



Vehicle Final Inspection Checklist Form

Customer _____ NMEDA Label # _____

#	Inspection Item	Check if N/A	Inst	QAI
Wheelchair Lifts / Platforms:				
1.	Platform angle is adjusted as specified by manufacturer			
2.	Lift location in entryway (clears door, operators and door posts)			
3.	All switches move in anticipated direction			
4.	All switches are labeled			
5.	All exposed switches have weather caps			
6.	All connecting links locked in place (snap rings, cotter pins, hitch pins, lock nuts)			
7.	Lift operation is smooth; no binding, unfolds completely			
8.	Pressure is set correctly			
9.	Latching mechanism for safety flap locks and unlocks correctly			
10.	All safety flaps and roll stops operate correctly			
11.	All safety flap hardware has been checked for tightness			
12.	All lift hardware has been checked for proper tightness			
13.	Main power cable is protected by correct size circuit breaker/fuse (as specified by mfr.)			
14.	Power cable to all switches is protected by correct size circuit breaker/fuse (as spec. by mfr.)			
15.	All wires under van are secured with ties at intervals of 12" or less			
16.	Lift power cable and control wires are properly protected			
17.	All wires under van are minimum of 3" away from heat source and are clear of any moving parts			
18.	Platform switches operate properly			
19.	Lift has been lubricated			
20.	Lift cover is correctly installed and dies not rattle when vehicle is moving			
21.	Auxiliary ground strap is added to negative post of battery			
22.	Anti-slip material is in place			
23.	Lift clears step well when tested under load			
24.	Lift clears running boards when tested under load			
25.	Lift does not rattle when test driven			
26.	Battery cables are tight			
27.	Manual override is accessible and operates properly			
28.	Door open safety switch is properly installed and adjusted			
29.	All manufacturer's decals and warning stickers in place			
30.	Owner's manual and override devices in van			
31.	All parts, seats, bases, etc. removed in installation are in van			
32.	Van is cleaned and vacuumed			
Wheelchair Securement : Seat Belts				
1.	Mounting hardware must be minimum of 7/16" Grade 5 bolts with 2" diameter backing washer			
2.	Anchor bolt on wall or roof header must be through bolted to a D-ring securement plate; no sheet metal screws, pop rivets, riv-nuts, etc. allowed			



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3.	All seat belts must be securely attached and usable			
4.	Length of seat belts must be adequate for user, i.e. long enough for seat or wheelchair occupant			
5.	Header to riser floor hook is securely attached to floor with specified mounting hardware			
6.	Mounting bolts through factory floor must have backing washers			
7.	Shoulder harness crosses client's shoulder and doesn't cut into neck			
8.	All retractor mechanisms are functioning properly			
Wheelchair Securement : Wheelchair Tie Down – Driver				
1.	Tie down does not interfere with wheels when chair is turned completely to the Right or Left			
2.	Tie down operates smoothly and engages into floor mount without binding			
3.	Floor mount is secured to floor with bolts supplied by lock down manufacturer			
4.	All electrical wires are neatly secured out of harm's way			
5.	Battery box is safely secured to wheelchair			
6.	No sharp corners on any tie down equipment			
7.	Warning devices and alarms are working properly			
Wheelchair Securement : Wheelchair Tie Down – Driver Who Transfers				
1.	Tie down is secured with at least four (4) Grade 5 3/8" bolts			
2.	Client can operate tie down with no assistance			
3.	Client informed not to use this tie down when he is a passenger			
4.	"For Occupied Wheelchair" sticker has been installed			
Wheelchair Securement : Wheelchair Tie Down – Passenger				
1.	Mounting hardware is as specified by the manufacturer of tie down system			
2.	Tie down has seat belt			
3.	Tie down has shoulder harness for outboard position			
4.	Tie downs anchor the wheelchair so it can only move 1/2" in any direction			
5.	Client has been instructed on the use of the system			
Operation Controls : Hand Controls				
1.	All mount bolts, set screws and fasteners tight and secure			
2.	Lock nuts for accelerator rods tight and pedal returns correctly			
3.	Accelerator rod mounting bracket is clear of accelerator			
4.	Lock nuts for brake rod are tight and pedal returns correctly			
5.	Brake pedal return spring installed			
6.	Tail lights do not stay on when brake is depressed and released			
7.	Horn button can be operated by client and functions correctly			
8.	Dimmer switch can be operated by client and functions correctly			
9.	Main control handle of hand control has no interference through full range of brake and gas			



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10.	Handle or client's hand will not shut off headlights in panic stop			
11.	Brake operates smoothly; effort required is within client's capability			
12.	Throttle operates smoothly; effort required is within client's capability			
13.	No interference with turn signal lever or steering wheel in any direction			
14.	Vehicle has been road tested using hand controls			
15.	All wiring is securely fastened out of harm's way			
16.	Manufacturer's decals and warning stickers installed			
Operation Controls : Gas Pedal and Left Foot Accelerator				
1.	All mounting hardware is tight			
2.	Extension does not interfere with brake pedal			
3.	Non-skid material on operating surface			
4.	Quick disconnect, if applicable operates freely and smoothly			
5.	Manufacturer's decals and warning stickers installed			
Operation Controls : Steering Devices				
1.	Base is securely clamped to steering wheel with no movement of base			
2.	Release pin for removal of device from base operates freely and smoothly			
3.	Steering device does not hit client's hand or hand control			
4.	All fasteners on steering device are tight			
5.	Client has been instructed on use and removal of steering device			
6.	Manufacturer's decals and warning stickers installed			
Door / Roof Equipment : Power Door Operators				
1.	12-Volt power supply has properly sized circuit breaker/fuse			
2.	Door seals all the way around in fully closed position			
3.	On sliding door, chain dubs on rub plate and does not drag on van body			
4.	All wires to door opener are securely fastened out of harm's way			
5.	All roller tracks are cleaned and lubricated			
6.	Door rubber is lubricated			
7.	Interior light pin switch operates correctly			
8.	Light in which magnetic switches are mounted is dimpled at each switch			
9.	Magnetic switches are temporarily marked with grease pencil			
10.	Specified lock out is installed – key switch, keyless entry or remote			
11.	Diagram of magnetic switch locations is included with owner's manual			
12.	All switches operate as labeled			
13.	Third station switches installed if specified			
14.	Manufacturer's decals and warning stickers installed			
Door / Roof Equipment : Raised Doors				
1.	Door seals when in fully closed position			
2.	Door passes water test			
3.	Inside of door extension is trimmed as specified			



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4.	Door rubber seals properly and have been lubricated			
5.	Trim around lintel has been sealed with body sealant			
6.	Door jambs ground and smooth			
7.	Door jambs filled with body sealer where not welded			
8.	Exterior paint matches and blends with body			
9.	Exterior paint has no runs or scratches			
Door / Roof Equipment : Raised Top				
1.	Top installed square and level			
2.	Trim and molding on straight			
3.	Corners filled with putty and silicone			
4.	Inside of top has putty depressed for sealing purposes			
5.	No sharp corners or edges inside or out			
6.	Wiring was not damaged from installation of top			
7.	Top was water tested for leaks			
8.	Exterior paint matches or blends with van			
9.	Exterior paint matches and blends with body			
10.	Headliner and interior panels all match interior			
11.	Reinforcing steel installed in top			
Door / Roof Equipment : Transfer Seats: Driver Side				
1.	Wires routed/protected from entanglement of seat movement			
2.	Wires covered with loom			
3.	Ensure ground wire properly secured			
4.	Mounting bolts to use OEM backing plates or washers			
5.	Wheelchair securement system used in the transfer position			
6.	Base wiring protected by circuit breaker/fuse device at source			
7.	Grade 5 or 8 bolts (designated by manufacturer) used for seat base			
8.	Ensure control switches operate properly			
Transfer Seats: Passenger Side				
1.	Wires routed/protected from entanglement of seat movement			
2.	Wires covered with loom			
3.	Ensure ground wire properly secured			
4.	Mounting bolts to use OEM backing plates or washers			
5.	Wheelchair securement system used in the transfer position			
6.	Base wiring protected by circuit breaker/fuse device at source			
7.	Grade 5 or 8 bolts (designated by manufacturer) used for seat base			
8.	Ensure control switches operate properly			

