

	Every week	Every month
Check the battery charge(see Battery: Check) (Technical Note 3682A, 80A, Battery)and recharge it if necessary (See Battery - Charge) (Technical Note 6512A, 80A, Battery)	X	
Recharge the battery (see Battery - Charge) (Technical Note 6512A, 80A, Battery)		X

Maintenance type	Date performed (DD/MM/YY)	Performed by (Name)	Signature
At 3 months			
At 6 months			
At 9 months			
> = 12 months			



NEW VEHICLE PREPARATION: DESCRIPTION



Note, one or more warnings are present in this procedure



WARNING

Before carrying out any operation on a vehicle fitted with the Stop & Start system, always follow the safety instructions [Vehicle: Precautions for the repair](#)

1. NEW VEHICLE OPERATIONAL INSTRUCTIONS FOR PREPARATION

This first part is applicable to vehicles that have not undergone new vehicle preparation. It describes all of the operations to be carried out before finishing which must be done .

1- ACCESS TO THE PREPARATION STATION



Note:

If the vehicle does not start, transfer it to the workshop.

Check the operation of the windscreen wiper.

Check the operation of the windscreen and headlight washer jets.

Check the operation of the rear screen wiper.

Check the ventilation in all positions with the air vents open (including manual or automatic air conditioning mode). Do not close the air vents after the check.

2- REMOVING THE PROTECTION AND CHECKING THE APPEARANCE OF THE VEHICLE

1) REMOVING THE VEHICLE PROTECTION

Remove the wiper blade shims.

Remove the rubber and adhesive protection (rear screen, rear windows, etc.).

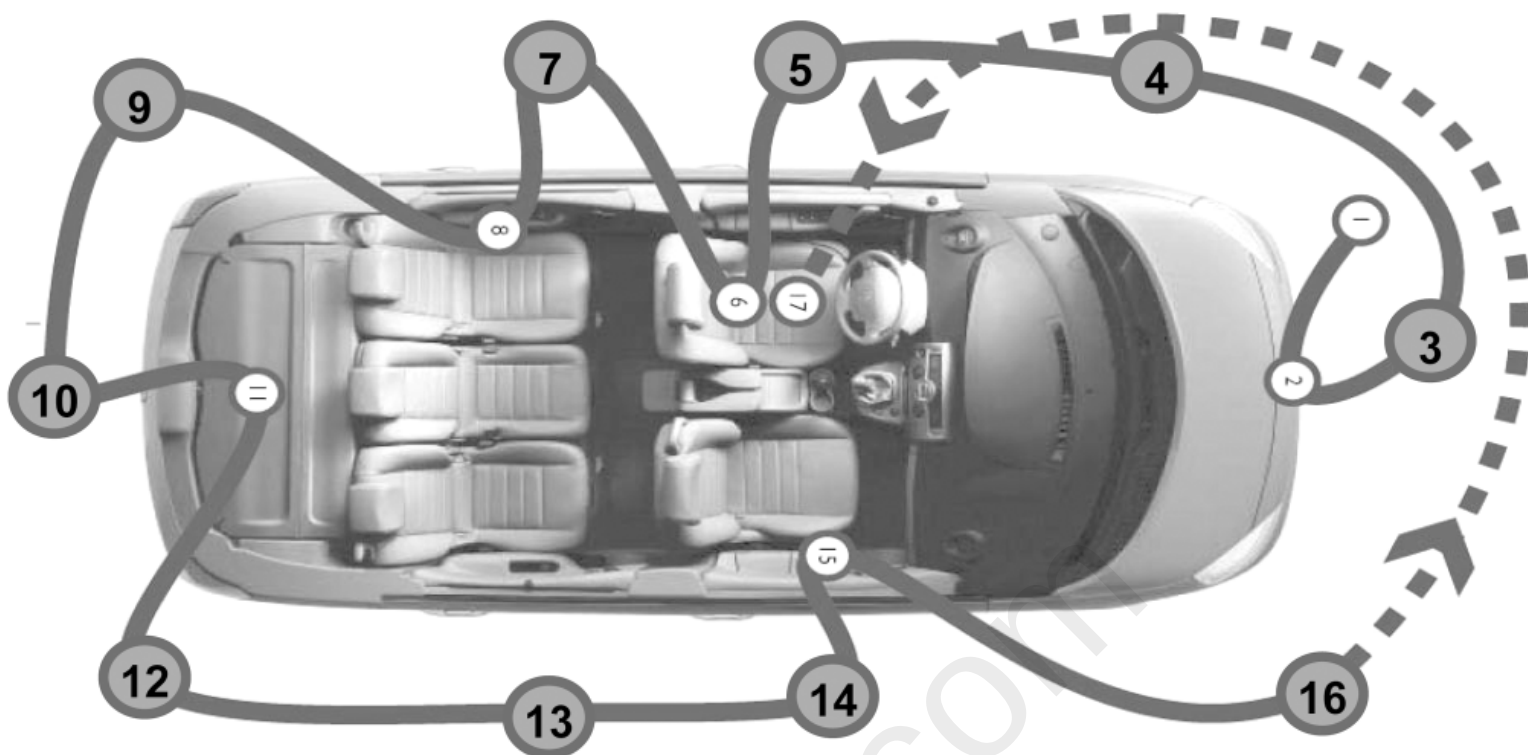
Remove the protective shims on the rear lights.

For vehicles that are protected by film(packaging code 2): remove the vehicle protection([see 01C, Vehicle bodywork specifications, Removing the vehicle protection: Description](#))

For vehicles that are protected by copolymer(packaging code 4): Remove the vehicle protection([see 01C, Vehicle bodywork specifications, Removing the vehicle protection: Description](#))

Watch the bodywork.

1) CHECKING THE APPEARANCE OF THE VEHICLE



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Open the bonnet from the carrier.

Area to check	Check
3 - Front end panel	
Bonnet	Operation and noise when opening and closing the bonnet Damage to appearance (panelwork, paintwork) Damage to headlights, fog lights Leaks under the vehicle and underbody protruding components
Roof	
Windscreen	
Headlights	
Radiator grille	
Front bumper	
4 - Left-hand side panel and roof / front left-hand wing panel	
Left-hand side panel and roof	Damage to appearance (panelwork, paintwork)
Front left-hand wing	
5 - Front left-hand door	
Front left-hand door Front left mirror	Operation and noise when opening and closing the front left-hand door Damage to appearance (panelwork, paintwork) Window cracks
7 - Rear left-hand door	
Rear left-hand door	Operation and noise when opening and closing the rear left-hand door Damage to appearance (panelwork, paintwork)
9 - Rear left-hand wing / left-hand side panel	
Rear left-hand wing	Damage to appearance (panelwork, paintwork)
Left-hand side panel, quarter panel and roof	Damage to appearance (panelwork, paintwork)
10 - Rear panel	
Rear panel: tailgate, luggage compartment lid, rear screen, rear bumper, lights, etc.	Operation and noise when opening and closing the luggage compartment lid or tailgate Damage to appearance (panelwork, paintwork) Parts protruding under the vehicle
12 - Rear right-hand wing	
Rear right-hand wing	Damage to appearance (panelwork, paintwork)
13 - Rear right-hand door	
Rear right-hand door	Operation and noise when opening and closing the rear right-hand door Damage to appearance (panelwork, paintwork)
14 - Front right-hand door	

Front right-hand door	Operation and noise when opening and closing the front right-hand door
Front right mirror	Damage to appearance (panelwork, paintwork)
	Window cracks
16 - Front right-hand wing / right-hand side panel and roof	
Front right-hand wing	Damage to appearance (panelwork, paintwork)
Right-hand side panel and roof	Damage to appearance (panelwork, paintwork)

1- ENGINE COMPARTMENT

1)CHECKING THE BATTERY



Note:

Transfer the vehicle to the workshop if one of following failure occurs.

Did the vehicle not start on its own?

Is the battery more than 12 months old?

Does the battery show traces of acid and/or sulphation and/or impact?

Is the battery's magic eye not green or is there a specific message on the instrument panel?

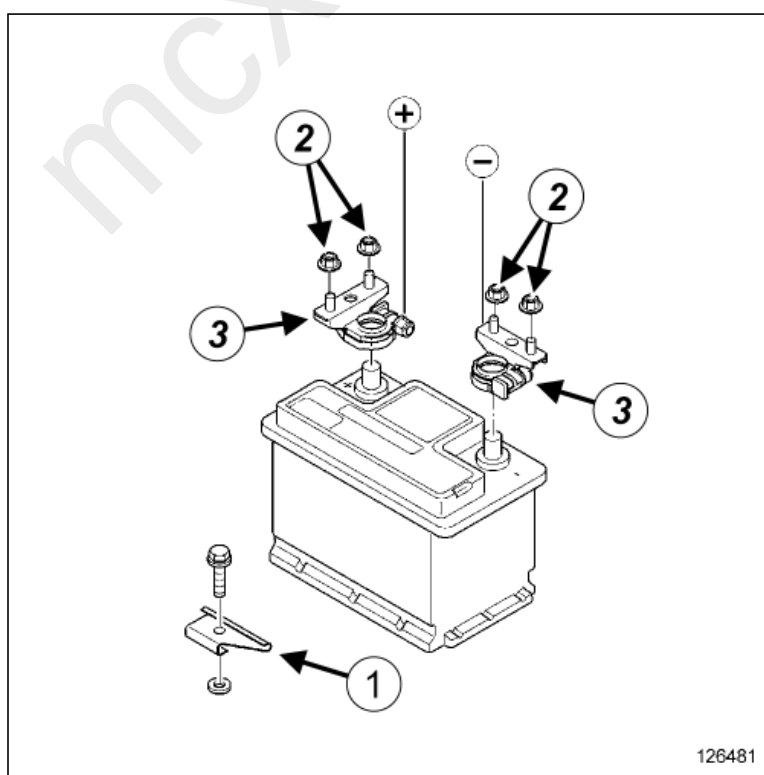


Note:

Specific message on the instrument panel, 2 possibilities:

1 - Written message: "Recharge battery" or "Battery low, start the engine".

2 - Battery charge warning light flashes.



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Is the battery bracket(1) loose (turn the battery from right to left)?

Are the stud nuts⁽²⁾ loose (turn to the cables from right to left)?

Are the battery stud terminal nuts⁽³⁾ loose (turn the terminals from right to left)?

Position the battery cover ready in the luggage compartment [Battery: Removal - Refitting](#) (MR for the vehicle, 80A, Battery).

Fit the cover onto the diagnostic socket.

2)CHECKING AND TOPPING UP THE FLUIDS (IF NECESSARY) (ENGINE OFF AND COLD)

Note:



All vehicle levels following the new vehicle preparation process must comply with the acceptance criteria described below.

Topping up the fluid is often required because of a leak in the circuit.

CAUTION



Always check the oil level using the dipstick.

Do not exceed the maximum level on the dipstick (could destroy the engine).

Correct the engine oil level if necessary before delivering the vehicle to the customer.

Note:



Wipe away any oil run-off.

	Minimum value	Maximum value	Type of gauge
□ Windscreen washer fluid	Maximum	Maximum	
□ Power-assisted steering fluid (depending on model and engine)	Medium between minimum and maximum	Maximum	On the reservoir
□ Brake fluid (two possible procedures depending on the vehicle)	Medium between minimum and maximum or instrument panel warning light	Maximum or instrument panel warning light	On the reservoir
	Check that the brake fluid level warning light goes out on the instrument panel (see Driver's Handbook)		
□ Coolant	Minimum + 10 mm	Maximum	On the reservoir
□ Engine oil	Maximum - 5 mm	Maximum	Mechanical on the engine

2- WHEELS AND TYRES

Check if the tyres are damaged (tyres with notches, scratched, etc.).

Check that the valve caps are present, including the emergency spare wheel.

Check and inflate the tyres, including the emergency spare wheel (see Driver's handbook, Tyre pressure).

3- BOOT

Check that the tyre repair aerosol is present (depending on the vehicle).

Check that the luggage compartment light is operating correctly.

Check that the tool kit is present (jack, hubcap tool, tow eye, wheel wrench).

4- VEHICLE EXTERIOR: PASSENGER COMPARTMENT CONTROLS

1) CHECK THAT THE FOLLOWING ARE OPERATIONAL

Locks and keys or cards (including duplicates).

Unlock and lock from the inside

Side lights.

Dipped headlights.

Cornering dipped headlights.

Main beam headlights.

Fixed cornering lights.

Direction indicators.

Fog lights.

Brake lights.

Reverse gear lights.

Hazard warning lights.

Number plate lights.

Fit the consumer cut-out fuse.

5- VEHICLE INTERIOR: PASSENGER COMPARTMENT CONTROLS

1) CHECK THAT THE FOLLOWING ARE OPERATIONAL



Note:

Transfer the vehicle to the workshop in the event of a fault.

Front and rear interior lights and map reading light.

Glove box light,

Courtesy lights.

Storage compartment lights.

Instrument panel lighting ([Instrument panel: Removal - Refitting](#)).

Lights-on reminder buzzer (with a door open).

Seats (including access to the rear seats).

Steering wheel adjustment

Rear door safety catch.

Rear view mirrors.

2) ACTIVATE AND INITIALIZE

The radio: enter the anti-theft code (see Radio user manual).

The daytime running lights (see Driver's handbook, Exterior lighting and signage).

The anti-intruder device (see Driver's Handbook, Anti-intruder device).

The Carminat TomTom Navigation system and R-link ,put the SD card and store the customer's address([see 01D, Mechanical introduction, Navigation preparation: Description](#)) .

The time (see Driver's handbook, Clock).

The trip computer display (see Driver's Handbook, Trip computer).