

		eFOLDi 25 Ormside Way Holmethorpe Industrial Estate Redhill Surrey RH1 2LW Tel +44 (0) 20 3143 5168 Website: www.efoldi.com Email: services@efoldi.com
eFOLDi Explorer (MK1.5) QUALITY CONTROL CHECKLIST		
Action	COMPLETE FORM IF ANY FAILURE AND ADD NOTES AND SERIAL NUMBER BELOW. USE AS A STANDARD TEST TEMPLATE FOR ALL QCs. NO REQUIREMENT TO FILL IN IF QC PASS	

1	Open box and inspect contents (scooter/charger/seat condition/packing material/paperwork/manual) and replace any missing and/or out-of-date paperwork. Add any additional paperwork required (current Warranty Form and Certificate of Newness) to plastic wallet. Use one of the spare Bar Code stickers on the Cert. of Newness.	c
2	Initial check on scooter frame for scratches/damage/UIN note any damage on arrival below. Does UIN match bar code on box? Stand back and assess frame for warping/bent items etc.	c
3	Check tightness of Mudguard bolts. Tighten if necessary.	c
4	Check security and operation of "B" & "C" clips for smooth operation and engagement.	c
5	Put into seat mode then suitcase mode. Ensure smooth transition and secure locking. Repeat 3 times.	c

6	Check and tighten side bolts as necessary.	c
7	Unclip E latch and check for smooth open/close action. Repeat three times	c
8	Check strength and alignment of steering stem magnet.	c
9	Lift front section up and over to engage "D" latch. Check it holds firm – repeat 5 times. Adjust if necessary.	c
10	Pull front wheel out, check strength and alignment of magnet.	c
11	Place scooter onto all three wheels without erecting steering stem. Check presence of bearing retaining circlip and ensure it is correctly installed/seated in recess.	c
12	Erect steering column and ensure secure engagement of "A" clip. Repeat 5 times. Check motor cable clip	c
13	Check steering column for excessive play and wheel alignment. Might need washers after checking nylon washer	c
14	Check all nuts and bolts for latch "A", steering column hinge and wheel alignment for tightness and security (5 pairs)	c
15	Check Front wheel nuts for security.	c
16	Pump up rear tyres to 35 PSI. Check condition of wheel spokes and tyres.	c
17	Check front mudguard alignment and security.	c

18	Check rear wheel bolts and security	c
19	Check front brake shoe alignment and adjust if necessary. Seat in under power to eliminate squealing.	c

20	Check front brake cable, tighten if necessary. Check Brake noodle is seated correctly.	c
21	Check brake lever and brake lock for integrity and correct operation. Make any necessary adjustments.	c
22	Pull backrest upright. Check welding of triangular stops and even position, Check smoothness of operation. Repeat 3 times.	c
23	Open up backrest zip pocket, ensuring integrity of zip. Remove key/manual wallet. Check two sets ignition keys, two sets battery keys and currency of manual. Add Certificate of Newness with bar code sticker, Warranty sheet and Quick Guide to Fold/Unfold.. Place back in the Zip pocket. Add MIRROR	c
24	Insert/remove Battery, repeat three times. Ensure smooth operation. Check operation and security of battery lock.	c

25	Turn scooter on and check LED display. Check battery charge – should be 25V or more. If less, use another fully charged battery and place low voltage one on charge.	c
26	Check front/rear indicators, hazard lights and sounder.	c
27	Check brake lights. Raise front wheel, operate throttle and check brake motor interrupt.	c
28	Check headlight operation and security.	c
29	Check operation of horn and audibility.	c
30	Check speed switch in all three positions, engaging throttle to confirm selection. Check reverse beeper and it is audible.	c
31	Road test scooter in hi/low/reverse. Test brake and hand brake under load. Note any abnormalities and rectify.	c
32	Put backrest down and place scooter upright on rear wheels and castors.	c
33	Check all 4 seat spring bolts and lightly lubricate with WD-40	c
34	Check seat back bolts	c
35	Check hydraulic rod bolts	c
36	Silicone shine all plastic parts/panels (battery casing, side panels, mudguards etc.)	c
37	MO94 all moving parts	c
38	Clean all 3 tyres.	c
39	Ensure Charger is present in box/packaging.	c

40	Fold up scooter. Check security of Scooter in it's folded state. All latches remain secure when scooter shaken?	c
41	NOW CHECK ALL THE ACTIONS A USER WOULD DO BEFORE BOXING UP! Fold/unfold, remove battery, turn on/off etc..	c
42	Place scooter in box ensuring battery, charger, paperwork, manual and both sets of keys are with it.	c
43	Tape box closed and tape once. Stamp Bundle date and add QC sticker.	c

Notes and observations (Date checked/reasons for failure + SERIAL number to be included)

your eFOLDi was Q.C.'d today _____ (date) by _____ (eFOLDI Team Technician)