PMA SERVICE (Rev 5-2015)
Initial next to each area completed if not applicable mark N/A
If needs repairs mark with an X and note at repairs needed section

Vehicle on the ground (Initial Check)

___ Perform visual body inspection

___ State inspection is due on ___/___ (Advise supervisor if state is due within 30 days)

___ On PD turn off the Coban

___ Install PM sticker

___ Reset oil life

___ Locate fuel card, install in plastic holder and stick to dash-see foreman for location

___ Check seat condition and report if torn

___ Check all seat belts, Inspect for locking properly and report any frays or tears

___ Check fire extinguisher (Replace if in the red on separate non target work order)

___ Test OEM horn

___ Check gauges for indicators (Ex: Tire light, ABS, Check engine)

___ Check all wiper blades and sprayers

___ Test emergency brake

___ Verify back up alarm operation

___ Verify reverse camera and/or back up sensor operation

___ Check all emergency, OEM lighting, and reflectors .make sure spot light functions while rotating

___ Hybrid vehicles check hybrid battery filter in the trunk

Under the hood inspection

___ Check engine oil level

___ Check power steering fluid

___ Check brake fluid
Check the coolant level, color, and quality.

Document coolant freeze point _____ boiling point _____

Check washer fluid

Check all belts and hoses, secure and wrap hoses as needed

Check for any fluid leaks

Turn on the engine and check for noises

Check motor mounts

Check transmission fluid then shut off the engine

Check air filter

Check the battery terminals and cables. Clean off any corrosion

Perform battery test. Attach printout to the PM list.

**Vehicle on the Lift Chassis and Suspension**

Check underneath vehicle for fluid leaks

PD Crown Victorias verify the fire panel is secured and has no damage. (If damaged replace on a separate non target work order)

PD Tahoe's verify the control arm bolts are tight. Spec is 129 ft. lbs. If loose replace nuts with OEM parts in all cases

Inspect chassis and suspension, grease all fittings if applicable

Check play at all wheels

Check brakes, check conditions of rotors, check for wheel seal leaks, and all operation

Record brake pad thickness (If you cannot tell pull the wheels)

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Check tires for punctures, sidewall damage, bent rims, unusual wear pattern, and crossfire operation.

Torque all Wheel lug nuts to OEM specification

Document the tire depth in 32nds at its lowest point.
___ Install valve stem caps

Document issues found during PM Service
Quality Control Form

Supervisor or appointed quality controller document

___ Review work order steps and all repairs have been completed

___ Verify there is no handprints or grease stains from service

___ Verify all cores have been turned in

___ Verify scrap is in the scrap bin, all trash is in the trash can, bay is cleaned, floor dry is put up and filters disposed of.

___ Verify all paper work has been turned in and keys returned

Report any finding:

__________________________________________________________________________

__________________________________________________________________________

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Inspectors Signature: ____________________________________________