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“Resources for the Single Shop Owner

## **Performing Brake Recommendations From a Previous Visit – Policy And Procedure**

1 When performing a brake service that is a recommendation from a previous brake inspection, if the recommendation is from more than 30 days ago, add the canned job “Brake inspection (no charge)” to the RO before the brake work.

2 If there are any new brake recommendations, create an estimate and contact the customer for authorization before doing any brake work.

3 If the previous brake recommendation is from less than 30 days ago and you think a brake inspection would be a good idea in a particular situation, do so.

4 This same general concept applies to all previous recommendations for any repair (not just brakes). If you think it would be a good idea to recheck the issue, do so.