



Automotive Workshop Pre-Delivery Inspection (PDI) Quality Control Checklist 2026

Exterior Vehicle Inspection

Comprehensive verification of bodywork integrity, paint finish, glass condition, lighting functionality, and tire/wheel assembly standards.

Bodywork & Paint Integrity

- ☐ No visible scratches or dents
- ☐ Minor imperfections noted
- ☐ Major damage detected

Exterior Lighting Check

- ☐ Headlights
- ☐ High Beams
- ☐ Indicators/Turn Signals
- ☐ Brake Lights
- ☐ Fog Lights

Tire Tread Depth (mm)

Enter a number...

Exterior Damage Photos



Upload File

Detailed Paintwork Defect Notes

Write something...

Inspector Verification

Interior & Cabin Inspection

Detailed audit of dashboard functionality, upholstery cleanliness, electronic systems, climate control, and all interior trim components.

Interior Components Inspected

- ☐ Dashboard & Instrument Cluster
- ☐ Infotainment & Navigation System
- ☐ Air Conditioning & Climate Control
- ☐ Upholstery & Seat Adjustments
- ☐ Seatbelt & Airbag Indicators
- ☐ Interior Lighting & Ambient Lights
- ☐ Windows & Sunroof Functionality

Upholstery Condition Status

- ☐ Pristine
- ☐ Minor Imperfection
- ☐ Damage Detected

Detail of Observed Interior Defects

Write something...

Interior Damage Photos

 Upload File

Technician Verification

Under-Hood & Mechanical Verification

Systematic check of fluid levels, battery health, belt integrity, engine performance, and-leak detection for all major mechanical components.

Engine Oil Level & Condition

- ☐ Optimal
- ☐ Low
- ☐ Contaminated
- ☐ Requires Immediate Service

Coolant Level & Freeze Protection

- ☐ Pass
- ☐ Fail

Brake Fluid Level (mm/Percentage)

Enter a number...

Belt & Hose Inspection Status

- ☐ Serpentine Belt Intact
- ☐ No Visible Cracks in Hoses
- ☐ No Signs of Leaking
- ☐ Radiator Fan Operable

Observations of Leaks or Fluid Degradation

Write something...

Photos of Engine Bay Components

 Upload File

Technician Verification Signature

Underbody & Chassis Assessment

Inspection of suspension components, braking systems, exhaust integrity, and drive shaft stability to ensure structural safety.

Suspension Component Condition

- ☐ Excellent
- ☐ Good
- ☐ Needs Repair
- ☐ Critical Failure

Inspected Chassis Areas

- ☐ Front Axle
- ☐ Rear Axle
- ☐ Drive Shaft/CV Joints
- ☐ Exhaust System
- ☐ Brake Lines
- ☐ Subframe

Observed Corrosion or Rust

Write something...

Detailed Notes on Undercarriage Anomalies

Write something...

Upload Photo of Undercarriage Inspection

 Upload File

Technician Verification

Electrical & Software Diagnostics

Verification of all ECU software updates, sensor functionality, infotainment system calibration, and diagnostic trouble code (DTC) clearance.

Software & ECU Status Check

- ☐ Infotainment System Updated
- ☐ Navigation/GPS Calibrated
- ☐ ADAS/Driver Assist Systems Tested
- ☐ Bluetooth/Connectivity Verified
- ☐ OBD-II Diagnostic Scan Clear

Battery Voltage Reading

- ☐ Healthy (12.6V+)
- ☐ Low (Needs Charging)
- ☐ Critical (Replacement Required)

Diagnostic Trouble Code (DTC) Count

Enter a number...

Software Update Notes & Version Details

Write something...

Diagnostic Scan Report Upload

 Upload File

Technician Certification

Road Test & Dynamic Performance

Real-world driving evaluation focusing on transmission smoothness, steering alignment, braking responsiveness, and noise/vibration/harshness (NVH) levels.

Braking Performance Status

- ☐ Smooth and responsive
- ☐ Slight pulling/vibration detected
- ☐ Squealing or grinding noise
- ☐ Failed inspection

Steering & Alignment Feedback

- ☐ Perfectly centered
- ☐ Drifting to left/right
- ☐ Excessive vibration

Observed Abnormal Noises

- ☐ Wind noise
- ☐ Engine knocking
- ☐ Suspension clunking
- ☐ Tire humming
- ☐ None

Detailed Driving Observations

Write something...

Test Drive Speed (KM/H)

Enter a number...

Technician Certification

Cleaning & Detailing Final Review

Final aesthetic audit including interior sanitization, exterior waxing, engine bay cleaning, and removal of all protective transit materials.

Exterior Cleaning Completed

- ☐ Body Wash & Wax
- ☐ Wheel & Rim Polishing
- ☐ Window & Mirror Decontamination
- ☐ Tire Dressing Applied

Interior Detailing Completed

- ☐ Vacuuming & Floor Mat Cleaning
- ☐ Dashboard & Console Sanitization
- ☐ Upholstery/Leather Treatment
- ☐ Glass & Mirror Interior Cleaning

Final Detail Quality Photos

 Upload File

Overall Detailing Quality Rating

- ☐ Pass - Ready for Delivery
- ☐ Fail - Requires Re-cleaning

Detailer Final Sign-off

Documentation & Compliance Completion

Final verification of owner manuals, service booklets, spare keys, warranty certificates, and all regulatory compliance paperwork.

Inspection Completion Date

Owner Manual Presence

- ☐ Present
- ☐ Missing

Included Accessories Checklist

- ☐ Spare Key
- ☐ Vehicle Warranty Booklet
- ☐ Service Log Book
- ☐ Emergency Tool Kit
- ☐ Inflator Kit

Digital Inspection Report Upload

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Quality Controller Signature

Notes/Discrepancies Found

Write something...

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👍 Finish

 Generate Sample Report