

		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 Lite – 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 pads/backrest/rubber mat/mat clips/packing material/paperwork/manual) and replace any missing and/or out-of-date paperwork. Add any additional paperwork required (current Warranty Form and Quick Guide to Fold/Unfold) to plastic wallet.	
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.	
3	Pump up rear tyres to 30 PSI. Check condition of wheel spokes and tyres.	
4	Check rear wheels quick release mechanism, repeat 3 times for each wheel, listening for the definite “click” when engaged. Check ball bearing retainers are present and correct. Lubricate with WD40 if required.	
5	Apply “Threadlock” to both rear wheel quick release mechanism retaining nuts and securely tighten nuts. Check/or reply	
5a	Check security of Scooter in it’s folded state. All latches remain secure when scooter shaken?	
6	Put into suitcase mode. Check smooth operation when unfolding steering stem and check it latches open securely. Repeat 3 times and ensure smoothness of operation and security each time in closed and open positions.	
6a	Check lateral play in unfolded steering column. If excessive then add four M8 (formB) washers to bolts (as shims) and check play again.	
7	Release the steering column latch and pull the black frame release knob and fully unfold the scooter. It should unfold smoothly and easily – repeat 3 times, fully closing and opening each time. Upon opening, ensure the steering stem is in the upright, locked position (both the left and right latches engaged on the transverse bar). Check play in steering column is within acceptable limits.	
8	Pull up seat back checking for smoothness and alignment - repeat 3 times.	
9	Attach the seat rest back cushion supplied with scooter.	
10	Insert charged battery - repeat 3 times. There should be a definite “click” when engaged properly. It should feel easy and not fiddly. Inspect the battery handle pins to ensure they are properly seated in battery holes – ream hole if necessary.	
11	Turn the scooter on/off three times. Does on/off switch latch properly? Is light grey rubber switch cover securely in place? Check illumination of three battery indicator lights.	
11A	Check cabling into handlebar PCB board – tug on it sensibly to check plug security. Keep eye on any power interrupts to battery lights and/or motor operation.	
12	Raise the front of scooter so that front wheel may run freely on spot. Check throttle operates smoothly – open/close 3 times. Ensure sufficient gap between throttle edge and right hand rubber grip so no chance of binding.	
13	Check Drive and Reverse switch. Unsure it is secure and moves without difficulty. Engage throttle in both positions, listening to the noise of the motor. Engine noise should be less than 65 decibels. No abnormal sounds present. Reversing warning is audible.	
14	Check the horn button and operation, paying close attention to the sounder tone/volume.	

15	Check function of electric magnetic brake – sit on scooter and run the scooter forwards and backwards ensuring that it stops automatically when throttle is released. Braking distance should be less than 1 metre / 1 scooter length with full speed on flat surface.	
16	Flick the front wheel brake lever to ensure the scooter can freewheel, flick it back and check that it no longer moves. Check the motor will not work when the wheel brake lever is engaged and that the warning noise sounds.	
17	Check the exposed cabling around the forks, it should be unbroken, neat and tidy. Check for free movement of steering and that no cables get pinched or obstruct movement.	
18	Raise the front wheel again and operate motor on full left and full right steering lock. Repeat 3 times. Motor operation should not be interrupted and no audible warning bleeps should be emitted.	
19	Check all external nuts and bolts are tight - including the seat bolts.	
20	MO94 all moving parts, ensure seat guide lugs are suitably lubricated (WD-40) to reduce any squeaks.	
21	Clean and wipe down frame.	
22	Attach both seat pads (main seat and rear valence)	
23	Road test scooter (within workshop/warehouse) full speed, forward/reverse.	
24	Clean and wipe down tyres.	
25	Remove battery and place back in its packaging	
26	Attach rubber mat using supplied plastic grommets	
27	Return scooter to box. Ensure charger and battery are placed in cardboard spacers.	
28	Ensure manual and paperwork are present. Remove two bar code labels and SECURELY attach to box exterior.	
29	Place manual and paperwork in box. Replace poly packaging. Replace lid/base.	
30	Strap box and lid/base once only. Stamp Bundle Date and add QC label.	

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)