

SynFast Top Side Call Out Sequence

Employee Name: _____

Date: _____

- Clear for guest, Bay 1
- **Lights Inspection:** (Head lights On, High Beam On, Blinkers On left, right. Reverse lights, Brake Lights On, Blinkers left, right) Light check complete bay 1.
- Transmission checked, Bay 1 (if fluid level is low, specify on work order for invoice notes)
- Oil level checked, Bay 1 (if fluid level is low, specify on work order for invoice notes)
- Commence SynFast service, Bay 1 – (INSERT OIL FILTER NUMBER, DRAIN PLUG & **OIL FILTER CAP TORQUE**) _____ Bay 1
- Verify leak codes, Confirm grease fittings lubed or sealed, Bay 1 (NL, TL, BL, specify on work order for invoice notes)
- (OF# _____ checked, Bay 1 – Make sure to visually verify TO before it goes on the vehicle
- **Mandatory QC CHECK, Bay 1, using a black Sharpie.**
 - **Visually inspect the oil filter number with the Work order and confirm correct oil filter has been provided.**
 - **Visually Inspect the oil filter Making sure filter has no damages, Inspect threads and gaskets**
 - **Write down the names of employees who work on the vehicle top and lower tech Names.**
 - **Write down Drain plug Torque specs.**
 - **Write down the Date of service.**
- Air filter checked, Bay 1
- Battery checked, Bay 1
- Serpentine belt checked, Bay 1
- Brake fluid checked, Bay 1
- Power steering fluid checked, Bay 1
- Clear for coolant check, Bay 1
- Clear for washer fill, Bay 1
- Tires set at # lbs., Bay 1
- Brakes checked, Bay 1 (measure with micrometer and note measurement on invoice)
- Wipers Checked, Bay 1
- Ready for oil, Bay 1, ___ quarts of _____ going in, Bay 1
- Oil is in, ready for seconds, Bay 1
- **Visually confirm drain plug torque, tamper seal was added, oil filter cap torque or if standard oil filter is tight, and gear boxes tight – (call out check for each item)**
- Seconds complete, clear for start, Bay 1, make sure Bottom side tech steps off the catwalk before starting vehicle, **while vehicle is on, check A/C temp at full power for coldest temp with temp gun. (A/C Check bay 1)**
- Wait a minimum of 30 full seconds at 2000 rpms – Oil Pressure Check, Bay 1

- Oil light reset, Bay 1 (If no oil light; No oil light present Bay 1)
- Oil level checks good, Bay 1 – Visually verify the oil level with a second person
- In a horseshoe pattern, double check all sticks, caps, or any item touched during service. Call out each item as you touch it

Certified by: _____

Employee: _____

Tire rotations

Brake inspections/service

- If a tire is removed from a vehicle, you must make sure it is verified by the manager or assistant manager, that it has been tightened properly and torque to the proper foot pounds required for that specific vehicle. Torque specs must be noted on the customer's invoice. As a safety precaution this must be done every time. No exceptions!