1. Hoist delivered to the shop
   1. Place tag on hoist immediately
      1. Contact Name, Number, and brief discretion of issue. (If no issues then write Issue Unknown)
   2. Open Job in ACS
   3. Verify that the Asset info is in Inspectall
      1. Open folder in Inspectall
   4. Contact Customer and notify that there is an inspection fee
      1. $150.00
      2. Get PO before proceeding
2. Inspection of Hoist
   1. Visually inspect hoist for issues
   2. Apply power to the hoist
   3. Test run hoist
   4. Load test hoist
3. Tear down hoist
   1. Identify Issue
   2. Complete inspection report in Inspectall
4. Quote Repair
   1. Tech to research parts
   2. Tech work up quote
   3. Coordinator quote repair to the customer
5. In the hoist repair is declined invoice Inspection fee only
   1. Quote replacement unit.
6. Order parts (After approval with PO)
   1. Coordinator order parts need to repair
7. Assemble hoist
   1. Repair
   2. Test run
   3. Load test
8. Complete post repair inspection and load test paperwork in Inspectall
9. Ship Repaired unit.
10. Invoice repair less Inspection fee if Repaired