

# MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

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## CHAPTER 9

### INSPECTION AND ACCEPTANCE OF NEW VEHICLES

#### 1. PURPOSE

This chapter describes the inspection and acceptance requirements for new vehicles purchased or leased by MRP.

#### 2. POLICY

- a. GSA requires manufacturers to conduct an inspection of each new vehicle prior to shipment.
- b. Upon completion of this inspection, the manufacturer prepares GSA Form 1398, GSA Purchased Vehicle, or an equivalent decal/sticker. The GSA Form 1398 is affixed to the right front door.
- c. A final pre-delivery inspection will be made ensuring that the vehicle and equipment are ready for use. The inspection will include adjustments and cleaning.

#### 3. INSPECTION OF NEW VEHICLES

- a. Authorized dealerships at or near the delivery destination will perform the final pre-delivery inspection. The cost for this pre-delivery servicing has been included in the contract price. Refer the dealer to the manufacturer if there are any questions or contact ASD immediately.
- b. The VAO or designee must promptly inspect a new vehicle when it is received.
- c. The VAO or designee prepares SF-368, Product Quality Deficiency Report. The SF-368 describes the defects, deviations from the purchase order, or other problems identified during the inspection. The form also outlines the corrective actions to be taken.
- d. The VAO should also use the SF-368, Product Quality Deficiency Report to report the dealer's refusal to correct vehicle deficiencies covered by the warranty.
- e. The manufacturer must provide MRP with any recall notices. These notifications will be sent to the local field office and to MBS. Upon receipt, the field office must promptly take action(s) as instructed by the notice.

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- f. The VAO will submit Form AD-999, Motor Vehicle Accountability and Data Record, to ASD, Personal Property Section within 5 days after receipt of the vehicle.