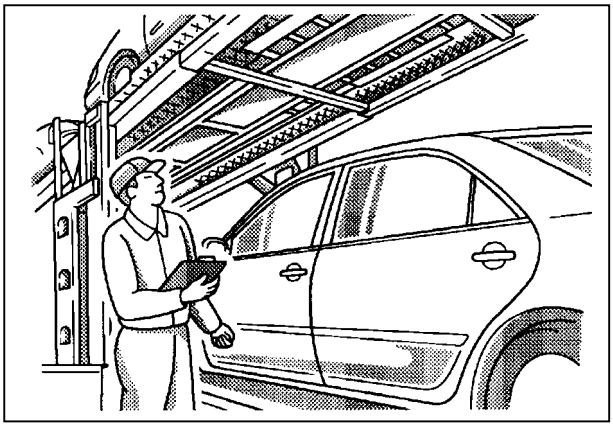
New vehicles are handled by a lot of people from the time the vehicles leave the plant until they arrive at dealership. And so damage such as scratches, dent, dirt, etc. may occur in transit. Therefore, the dealership must inspect all new vehicles immediately upon receipt and write down any problems in the check sheet.

For the inspection procedure and the inspection items, refer to the following.

New vehicles should be inspected in three steps:

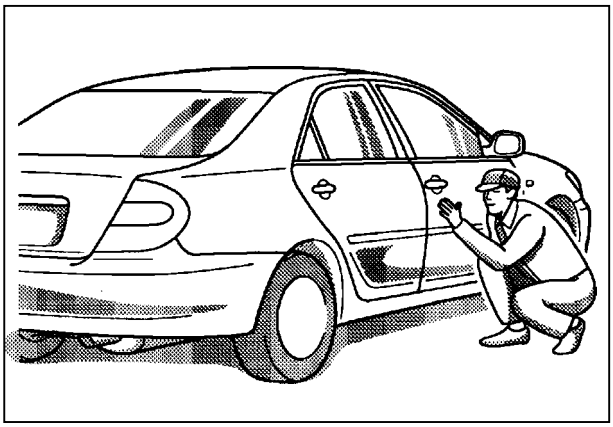
1. On-board the carrier
2. On-ground
3. On-hoist



On-Board Inspection
This is a preliminary inspection while the vehicles are still on the trailer, and the inspection should be done in the presence of transport driver.

NOTE:
The person inspecting the vehicles must not climb on the trailer. Anything that cannot be seen from the ground can be examined during the next two inspections.

Inspection items
Check for transport-specific damage, or tie-down conditions, such as:
- Improper tie down
- Underbody damage
- Leaking fluids on the vehicle's painted surfaces
- Exhaust system
- Suspension/frame
- Gas tank
- Brake lines
- Battery leakage
- Trailer hydraulic fluid

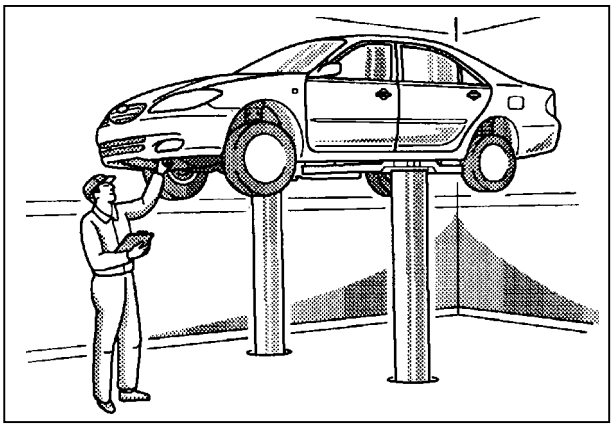


On-Ground Inspection
As vehicles are taken off the trailer, each one must be thoroughly checked for damage or missing components of vehicle exterior and interior. And check that all options and accessories were installed during manufacturing or at the port of entry.

Inspection Items
The inspector should walk completely around the vehicle and check for:
- Dented or scratched body parts and paint damage
- Disturbed or damaged body protective film (e.g., torn, ripped, scuffed, scratched, stained, soiled, punctured, loose, lifted, sliced, cut, removed, re-applied, etc.)
- Broken or cracked glass, headlights, taillights, etc.
- Bruised or cut tires
- Damaged or missing trim, antennas, mirrors, etc.
- Underhood damage or missing components
- Missing trunk accessories, such as tool kit or mirrors
- Interior, such as damaged or stained door trim, carpeting, seat trim, headliner, sun visors, and dashboard

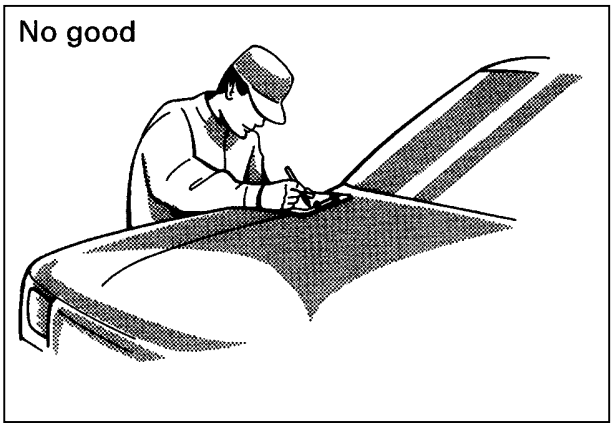
NOTE:
- The inspection area should be clean and well lit, with enough space to prevent damage to vehicles when the doors are opened.
- Pay close attention to the driver's area, because people have been getting in and out of this side since the vehicle left the plant.

HINT:
- Perform paint finish inspection at a distance of 0.5 to 1.0 m (1.5 to 3 feet) from the vehicle.
- The paint finish can be inspected more easily by looking at each panel at an angle and by feeling scratched areas with hand while wearing a soft cotton glove.



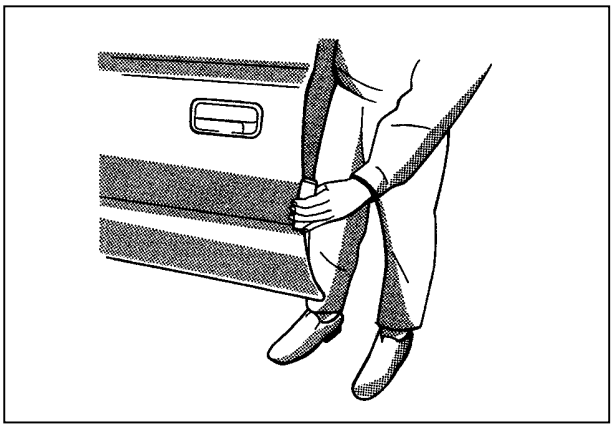
On-Hoist Inspection
This inspection should be performed after the vehicles have been accepted from the transport company.

Inspection Items
Check for:
- Suspension damage
- Damage to brake lines and driveline components
- Damage to the exhaust system, gas tank, etc.
- Tire and wheel damage



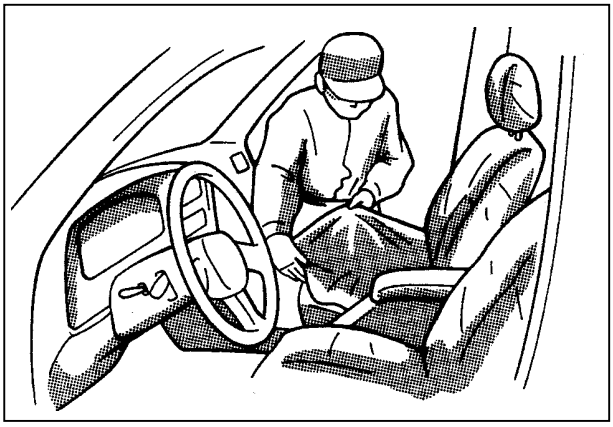
Completion of Vehicle Receipt

- Note any damage or shortages found during inspection on the vehicle receipt check sheet.
- To protect the vehicle from scratches, do not rest the vehicle receipt check sheet on the hood, trunk lid or roof when filling it in.

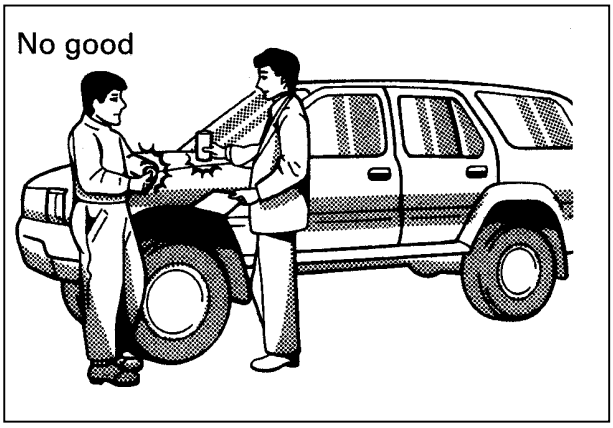


Leave the following parts in place until the vehicle is delivered to a customer:

- Plastic door edge protections



- Seat and door trim protection covers
- Floor carpet protection covers (paper)



Observe the following precautions to protect the new vehicles from scratches, dent, stain, etc.

- Do not rest your elbow upon the hood, trunk lid or roof.
- Do not lean your back or hip against the vehicle.
- Do not put any goods on the hood, trunk lid or roof.