

Inspect and Document

If it was not photographed, it did not happen.

PRE SHIFT

- ☐ Phone or camera charged
- ☐ Condition report forms
- ☐ Flashlight
- ☐ Pen that works in the rain

ON SCENE

- 1 Driver's door, counterclockwise
- 2 Four corners
- 3 Roof line
- 4 Every wheel
- 5 All existing damage
- 6 Interior through the glass
- 7 Leaks, unlocked doors, property
- 8 Drivetrain, roll and steer, ride height
- 9 T slots checked and marked
- 10 Customer initials on the report

STOP AND CALL IT IN IF

- Vehicle cannot be photographed because of position or light, and no alternative record exists.
- T slots are deformed or torn and no alternative rated attachment point can be identified.
- Drivetrain type cannot be confirmed and the manufacturer's instruction cannot be checked.
- Customer refuses to acknowledge documented pre existing damage. Escalate before hooking.