

QUALITY ACCEPTANCE INSPECTION CHECKLIST - VEHICLES
(Subject to modifications when required due to change in requirements)

PURCHASE ORDER (PO) #: _____

ITEM DESCRIPTION: _____

VENDOR NAME: _____

LOCATION: _____

	Yes	No	N/A
Does vehicle have all of these and are they functioning properly?			
Horn			
Signals			
Back-up Notification			
Headlamps			
Stop Lamps			
Turn Signals			
Tail Lamps			
Reflectors			
Parking Brake			
Mirrors			
Are all tire lug nuts installed and tightened?			
Does vehicle steering mechanism operate as intended?			
If equipped, do windshield wipers operate as intended?			

Any nonconformances found during the inspection shall be repaired by the Vendor, at their cost, prior to passing inspection.

*Submit inspection report to agency procurement office.
Procurement office MUST incorporate into procurement file.*