

**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 notate 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)

\_\_\_ On 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)

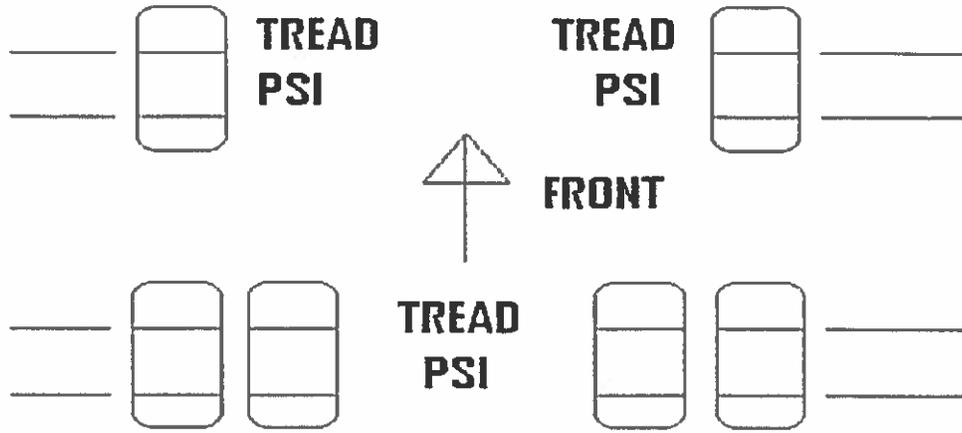
LF \_\_\_/mm      RF \_\_\_/mm

LR \_\_\_/mm      RR \_\_\_/mm

\_\_\_ 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

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**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:**

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