

Used Transmission Pre-Installation Checklist

For automatic and conventional manual transmissions

Customer: _____	Order / Invoice #: _____
Vehicle Year / Make / Model: _____	VIN: _____
Transmission Code: _____	Installation Date: _____

Before You Begin: Complete every step before operating the vehicle. Transmission failures are frequently caused by contaminated coolers, incorrect fluid, an improperly seated torque converter, or an unresolved vehicle-side problem.

1. CONFIRM IDENTIFICATION AND FITMENT

- ☐ Verify the complete VIN, transmission code or tag, engine size, drivetrain, production date, and two-wheel-drive, four-wheel-drive, or all-wheel-drive configuration.
- ☐ Compare the replacement unit with the original: bellhousing, case, pan, connectors, sensors, mounts, cooler fittings, axle openings, output shaft, transfer-case interface, and gear-range switch.
- ☐ Inspect the case, pan, shafts, connectors, cooler fittings, and mounting points. Photograph and report any visible issue before installation.
- ☐ Confirm the correct torque converter, flywheel or flexplate, pilot components, clutch components, and transfer-case arrangement for the application.

2. CORRECT THE CAUSE OF THE ORIGINAL FAILURE

- ☐ Diagnose and document the original transmission failure and all diagnostic trouble codes.
- ☐ Inspect the engine, flexplate or flywheel, mounts, driveshafts, CV axles, differential, transfer case, wiring, grounds, battery voltage, and charging system.
- ☐ Repair any cooler restriction, contamination, control-module, wiring, sensor, engine-performance, driveline, or transfer-case issue before installation.

3. COOLER, LINES, SEALS, AND SERVICE ITEMS

- ☐ Flush the transmission cooler and lines with approved equipment until the system is clean and unrestricted. *Replace the cooler or radiator if it cannot be verified clean or if the original failure spread metal or clutch material.*
- ☐ Replace the transmission filter and pan gasket when the design permits service before installation.
- ☐ Replace the front pump seal, axle seals, output seal, and other accessible seals as appropriate.
- ☐ Inspect cooler hoses, fittings, radiator connections, wiring connectors, mounts, and venting. Replace damaged or restricted components.
- ☐ Use only the exact manufacturer-specified fluid. Do not mix universal fluid unless it is specifically approved for the vehicle and transmission.

4. TORQUE CONVERTER AND INSTALLATION

- ☐ Inspect the torque-converter hub, pump drive, splines, pilot, and sealing surface before installation.
- ☐ Fully seat the torque converter into the transmission before installing the unit. *Multiple engagement steps are normally felt as the converter seats into the pump.*
- ☐ Measure converter depth or stand-off and compare it with manufacturer specifications before joining the engine and transmission.

- ☐ Never use bellhousing bolts to pull the transmission against the engine. *If the case does not seat freely, stop and recheck converter engagement, dowels, and alignment.*
- ☐ Verify the converter turns freely after the bellhousing is secured and before installing converter-to-flexplate fasteners.
- ☐ Follow factory torque specifications, tightening sequence, linkage adjustment, clutch adjustment, transfer-case procedure, and electrical routing.

5. FILL, PROGRAMMING, AND INITIAL OPERATION

- ☐ Fill the transmission using the manufacturer procedure, correct fluid, and specified fluid-temperature range.
- ☐ Do not operate the transmission dry. Confirm the fluid level before initial engagement and recheck after all circuits fill.
- ☐ Complete required programming, module setup, adaptive reset, relearn, or clutch-volume procedures before the road test.
- ☐ With the brakes applied, move through all ranges and allow each circuit to fill. Check engagement quality and fluid level.
- ☐ Inspect for leaks, scan for codes, verify line pressure where required, and perform a controlled road test.
- ☐ Recheck fluid level at the correct temperature after the road test and inspect again for leaks or abnormal noise.

6. WARRANTY AND RECORDKEEPING

- ☐ Complete installation and activate the warranty within 30 business days of delivery. *Retain confirmation and all repair records.*
- ☐ Keep the paid installation invoice, fluid and filter receipts, cooler-flush documentation, programming invoice, scan reports, and diagnostic records.
- ☐ Stop operating the vehicle immediately if slipping, delayed engagement, overheating, severe leakage, loss of movement, or abnormal noise occurs.
- ☐ Do not authorize teardown or repair without written approval from the Car Part Headquarters Warranty Department.

Critical Installation Errors to Avoid

- An unseated torque converter can damage the front pump during installation.
- A contaminated or restricted cooler can immediately damage the replacement transmission.
- Incorrect fluid, an improper fill level, or missing programming can cause shift problems and may damage the unit.

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.