

Battery Service Process Sheet

CATEGORY	STEP	
Perform Starter and Charging System Test	1	Put on required PPE.
	2	Move to driver-side door. Make sure the window is open.
	3	Attach tester lead to battery, and fully retest battery.
	4	Press SYSTEM to test the starter and charging system.
	5	Press NO when the tester asks if the amp clamp is connected.
	6	CALL OUT: "Clear for zoom, Bay_!" a. Verify bottomsides Technician is clear and nobody is standing in front of or behind the vehicle inside the yellow lines by looking in front of, behind, and under the vehicle prior to zoom.
	7	Follow on-screen prompts from tester.
	8	When prompted, ask guest to turn off engine.
	9	Press ENTER to display results.
	10	Press PRINT button to print the report and hand to CSR/CSA. Communicate results with the guest.
Perform Battery Replacement	11	Verify the proper battery is in stock.
	12	Put on required PPE.
	13	CALL OUT: "Battery Service, Bay_!"
	14	Use only approved battery tools throughout the service, including the toolkit, sealer, and terminal puller.
	15	Verify that all battery loads are switched OFF.
	16	Inspect condition of battery terminals and hold down, checking for leaks or any condition that would prevent the battery from being serviced. DO NOT replace the battery if it is leaking.
	17	Determine type of battery (top or side terminal).
	18	Install the memory saver.
	19	Remove battery terminals- ALWAYS REMOVE NEGATIVE TERMINAL FIRST. a. Top-Terminal: Loosen bolts and remove terminals with the puller. b. Side-Terminal: Remove bolts.
	20	Move the battery cables away from battery to allow for clearance to remove the battery.
	21	Remove the battery hold down.
	22	Make sure the battery caps are firmly seated.
	23	Remove the battery from the vehicle being careful not to tip or drop the battery.
	24	CALL OUT: "Clear for battery cleaning, Bay_!"
	25	Clean the terminals with the proper battery brush.
	26	Clean the battery box if necessary. a. CALL OUT: "Clear for batter cleaning, Bay_!"
	27	Update the date code label with the current month and year for warranty purposes.
	28	Install the new battery into the vehicle being careful not to tip or drop the battery.
	29	Install the battery hold down.
	30	Install the battery terminals, POSITIVE FIRST.
	31	Remove the memory saver.
	32	Spray the terminals with sealer to prevent corrosion.

CATEGORY	STEP	
	33	CALL OUT: "Clear for zoom, Bay_!"
	34	Start the vehicle and check for proper operation.
	35	Place the old battery (core) on the core rack.
	36	Visually inspect the core rack for leaks, and clean any leaks following the correct procedure.
Minnesota Residents ONLY	37	Place the core in the battery box.
	38	Secure the lid.
	39	Place battery box on the rack.
	40	At core pick-up, remove the cores from the battery boxes and stack the boxes for reuse.