

Mobility Scooter Assembly & Pre-Delivery Checklist

Model _____ Serial Number _____
Colour _____ Key Number _____

Batteries Fitted _____ Controller Type _____

Process

Comments

☐	Check for carton damage	_____
NB: This must be done before signing the delivery docket from Freight company, if damage is found, it must be noted on the drivers delivery docket and TopGun MUST be notified immediately		
☐	Remove scooter from carton and check scooter for damage	_____
☐	Check all accessories are present (depending on model)	_____
☐	Check all accessories for damage (depending on model)	_____
☐	Fully Charge Batteies	_____
☐	Headlight(s)	_____
☐	Taillight(s)	_____
☐	Indicator lights	_____
☐	Hazard lights	_____
☐	Horn	_____
☐	Reversing beeper	_____
☐	Tiller tilt mechanism	_____
☐	Steering including ball joints	_____
☐	Check all front and rear, wheel and hub nuts/bolts	_____
☐	Front wheel alignment	_____
☐	Tyre pressures (typically set to 25-30 psi)	_____
☐	Hand brake (if fitted)	_____
☐	Seat mount (stem post)	_____
☐	Seat swivel, tilt, slide & recline	_____
☐	Armrest operation (adjustment & swivel)	_____
☐	Set up LCD screen, including clock, temperature and Klms	_____
☐	Fit & check all accessories for adjustment & operation	_____
☐	Visual check on assembled scooter for blemishes	_____
☐	Test ride	_____
☐	Scan QR Code for Manual If Needed	_____
☐	Attached store advertising sticker	_____
☐	Final cleaning for showroom or delivery	_____
☐	Scooter to be on charge in showroom	_____

Additional Notes: _____

Technician: _____

Date: _____

