

# CAR ACCIDENT REPAIR CHECKLIST

Dubai roadside, report, insurance, repair and handover record

|                            |  |              |  |
|----------------------------|--|--------------|--|
| Vehicle make and model     |  | Registration |  |
| VIN                        |  | Mileage      |  |
| Accident date              |  | Location     |  |
| Police report or reference |  | Claim number |  |
| Insurer and handler        |  | Repair order |  |

## Safety first

For emergencies in the UAE, call 999 and follow police instructions. Do not remain in a dangerous traffic position to complete this form. Do not drive a vehicle when steering, braking, tyres, wheels, cooling, restraints, latches, structure or high voltage may be affected.

## 1 Roadside and official report

Complete only what can be done safely and through the current official reporting route.

- ☐ Check for injuries and contact emergency services when required.
- ☐ Move the vehicle only when safe and instructed. Use hazard warning and remain clear of traffic.
- ☐ Use the current police or approved minor-accident reporting route.
- ☐ Save the report, certificate or reference number and check the recorded details.
- ☐ Photograph vehicle positions, all sides, impact areas and road context only when safe.
- ☐ Photograph dashboard warnings, wheel position, leaks and visible high-voltage damage.
- ☐ Record recovery provider, destination and receipt.

## 2 Insurer and vehicle intake

Build one document trail before authorising dismantling or repair.

- ☐ Notify the insurer through the required channel and record the claim number.
- ☐ Confirm excess, liability status, approved repair route and required documents.
- ☐ Record mileage, fuel or charge level, keys and belongings at vehicle intake.
- ☐ Photograph all four corners, complete sides and unrelated pre-existing damage.
- ☐ List warning lights, driveability changes, airbag deployment and fluid leaks.
- ☐ Identify EV, hybrid, ADAS, windscreen, wheel and sensor considerations.
- ☐ Agree the initial authority for scans, measurement and controlled dismantling.

## 3 Estimate and approval

Compare operations and exclusions rather than one final number.

- ☐ Visible damage and conditional hidden-damage areas are listed separately.
- ☐ Repair, replacement, structural measurement and joining operations are named.
- ☐ Parts source, specification, one-time fasteners, clips and brackets are clear.
- ☐ Painted panels, blended panels, colour sample and clear-coat boundary are listed.
- ☐ Suspension, steering, cooling, wheels, tyres and alignment are addressed when relevant.
- ☐ Pre-scan, post-scan, programming and ADAS calibration responsibility are identified.
- ☐ Timing separates approval, active repair, parts waiting and external operations.
- ☐ Warranty coverage, duration, exclusions and claim route are written.

### Estimate notes, exclusions and approval references

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## 4 Hidden damage and repair changes

Connect every supplement to evidence and written approval.

- ☐ Request photographs of hidden findings after authorised disassembly.
- ☐ Match each added operation or part to the relevant damage evidence.
- ☐ Confirm repair-versus-replacement decisions and material or procedure limits.
- ☐ Record revised amount, timing, part availability and responsibility.
- ☐ Approve each change with date, person, channel and exact operation.
- ☐ Keep declined or unrelated work visible with any safety limitation.

## 5 Structural, paint and technology records

Retain the evidence that will be hidden after assembly.

- ☐ Keep initial and final structural measurements when relevant.
- ☐ Record replacement boundaries, joining method and corrosion protection.
- ☐ Keep wheel-alignment results and suspension or subframe findings.
- ☐ Confirm painted and blended panels and retain complex-colour spray-out approval.
- ☐ Record pre-scan findings and disturbed sensors, brackets, cameras or radar.
- ☐ Confirm OEM calibration trigger, provider, prerequisites and completion evidence.
- ☐ Record post-scan status and any unresolved warning or limitation.

### Supplement, parts, measurement and calibration notes

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## 6 Collection and handover

Inspect the clean, dry vehicle and the final documents together.

- ☐ View colour, metallic or pearl effect and matte sheen from several angles.
- ☐ Check gloss, texture, dust, repair outline, edges and overspray.
- ☐ Compare panel gaps, bumper seating, lamps, trims, seals and fasteners.
- ☐ Operate disturbed doors, bonnet, boot, fuel flap, windows, mirrors and locks.
- ☐ Review parking sensors, cameras and warning-light status as agreed.
- ☐ Keep final measurement, alignment, post-scan and calibration records.
- ☐ Confirm invoice, approved variations, repaired parts and replacement parts agree.
- ☐ Receive written warranty, paint aftercare and any outstanding action.

## Outstanding actions

Do not close the repair file until each line is completed, cancelled, referred or accepted in writing.

| Outstanding item | Owner | Due date | Status |
|------------------|-------|----------|--------|
|                  |       |          |        |
|                  |       |          |        |
|                  |       |          |        |
|                  |       |          |        |

CUSTOMER OR REPRESENTATIVE

WORKSHOP HANDOVER

Keep this checklist with the official report, insurer correspondence, estimates, approvals, invoices, photographs, measurements, alignment, scans, calibration records and warranty.