✅ ChecklistGuro

Automotive Recall Campaign Management Checklist

Recall Identification & Notification

Initial steps for identifying and receiving the recall notification from the manufacturer.

Recall Notification Date

Enter date...

Recall Notification Summary

Write something...

Recall Severity Level

☐ Low

☐ Moderate

☐ High

☐ Critical

Manufacturer Contact Person

Write something...

Manufacturer Contact Phone Number

Write something...

Copy of Recall Notification Document

⬆ Upload File

Vehicle Identification & Inventory

Locating and identifying affected vehicles within your inventory.

Vehicle Identification Number (VIN)

Enter a number...

Year of Manufacture

Enter a number...

Make

☐ Ford

☐ Chevrolet

☐ Toyota

☐ Honda

☐ BMW

☐ Mercedes-Benz

Model

Current Mileage

Enter a number...

Date of Vehicle Acquisition

Enter date...

Affected Vehicle Types (if applicable)

☐ Sedan

☐ SUV

☐ Truck

☐ Van

Customer Notification & Communication

Informing customers who own affected vehicles and outlining recall procedures.

Recall Notification Letter Draft

Write something...

Notification Method

☐ Mail

☐ Email

☐ Phone Call

☐ SMS

Number of Letters Sent

Enter a number...

Number of Emails Sent

Enter a number...

Date of First Notification

Enter date...

Call Script for Phone Notifications

Write something...

Customer Communication Channels Tracked

- [ ] Mail Tracking
- [ ] Email Tracking
- [ ] Phone Call Log
- [ ] SMS Tracking

Service Scheduling & Workflow

Managing service scheduling and assigning recall repairs to qualified technicians.

Vehicle Identification Number (VIN)

Enter a number...

Technician Assignment

☐ Technician A

☐ Technician B

☐ Technician C

Scheduled Appointment Date

Enter date...

Scheduled Appointment Time

Enter time...

Estimated Repair Duration (Hours)

Enter a number...

Recall Campaign Status

☐ Scheduled

☐ In Progress

☐ Completed

Customer Contact Name

Write something...

Repair Execution & Documentation

Performing the necessary repairs and meticulously documenting all work completed.

Vehicle Mileage at Repair

Enter a number...

Technician Notes & Observations

Write something...

Parts Replaced (Select all that apply)

☐ Part A
☐ Part B
☐ Part C
☐ Other

Repair Completion Date

Enter date...

Repair Start Time

Enter time...

Technician Signature

Supporting Photos/Documents (if applicable)

⬆ Upload File

Parts Management & Procurement

Securing the required parts for the recall repairs, including ordering and tracking.

Part Quantity Required

Enter a number...

Part Source (OEM, Aftermarket, etc.)

☐ OEM

☐ Aftermarket

☐ Supplier A

☐ Supplier B

Order Date

Enter date...

Order Notes/Special Instructions

Write something...

Order Cost

Enter a number...

Shipping Method

☐ Standard

☐ Expedited

☐ Overnight

Expected Delivery Date

Enter date...

Compliance & Reporting

Ensuring compliance with manufacturer guidelines and reporting progress to relevant authorities.

Recall Campaign Start Date

Enter date...

Total Affected Vehicles Identified

Enter a number...

Vehicles Repaired to Date

Enter a number...

Recall Campaign Status

☐ Not Started

☐ In Progress

☐ Completed

☐ On Hold

Notes on Compliance or Deviations

Write something...

Supporting Documentation

⬆ Upload File

Reporting Authority

☐ Internal Management

☐ Manufacturer

☐ Regulatory Agency

Last Reporting Date

Enter date...

Record Keeping & Archiving

Maintaining accurate records of recall activities for auditing and future reference.

Recall Campaign Start Date

Enter date...

Recall Campaign End Date

Enter date...

Total Vehicles Affected (Initial Estimate)

Enter a number...

Vehicles Repaired to Date

Enter a number...

Notes on Recall Campaign Progress & Challenges

Write something...

Scanned Recall Notification Document

Upload File

Recall Campaign Status

- ☐ Not Started
- ☐ In Progress
- ☐ Completed
- ☐ Paused

Service Manager Signature (Confirmation of Completion)

[_____]