded
8.	Check body prop operation (if applicable)	33.	Check gravel box operation Inc tailgate operation
9.	Check equipment grease points fitted with nipples / zerts	34.	Check gravel box tarper operation
10.	Check plow / spreader operation & installation quality	35.	Check gravel box main hinge pin lock bolts tight / torqued
11.	Equipment remote keys: 1) To customers truck key ring 2) To sales file	36.	Check equipment & accessories present in line with sales quotation / tender
12.	Check chassis coolant level correct	37.	All fittings greased
13.	Check toolbox & compartment dividers, shelves & vents	38.	Door latches lubed
14.	Check outrigger installation & operation	39.	Trailer hitch (if applicable)
15.	Check fire extinguisher and bracket	40.	Equipment grease zerts / nipples
16.	Check equipment heater(s) operation	41.	Check all metal shavings etc. are blown off cab, equipment & deck
17.	Check deck access steps & grab handles	42.	Check all cabinets & toolboxes clean inside
18.	Check spare tire carrier & tire present	43.	Check cab is clean, fit fresh seat cover and paper floor mats
19.	Trailer hitch torqued and marked	44.	Check exterior of cab & equipment washed before customer delivery
20.	Customer wheel Retorque instruction if wheels removed by ComTruck	45.	
21.	Check equipment door latches, locks & keys	46.	
22.	Check Emergency control(s) function	47.	
23.	Check equipment door weather seals & rubber bumpers	48.	

Certifications

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Certifications & Markings:

The following certification forms must be kept on sales file and electronically on company shared drive.

- a. Inspection certificate (copy)_____
- b. Stability certificate (copy)_____
- c. Load chart (if applicable)_____
- d. Dielectric test certificate (if applicable)_____
- e. Hour meter operation reading_____Hrs._____
- f. Cab & chassis only weight scale slip_____
- g. Final completed unit weight scale slip_____
- h. New vehicle information statement (N.V.I.S) (copy)_____
- i. Equipment warranty registration completed & returned_____
- j. Pictures of all 4 sides of unit (advertising quality)_____
- k. Pictures of CMVSS decal on truck, truck V.I.N plate &
equipment serial number plate_____

Items Shipped In Cab to Customer

Location of Items: _____

Description	Qty
1. Equipment manual(s)	
2. OEM chassis manual(s)	
3. Accessory manual(s) – PTO / pump / lightbar / etc.	
4.	
5.	
6.	

INSPECTOR NAME: _____ INSPECTOR SIGNATURE: _____	DATE: _____
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