To: Service Managers , Shop Foremen, Store Managers, Assistant Managers

Re: P.D.I. instructions

The P.D.I. form is designed to be used on every vehicle that goes through the Service Dept. including tire deals and 10 day inspections. It serves two purposes:

One is to provide a detailed list of items to inspect, second to provide documentation that the items on the list were checked by the Foreman/Manager before the release of the vehicle. To help save time, applicable portions of the P.D.I. sheet can be checked off throughout the installation process.

For instance, a Chevy IFS kit is being installed and the Tech has reinstalled the centerlink assembly, diff. drops, and front diff. The foreman can physically check the torques, paintmark the hardware and check off the boxes that pertain to that operation. Later when the foreman notices upper arm drops are installed along with control arms, c.v. axles, tie rods etc. he can then physically check those items, paintmark hardware, and then check off those boxes. Using this method allows the foreman to inspect all aspects of the installation. By the time the vehicle is lowered from the rack, the under car portion of the P.D.I. could be completed. This will allow the foreman to proceed with the “on ground” “test drive” , and “check out” portions of the P.D.I.

Be sure to include invoice number and date in the upper right hand corner

You only need to put checkmarks in the appropriate boxes. You can leave blank the categories that do not apply or draw a line thru those boxes, but only after you have read the contents of each box. The P.D.I. form is to be enclosed with the invoice when the pouch reaches the counter as a completed service. It is the Shop Foreman’s responsibility to complete the P.D.I. If the foreman is not available, the store Manager is responsible.

The top copy of the P.D.I. will remain attached to OUR copy of the completed invoice and filed with the end of day paperwork. The P.D.I. form will be verbally reviewed with the customer by the salesman, the duplicates signed by the customer when the invoice is closed, then the yellow or bottom copy attached to the completed invoice.