

Used Engine Pre-Installation Checklist

For gasoline engines and standard light-duty applications

Customer: _____	Order / Invoice #: _____
Vehicle Year / Make / Model: _____	VIN: _____
Repair Facility: _____	Installation Date: _____

Before You Begin: Complete this checklist before starting the engine. Proper preparation protects the replacement engine, prevents repeat failures, and preserves warranty eligibility.

1. VERIFY THE REPLACEMENT ENGINE

- ☐ Confirm the complete VIN, engine size, engine code, emissions package, production date, and drivetrain match the order.
- ☐ Compare the replacement engine with the original before installation: mounts, oil pan, intake, exhaust, sensors, wiring connectors, flexplate or flywheel, and accessory brackets.
- ☐ Inspect the block, heads, oil pan, connectors, threaded holes, ports, and mounting surfaces. Photograph any visible concern before installation.
- ☐ Record the engine identification tag or stock number and retain all photographs with the repair order.

2. CORRECT THE CAUSE OF THE ORIGINAL FAILURE

- ☐ Diagnose and document why the original engine failed before installing the replacement.
- ☐ Inspect the cooling, lubrication, fuel, ignition, intake, exhaust, and engine-management systems for conditions that could damage the replacement engine.
- ☐ Repair any overheating, oil-pressure, contamination, restricted exhaust, lean/rich fuel, or electrical problem before startup.

3. REQUIRED AND RECOMMENDED SERVICE ITEMS

- ☐ Install a new thermostat. *Required by the standard warranty terms.*
- ☐ Install a new timing belt and related service components when the engine uses a timing belt. *Required when applicable.*
- ☐ Replace the engine oil and filter with the manufacturer-specified type and viscosity.
- ☐ Replace accessible seals, gaskets, and filters that can leak or contaminate the engine, including front and rear main seals when accessible.
- ☐ Inspect or replace spark plugs, belts, hoses, engine mounts, water pump, and other normal service items as appropriate for the application.
- ☐ Transfer change-over accessories only after they have been inspected and confirmed serviceable. Bolt-on accessories, wiring, and sensors are not part of the warranted engine assembly.

4. COOLING AND LUBRICATION PREPARATION

- ☐ Pressure-test and flush the cooling system. Inspect the radiator, heater core, hoses, fan operation, cap, and coolant reservoir.
- ☐ Use the correct coolant type and mixture. Bleed all trapped air according to the manufacturer procedure.

- ☐ Prime the lubrication system before startup. Disable fuel or ignition as appropriate and crank until oil pressure is established.
- ☐ Confirm the oil-pressure warning light or gauge and the coolant-temperature gauge operate correctly.
- ☐ Verify all heat tabs and identification tags remain installed and undamaged.

5. INSTALLATION AND INITIAL STARTUP

- ☐ Follow the factory service manual, torque specifications, tightening sequences, and grounding requirements.
- ☐ Confirm all mounts, grounds, wiring, vacuum lines, fuel lines, cooling connections, exhaust connections, and accessories are secure.
- ☐ Before startup, rotate the engine by hand where practical and verify there is no binding or interference.
- ☐ At startup, verify oil pressure immediately. Shut the engine off if pressure is not established promptly.
- ☐ Check for oil, coolant, fuel, vacuum, exhaust, and electrical problems. Monitor temperature and scan for diagnostic trouble codes.
- ☐ Do not continue operating the vehicle if knocking, overheating, loss of oil pressure, severe smoke, fluid loss, or another abnormal condition appears.

6. AFTER INSTALLATION AND WARRANTY RECORDS

- ☐ Complete installation and activate the warranty within 30 business days of delivery. *Late installation or activation may void coverage.*
- ☐ Record the installation date and mileage on the repair invoice.
- ☐ Change the engine oil and filter after the first 1,000 miles. *Keep an official service-center invoice; personal or handwritten maintenance records may not be accepted.*
- ☐ Continue maintenance according to the manufacturer schedule and the specific warranty agreement purchased.
- ☐ Retain the paid installation invoice, parts receipts, maintenance records, scan reports, and all diagnostic documentation.

Protect the Warranty

- Improper installation, overheating, lack of lubrication or cooling, racing, and continued operation after a problem is identified can void coverage.
- Do not disassemble, repair, or replace internal components without written authorization from the Car Part Headquarters Warranty Department.
- Standard parts coverage does not include labor, towing, rental vehicles, or bolt-on accessories unless separate written coverage was purchased.

INSTALLER SIGN-OFF

Installer / Technician: _____

Repair Facility: _____

Date: _____

Mileage: _____

This checklist is a general installation aid. Always follow the vehicle manufacturer service manual and the warranty terms issued with the order. If the documents conflict, the invoice and applicable written warranty terms control.