

04 - Vehicle Quick Reference/New Vehicle Preparation Instructions/Standard Procedure

STANDARD PROCEDURE - NEW VEHICLE PREPARATION

VEHICLE READINESS	
NOTE: Note: This document is for reference purposes only. The instructions are not VIN-specific, and it is not required to print or retain this document for each New Vehicle Prep performed.	
Description	Action
Remove All Protective Transit Film From Body of Vehicle and Keep All Wheel Covers on Vehicle Until Sold	Remove all protective transit film from the body as soon as the vehicle arrives at the dealership however; keep all wheel covers on the vehicle until sold
Take Vehicle out of Logistics Mode and put into Standard Mode using wiTECH (FIAT 500, 500 BEV, 500L, M1, M4, M6, MP, Giulia, Stelvio, and Alfa 4C only)	Using wiTECH, take the vehicle out of Logistics Mode by following the Exit Logistics Mode within the Vehicle Prep tab
Inflate tire pressure to max side wall pressure (except Viper)	Increase the tire pressure to maximum sidewall pressure if vehicle is going into lot storage.
Verify vehicle is built as invoiced	Verify vehicle is built as invoiced
Install all "Shipped Loose" items (except Viper)	Install all "Shipped Loose" items.
Install Front License Plate Bracket (if required)	Install Front License Plate Bracket.
Install Rear License Plate Bracket (if required)	Install Rear License Plate Bracket. Refer to installation information located in Section 04 - Vehicle Information of the appropriate service information.
Perform all Incomplete Recalls and RRTs	Perform all Incomplete Recalls and RRTs

UNDERHOOD	
Description	Action

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Hood Latch and Safety Catch – Adjust as Needed	Verify the operation of the hood release system including the inside hood release lever and the outside hood secondary safety catch. Adjust if necessary. The safety catch prevents the hood from going to the full open position until it is manually released. To test the safety catch, unlatch the hood with the interior hood release lever and attempt to raise the hood without operating the safety catch.
Battery State-of-Charge - document voltage	Check the battery state of charge by connecting a digital voltmeter at the jump-start locations. The battery voltage should be at least 12.4 volts (Fiat 500 BEV/Pacifica PHEV -100%). If charging is necessary, follow the service manual procedures and recharge the battery. Record voltage on New Vehicle Prep (NVP) form.
Loose Attachments, Routing and Clearance	Inspect the following for routing, loose attachments, connections, and clearance. Reroute and tighten as required: Brake Lines, Fuel Lines, Power Steering Hoses, Vacuum Hoses, Clutch Lines, Refrigerant Lines, Wiring, Belts.
All Fluid Levels	Refer to the owner's manual or service information for proper fluid level inspection locations. Vehicles equipped with the eight-speed automatic transmission do not require the fluid to be checked. In addition, it is also not necessary to check the fluid of the manual transmission on Vipers and Challengers.
No Fluid Leaks present	Visually inspect the underhood area to ensure absence of fluid leaks. Check clamps for tightness and full engagement.

UNDER VEHICLE	
Description	Action
Remove the underbody shield.	Refer to the service information on TechCONNECT for information regarding underbody shield removal procedures.
No Fluid Leaks present	Raise the vehicle on an appropriate hoist and check the following: Loose Attachments, Routing Clearance and Damage, Absence of Fluid Leaks. Refer to Service Information for proper lift points. Check clamps for tightness and full engagement.

UNDER VEHICLE	
Description	Action
All Fluid Levels	Refer to the owner's manual or service information for proper fluid level inspection locations. Vehicles equipped with the eight-speed automatic transmission do not require the fluid to be checked. In addition, it is also not necessary to check the fluid of the manual transmission on Vipers and Challengers models. Also, do not top off the axle fluid on Ram 1500, Challenger, Charger, 300, Durango, and Grand Cherokee models.
Loose Attachments, Routing, Clearance, Damage	Raise the vehicle on an appropriate hoist and check the following: Loose Attachments, Routing Clearance and Damage, Absence of Fluid Leaks. Refer to Service Information for proper lift points. Check clamps for tightness and full engagement.
Inspect half shaft boot integrity	Inspect both half shaft boots for signs of rips, cuts, and/or tears.
Install the underbody shield	Refer to the service information on TechCONNECT for information regarding underbody shield installation procedures.

ROAD TEST/OPERATIONAL TEST	
Description	Action
Perform Road Test, Mileage: Before _____ After _____ NOTE: NOT REQUIRED ON VIPER.	Perform road test (8-10mile, 10-15km guideline) on a variety of road surfaces. Record mileage before and after road test.
Engine Starts with All Keys	Start vehicle with all sets of keys.
All Warning Lights and Gauges / No DTCs	Verify all warning lights and gauges are operating properly, and no fault codes exist.
Keyless Go/Key Sense	Ensure vehicle starts with push button, when key is inside vehicle.
Engine Starts Only in Park & Neutral	Verify engine will only start while automatic transmission is in park or neutral.

ROAD TEST/OPERATIONAL TEST	
Description	Action
Service and Parking Brakes	Apply the service brakes while the car is in motion. Be sure the brake operation is smooth and positive. Make sure the vehicle stops in a straight line and without pulling to one side. Ensure there is no shudder or vibration when braking. Ensure that the parking brake is easy to operate. Make sure the parking brake does not drag.
Brake Transmission Shift Interlock	Ensure that the vehicle will only start when the brake is depressed on vehicles with automatic transmission.
Automatic Transmission Shifting	Make sure that the park lock mechanism holds the vehicle. With the vehicle on a grade, put the automatic transmission in park and slowly release the service brake to check the operation of the park mechanism. Make sure the shift lever operates easily and smoothly. Check for smooth shifting. Check for proper upshifting and downshifting.
Engine Performance - Cold	The engine should: start properly, idle smoothly and at proper speed, be free from stumbling or hesitation, produce sufficient power, be free of unusual noises, operate within the proper temperature range, and stop when the ignition key is shut off or stop button is depressed.
Steering and Handling	Check that the power assist works properly. Make sure that the steering wheel does not vibrate abnormally at idle or road speed. Ensure that the steering wheel is centered when traveling in a straight line. Check that the vehicle does not drift to either side on flat road surfaces. Make sure that the vehicle does not vibrate or shake abnormally.
Check All DNA (DYNAMIC CAR CONTROL SYSTEM) Settings Correctly Operate	Verify that the All Weather Mode and Natural Mode DNA Settings Operate correctly. Refer to the Owner's Manual for additional information.
Noise, Vibration, Squeaks, or Rattles	Check that the vehicle is free of noise, vibrations, squeaks, or rattles. Tighten any loose fasteners.
Heater / Defrost- Front	Check the heater operation after the vehicle has reached operating temperature. Operate blower motor at all speeds. Operate the system in all modes. Check for hot air at all appropriate outlets. Check for temperature control operation.

ROAD TEST/OPERATIONAL TEST	
Description	Action
Air Conditioning	Ensure that the A/C system cools properly. Operate blower motor at all speeds. Check for cool air at all temperature outlets. Operate the system in all modes.
Defrost - Rear	Ensure that the electric heated rear defroster operates correctly. Turn on and feel for warmth.
Blindspot Monitoring System (if equipped)	While on road test, verify that the visual warning indicators located on the side view mirrors are operating properly when an object is within the detection zone.
Cruise Control (if equipped)	Check the "on/off" switch. Check the "set" operation. Check the "resume" function. Check the "accelerate" and "decelerate" function. Check the "cancel" button. Check the brake/clutch release function. If equipped, verify operation of Adaptive Cruise Control function.
Tire Pressure Monitoring System NOTE: SOME FIAT VEHICLES MAY REQUIRE THE TIRE PRESSURE MONITOR SYSTEM TO BE INITIATED PRIOR TO BECOMING OPERATIONAL. REFER TO THE APPROPRIATE OWNERS INFORMATION AND/OR SERVICE INFORMATION IN TechCONNECT.	Verify that Tire Pressure Monitoring Indicator Light is not illuminated when tires are above minimum inflation recommendations. Ensure that indicator lamp is not flashing/chiming.
Engine Performance - Warm	The engine should: start properly, idle smoothly and at proper speed, be free from stumbling or hesitation, produce sufficient power, be free of unusual noises, operate within the proper temperature range, and stop when the ignition key is shut off or stop button is depressed.
Park Assist (if equipped)	Put vehicle in reverse and slowly back up toward an object. Verify that Park Assist warning icon, lights and chimes operate properly as object is approached.
Back-Up Camera or Surround View Camera (if equipped)	Put vehicle in reverse, verify that screen provides a clear and visible image from rear of vehicle.

INTERIOR	
Description	Action
Visually Inspect Interior Parts for Damage, Fit, etc.	From the interior of the vehicle, open and close all doors to ensure ease of operation. Fully open and close the glove box to ensure proper operation. Fully open and close the console door to ensure proper operation. Check interior panels for proper fit and free from damage.
All Interior Lamps and Horn	Operate and visually inspect all interior lights and switches, including: Dome/Map lamps, and if equipped the following: vanity mirror lamps, glove box lamps, ash tray lamp, cigar lighter lamp, radio lamps, door mounted lamps, illuminated entry system. Ensure that the horn operates properly.
Rear View Mirror	Check that the rearview mirror's day/night function is operating properly.
Place the Tip Card on the Rear View Mirror	Remove the TIP Card from either the glove box or vehicle document kit and install it onto the rear view mirror
Front and Rear Wipers and Washers	Activate front windshield wipers, and if equipped, rear window wipers and check for proper operation at all speeds. Activate the front and if equipped, the rear washer. Check the spray pattern for proper operation and aim. Check the intermittent wipe feature for proper operation.
All interior Door Locks including Child Locks	Check all interior door locks for proper operation, including rear child safety door locks if equipped. Place in the unlocked position.
Steering Wheel Mounted Controls	Check all steering wheel controls for proper operation.
Memory Mirror / Seat	Verify the proper operation of the memory mirror, radio (if equipped), adjustable pedals (if equipped), and seat system.
Power Windows and Window Lock Switch	Fully open and close all power windows to ensure proper operation and sealing. Ensure that the windows operate properly at each door. Verify that window lock button is operating properly. Verify the operation of the "One Touch Up/Down" feature if equipped.
Outside Power Mirrors	Check power mirrors for proper operation.

INTERIOR	
Description	Action
Seats and Seat Belts - All Adjustments	Check for correct installation and operation of seat and shoulder belts, and retractors. Check that the restraint system safety labels regarding the use of seatbelts and airbags are in place. Fully cycle the seats for proper adjustments and verify that each seat is securely mounted. Fold down and latch the rear seats. Pull forward to check that the latches operate correctly. Check for proper head restraint operation. NOTE: ON GRAND CHEROKEE MODELS, MAKE SURE THE SECOND ROW SEATS ARE UNBUCKLED.
Power Sunroof (if equipped)	Cycle sunroof. Ensure that the sunroof opens and closes easily. Verify proper operation of one touch open/close feature if equipped.
Set Clock(s)	Set all clocks to correct time. Refer to Owner's Manual for information regarding clock setting procedures.
Audio System	Turn the radio on and check reception in both AM and FM modes. Check for good sound quality from all speakers.
Satellite Radio (if equipped)	Turn on satellite radio and verify reception.
Confirm UCONNECT Language Set To Market	Refer to User Guide to perform any radio updates/settings.
Confirm Bluetooth Language Set To Market	Refer to User Guide to perform any radio updates/settings.
Confirm EVIC Set To Market Unit and Language	Refer to User Guide to perform any radio updates/settings.
GPS Navigation	Verify GPS Functions.
Heated Steering Wheel (if equipped)	Verify that heated steering wheel is functioning properly.

INTERIOR	
Description	Action
Power Outlet(s) (12v Ignition/Battery, and 120V)	Check all power outlets for proper operation.
USB Outlets	Check all USB outlets for proper operation.
Heated Seats (if equipped)	Verify that heated steering wheel is functioning properly.
Fuel Door Release	Activate the remote fuel door release to verify the fuel door will open.
Tilt/Telescoping Steering Column	Activate the manual/power tilt mechanism. Activate the telescoping feature of the steering column.

EXTERIOR	
Description	Action
Inspect Body and Paint for Damage and Fit/Finish	Inspect the body exterior for damage, loose or missing items. During the inspection, ensure that no vehicle damage occurred from the time the vehicle was received and the beginning of the New Vehicle Preparation. Note: DO NOT TOUCH UP MATTE PAINT OR CUSTOM COLORS.
Exterior Lamps - Headlamps, Turn Signals, Hazards, Park/Tail/License Plate, Trunk Lights, etc.	Operate and visually inspect the following: Headlamps (High/Low Beams), turn signals, hazard warning flashers, parking/tail/license plate lamps, reverse/back up lamps, fog lamps, stop lamps including center mounted stop lamp, daytime running lamps (if equipped), clearance lamps, cargo bed lamps, any other lamps.
Lock and Unlock all doors with all mechanical keys	Verify all doors lock and unlock with all mechanical keys including the liftgate, tailgate, or trunk as equipped. In addition, verify that both Ram Boxes lock and unlock with all mechanical keys (if equipped).

EXTERIOR	
Description	Action
Doors, Liftgate and Tailgate- Adjust Strikers as Needed	Open each door/liftgate/tailgate from the outside to check outside door handle operation. Check the door detent. Partially close all doors to check the open-door detent. Close all doors/liftgates/tailgates to check the operation of latches and strikers. Adjust strikers as required. Verify liftgate/tailgate ease of operation.
Security Alarm Test (if equipped)	Lock doors using the Remote Keyless Entry Transmitter. Verify the operation of the Vehicle Security System warning lamp.
Remote Keyless Entry (if equipped)	Verify that doors unlock properly using all key FOBS.
Passive Entry/Keyless Go/Remote Proximity (if equipped)	Verify that the Keyless Enter-N-Go feature is operating properly, by grabbing the door handle of the locked vehicle, while the Remote Keyless Entry transmitter key is within 5 feet of the vehicle. The door should unlock automatically.
Remote Start (if equipped)	Verify that engine starts with all keys when using Remote Keyless Entry Transmitter.

VEHICLE STORAGE	
Description	Action
Remove All Protective Transit Film From Body of Vehicle and Keep All Wheel Covers on Vehicle Until Sold	Remove all protective transit film from the body as soon as the vehicle arrives at the dealership however; keep all wheel covers on the vehicle until sold
Inflate tire pressure to max side wall pressure	Inflate tire pressure to max side wall pressure (except heavy duty trucks.) Periodically move vehicles to prevent Flat Spotting on tires
Periodically move vehicles to prevent Flat Spotting on tires	Periodically move vehicles to prevent Flat Spotting on tires
Periodically move vehicles to prevent corrosion on brake rotors	Periodically move vehicles to prevent corrosion on brake rotors. Refer to the Brake Rotor Lot Rot procedure located in TechCONNECT (Refer to 05 - Brakes, Base/Diagnosis and Testing/BRAKE ROTOR LOT ROT).

FINAL DETAIL & INSPECTION	
Description	Action
Inspect paint and body, touch up as needed	Make sure that the body is free from paint chips or scratches. Touch up any chips/scratches using thin layers of paint. Ensure that the body is free from dings and dents. NOTE: ON VIPERS, DO NOT TOUCH UP MATTE PAINT OR CUSTOM COLORS.
Perform all incomplete recalls and RRT's (Print a current VIP Report)	Perform all incomplete recalls and RRT's (Print a current VIP Report).
Check and Top-Off All Fluids	Check and Top-Off All Fluids
Test and record battery state of charge	Check the battery state of charge by connecting a digital voltmeter at the jump-start locations. The battery voltage should be at least 12.4 volts (Fiat 500 BEV -100%). If charging is necessary, follow the service manual procedures and recharge the battery. Record voltage on New Vehicle Prep (NVP) form.
Adjust tire pressures including spare to door placard	Adjust tire pressures including spare to door placard.
Confirm brake rotors do not have corrosion. Follow procedure in Service Information.	Refer to the Brake Rotor Lot Rot procedure located in TechCONNECT (Refer to 05 - Brakes, Base/Diagnosis and Testing/BRAKE ROTOR LOT ROT).
Remove interior and exterior Transportation Protective Covers	Remove exterior protective coatings/coverings from vehicle, remove interior protective covers, grease markings on door jambs, unnecessary labels, etc.
Remove interior and exterior Transportation Protective Covers	Remove exterior protective coatings/coverings from vehicle, remove interior protective covers, grease markings on door jambs, unnecessary labels, etc.
Wash and clean vehicle exterior	Wash the entire vehicle. Clean the tire sidewalls and wheel/wheel covers (use non - acidic wheel cleaner). Clean exterior/interior glass surfaces.
Clean vehicle interior	Inspect the interior trim, seats, carpeting, and moldings. Clean as necessary.