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INTRODUCTION

Vehicles may require storage for varying periods of time before the customer takes delivery. It is essential that a new Jaguar or Daimler car is stored correctly, in order to ensure total customer satisfaction after the car is removed from storage and prepared for sale.

This document establishes the MINIMUM STANDARDS required of franchise holders by Jaguar Cars Limited for the storage of new vehicles, and may only be deviated from, with the Company's agreement. Any concerns should be discussed with your Jaguar Regional Manager.

This information should be used in conjunction with the relevant Pre Delivery Inspection information.

AREAS OF RESPONSIBILITY

Adequate preventative measures must be taken to ensure that each vehicle in stock is maintained in peak condition.

Arrival

It is your responsibility to notify delivery companies immediately of any losses and/or transit damage identified on receipt of the vehicle.

Where applicable, Vehicle Condition Reports (VCR's) must be endorsed accordingly, otherwise it is unlikely that the transit insurance company will accept any claims for missing items or damage rectification.

Storage

Correct preparation of vehicles for storage is essential. The majority of new vehicles leaving Jaguar Cars are provided with the appropriate protection for transit. It is your responsibility to ensure that a vehicle storage department, or specialist company, is sufficiently equipped to undertake the storage requirements endorsed in this publication.

Despatch

When removing vehicles from storage, you are responsible for procedures that ensure they are in a safe and roadworthy condition.

VEHICLE STORAGE

IDEALLY ALL VEHICLES SHOULD BE STORED IN A WELL VENTILATED AND TEMPERATURE-CONTROLLED BUILDING.

Should storage in the open be necessary, the following site requirements must be observed and should be authorised with your Regional Manager.

1. The site should have a well-drained hard standing surface, preferably concrete or tarmac, which is free from undergrowth.
2. The site and driveways must be kept clean and clear of any obstruction at all times.
3. The site must be enclosed by a secure intruder-proof perimeter fence and the gates securely locked. The site should be under daily surveillance, with unauthorised access prevented at all times.
4. The site should be located away from areas subject to industrial fallout, sea spray or wind-blown dust and sand. Where fallout conditions are unavoidable it will be necessary to monitor the exterior condition of all cars and wash as necessary. Heavy contamination may require vehicles to have the transit protection coating removed and problems arising from the contamination rectified. Once the transit coating has been removed, the vehicle must not be returned to outdoor storage unless it is fully covered to provide the necessary protection against deterioration.
5. Mains water, tyre inflation and battery charging facilities must be available on site.
6. Hedges, shrubs and trees adjacent to the site should be kept trimmed and clear of parked vehicles.
7. Vehicles must not be parked under trees, overhead cables or other overhanging structures as bird lime or other types of contamination could occur.

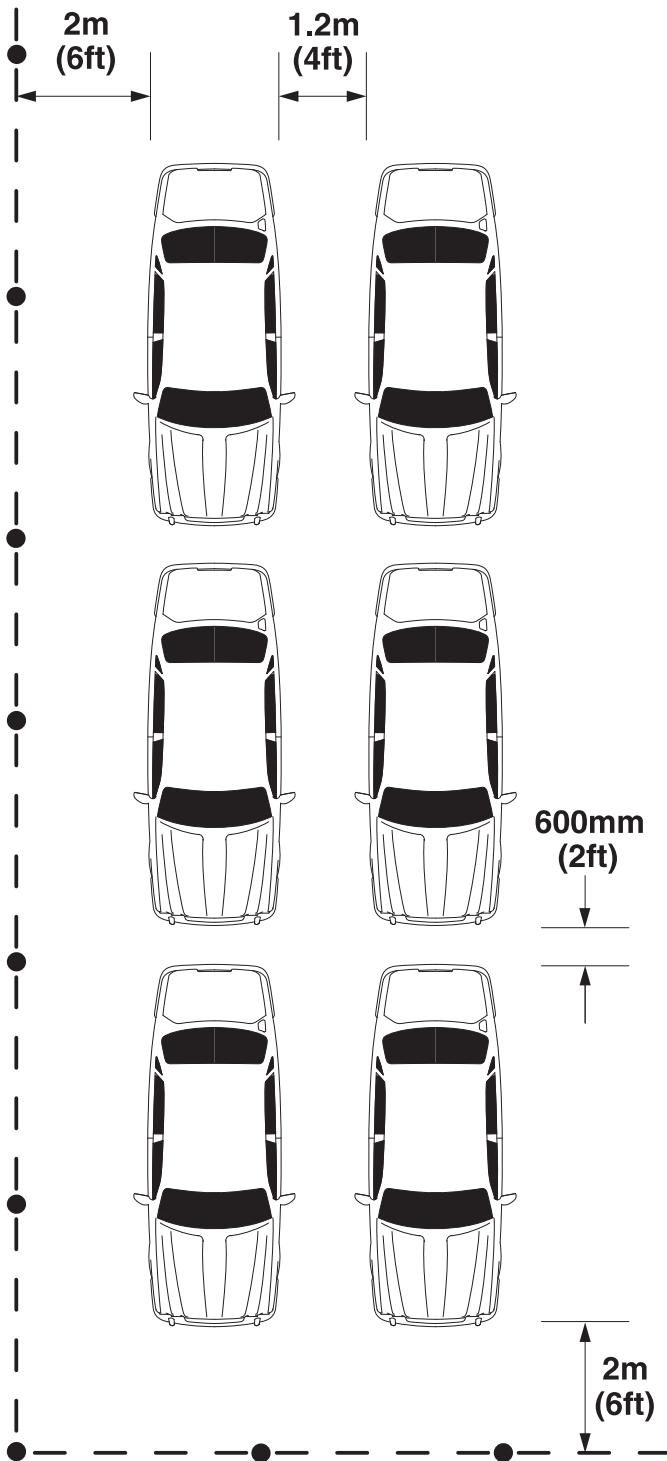
VEHICLE PARKING

Vehicles must be parked tidily with a minimum of 600 mm (2 feet) between bumpers, front and rear.

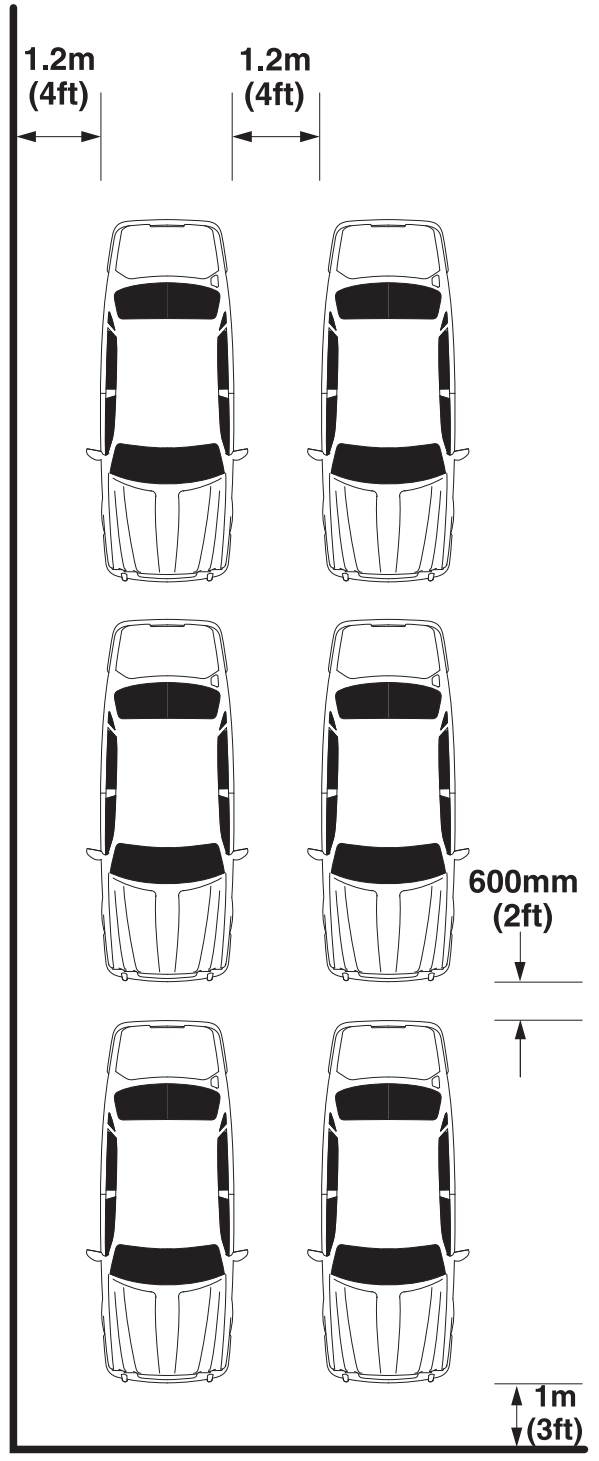
There must be a full doors width clearance between the driver's door and any adjacent vehicle or obstruction.

Vehicles must be parked at least 1.2 metres (4 feet) away from any interior wall or, for outside storage, at least 2 metres (6 feet) away from any perimeter fence.

Vehicles must be moved on a first-in-first-out basis, subject to specification.



STORAGE OUTSIDE



STORAGE INSIDE

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FACILITIES AND EQUIPMENT

Car wash facilities.

'KATS' (Special Tool) Decoater Gun.

'KATS 8077 Remover Fluid'.

Tyre inflation equipment with calibrated gauge 0 – 4.05 bar (0 – 60 lbf/in²)

Battery servicing and testing equipment:

Battery charger: 12 volts 0 – 40 amps.

Digital Multimeter: 3.5 digit.

Hydrometer: 200 – 300 mm mercury with temperature conversion.

Jaguar also recommend:

Traction battery charger.

Midtronics battery tester.

Jacking equipment.

Wheel brace.

The following materials must be available and must meet Jaguar specifications:

- Engine oil.
- Transmission fluid.
- Brake fluid.
- Battery acid.
- Windscreen washer fluid.
- Anti-freeze.

Access to trailer/recovery vehicle (Vehicles should not be towed).

Comprehensive filing system for vehicle records.

Note: Tools supplied with the vehicle must not be used for any rectification work prior to delivery to the prospective purchaser.

OPERATIONS REQUIRED DURING STORAGE PERIOD

The following chart gives a quick reference to the requirements necessary during the time a vehicle is in storage. A detailed explanation of each operation is provided on subsequent pages.

If a vehicle remains in storage after 6 months recommence operations as from month 1.

Operation	Upon Receipt	At 1 Month	At 2 Months	At 3 Months	At 4 Months	At 5 Months	At 6 Months
1. IDENTIFICATION	X						
2. INSPECTION	X	X	X	X	X	X	X
3. BATTERIES	X	X	X	X	X	X	X
4. COOLING SYSTEM	X	X	X	X	X	X	X
5. ENGINE	X	X	X	X	X	X	X
6. TYRES	X	WEEKLY					
7. PARKING BRAKE	X	X	X	X	X	X	X
8. DOORS, WINDOWS & VEHICLE INTERIOR	X						
9. WINDSHIELD WIPER BLADES							
10. PAINTWORK							
Markets with high ultraviolet light	REMOVE TRANSIT COATING AFTER 6 MONTHS						
All other markets.	REMOVE TRANSIT COATING AFTER 9 MONTHS						

STORAGE OPERATIONS

VEHICLE IDENTIFICATION UPON ARRIVAL

1. A New Vehicle Storage History Sheet must be raised for every new vehicle upon arrival and should remain inside the vehicle until despatch. This must contain a record of the vehicle condition and any rectification work carried out during the storage period (See storage history sheet).
2. Vehicles must be checked for correct specification. Claims for incorrectly specified parts is detailed in two Policy Letters (JHSC 460 for the UK and JOSCS 335 for export markets). This process will be added to the Warranty Policy and Procedures manual at its next revision.
3. Vehicles must be inspected for shortages and transit damage.

Should items be missing, the required parts should be procured through normal channels and costs claimed back via the DDW system under the 'Shortage' claim type. For cases where parts are not available through normal channels, contact Order Control:

ORDER1@JAGUAR.COM

Tel.: +44 (0)24 7620383

Fax: +44 (0)24 76404934

All missing items should be recorded on the New Vehicle Storage History Sheet and countersigned by an authorised person.

Delivery damage is not the responsibility of Jaguar Cars Limited and must not be made the subject of a warranty claim. It is the responsibility of the Dealer to identify any such damage at the time of the new vehicle receipt and to ensure that the full details are recorded on the Delivery Receipt. Claims for rectification of such damage must be directed to the Delivery Company.

Failure to notify the Delivery Company of damage details at the time of vehicle delivery will result in claims for subsequent rectification being rejected.

Warranty claims for damage repairs may only be submitted where Jaguar's responsibility is clearly indicated. Examples falling into this category are paintwork damage during the fitment of trim or outward facing dents on the door skin.

Warranty claims will not be accepted for any damage repaired or identified after the vehicle has been placed into service.

4. A label should be suitably affixed to the inside of the windshield indicating the date of vehicle arrival. Labels must not be stuck directly to the windshield but placed in a transparent licence holder, or alternatively stuck to a piece of cling film and attached to the inside of the windshield. This will avoid damage to the windshield when removing labels.
5. Ignition and door keys must be suitably labelled and when the vehicle is locked, they must be held in a suitably identified and secure office. All key numbers must be recorded on the New Vehicle Storage History Sheet.

VEHICLE INSPECTION

The entire vehicle exterior must be inspected and, if necessary, washed thoroughly, including the underside and wheel arches, to remove all dirt and mud deposits.

Any defects found during inspection must be rectified before the vehicle is stored.

Ensure that bumper and body side protectors are correctly located.

BATTERIES

Ensure that all electrically operated equipment, such as windshield wipers and windows, are in the normal parked or closed position (refer to page 8 concerning wiper arm positioning).

Providing the battery open circuit voltage is 12.50 volts or above and the transit relay is in place, or the battery is disconnected, vehicles may be stored (see battery care manual).

STORAGE OPERATIONS (continued)

The battery **must** be recharged after a maximum three months storage as detailed in the battery care manual. Place a label on the vehicle (or on New Vehicle Storage History Sheet) to indicate when a recharge will be required. The open circuit voltage should be checked prior to starting and/or moving the vehicle (see battery care manual). The storage, handling and charging of batteries is not dangerous provided that the relevant battery manufacturers' recommendations are followed. However, a suitable storage and charging facility must be available and should be in accordance with local legal requirements.

COOLING SYSTEM

It is **ESSENTIAL** to maintain the concentration of anti-freeze at the factory-fill condition. Failure to do so may cause oxidisation of the cooling system leading to corrosion of the engine and heater.

The coolant mixture specification is 50% plain water and 50% Jaguar anti-freeze, Coolant and Corrosion Inhibitor for frost protection down to -36°C (-33°F).

Coolant specific gravity must be checked monthly using a high quality hydrometer with an appropriate range. At a coolant temperature of 15°C (60°F), the correct specific gravity reading is 1.074. If the coolant is above or below this temperature, the following corrections will enable accurate specific gravity readings to be taken:

For higher temperatures: add 0.004 to the specific gravity for each 5°C (10°F).

For lower temperatures: deduct 0.004 from the specific gravity for each 5°C (10°F).

If the specific gravity is correct but the cooling system requires topping up, mix anti-freeze and water to the correct proportions and to the correct volume, then top up the system. Examine for leaks from the radiator and hoses and rectify as necessary.

Caution: The cooling system of all S-TYPE, XJ range 1999MY from VIN SAJJJALG3CH878389 and 2000MY from VIN F00001, XK range 1999MY from VIN SAJGX2042XC042635 and 2000MY from VIN A00001, is filled with 'Long Life Coolant' (WSS-M97B44-D) recognizable by its distinctive orange colour. The header tank of these vehicles carries a label to this effect. When topping up or filling a cooling system, only coolant to the existing specification must be used. Under no circumstances must coolants of differing specifications be mixed.

If the check shows that the coolant contains less than the required anti-freeze content, proceed as follows:

1. Carefully examine the radiator and all hoses for leaks and security of hose clamps.
2. Remove the header tank pressure cap and drain the cooling system as instructed in the relevant service manual.
3. Mix anti-freeze and water in the correct proportions and to the correct volume.
4. Close the drain plug and add the coolant until the level in the header tank is steady at MAX.



WARNING:

DO NOT REMOVE THE HEADER TANK PRESSURE CAP WHILE THE ENGINE IS HOT. IF THE CAP MUST BE REMOVED, PROTECT THE HANDS AGAINST ESCAPING STEAM AND SLOWLY TURN THE CAP ANTI-CLOCKWISE UNTIL THE EXCESS PRESSURE CAN ESCAPE. LEAVE THE CAP IN THIS POSITION UNTIL ALL STEAM AND PRESSURE HAS ESCAPED AND THEN REMOVE THE CAP COMPLETELY.

Caution: DO NOT use radiator anti-freeze solution in the windshield washer equipment or paint work will be damaged.

STORAGE OPERATIONS (continued)

ENGINE

If the vehicle is stored for one month, the engine should be started, run at 1,000 revolutions per minute for one minute from cold, and then 2,000 revolutions per minute until the coolant temperature gauge shows normal.

This procedure should be repeated monthly and following completion with the engine still running at idle speed, the air conditioning should be operated and cycled for a further 10 minutes (see page 8).

ENGINE OIL LEVEL

Remove the dipstick and check the engine oil level. If necessary, top up with an approved grade of engine oil.

AIR CONDITIONING SYSTEM (where fitted)

If the system is not to be run for more than one month, it is recommended that the air conditioning system should be operated for approximately 10 minutes (engine running at idle-speed). This is to circulate refrigerant and oil to ensure the 'O' rings and seals (especially the compressor) are kept lubricated and do not harden.

TYRES

For storage purposes, tyres on fitted wheels must be inflated to and maintained at a maximum pressure of 4.05 bar (60 lbf/in²).

Note: Wheels must be rotated through 90 degrees in the forward direction once a week to ensure that the tread is rotated evenly during the storage period.

The spare wheel tyre pressure must be maintained at the appropriate pressure specified in the Driver's Handbook. Tyre condition should be inspected and defective tyres replaced prior to removal from storage.

PARKING BRAKE

The parking brake must NOT remain 'on' during storage.

After parking: Manual transmission vehicles: select first or reverse gear and release the parking brake.
 Automatic transmission vehicles: select 'P' and release the parking brake

DOORS, WINDOWS AND VEHICLE INTERIOR

Doors, windows, bonnet, boot lid and fuel filler flap must be closed and locked to prevent water and moisture ingress.

WINDSHIELD WIPER BLADES

Depending on the model, where possible move the wiper arms and blades away from the windshield and leave in the extended position.

PAINTWORK

Paintwork can be damaged if the protective coating remains on the vehicle for an extended period of time. In markets with high levels of ultraviolet light (tropical or semitropical conditions) the protective coating **must** be removed after six months. For all other markets the protective coating **must** be removed after nine months.

If storage is subsequently continued, the vehicle must be kept under cover and should be washed regularly (at least every month).

REMOVAL FROM STORAGE

Before removal from storage area all fluid levels including coolant, hydraulic fluids and lubricating oils must be checked and replenished where necessary. Where a substantial loss has occurred the cause must be traced prior to moving the vehicle.

The New Vehicle Storage History Sheet must be checked and safety related faults rectified before the vehicle is moved from the storage site. These checks are essential to ensure that the vehicle is safe to drive.

Tyres must be adjusted to the pressures recommended in the relevant service manual.

Refit the battery, if removed.

Check the operation of lighting and signalling equipment.

REMOVAL OF TRANSIT PROTECTION COATING

During storage, the protective coating will collect airborne dirt and grit. Great care must be taken when removing the transit coating so that damage to the paint film and exterior trim is avoided.

Removal of the transit protection coating should be carried out in accordance with the procedure detailed in the PDI information.

When the vehicle is despatched from the storage area, remove the New Vehicle Storage History Sheet and file in vehicle records.

NEW VEHICLE STORAGE HISTORY SHEET

SUMMARY OF STORAGE OPERATIONS

The following notes serve as a reminder of the required operations on the checklist overleaf. Complete details and guidelines for each operation are provided in the New Vehicle Storage Manual. A record of all work and vehicle condition must be maintained overleaf.

1. IDENTIFICATION

Raise New Vehicle Storage History Sheet, record the date of vehicle arrival and retain inside the vehicle until despatch. Check vehicle is to correct specification.

Record key numbers, label keys and when vehicle has been locked, store keys in a secure suitably identified office.

2. INSPECTION

Inspect vehicle exterior and wash as necessary

Inspect vehicle for shortages, losses and transit damage and in the event of any occurrences, immediately notify the transport agent or Jaguar Cars Limited as appropriate.

3. BATTERIES

All electrically operated equipment to be in the parked/closed position.

If the vehicle is not fitted with a transit relay, disconnect ground cable from the battery terminal. Refer to NVS Manual.

4. COOLING SYSTEM

Check level and concentration of coolant. Refer to NVS Manual.

Where appropriate, top-up or drain and refill system with correct coolant type and concentration.

Caution: The cooling system of all S-TYPE, XJ range 1999MY from VIN SAJJJALG3CH878389 and 2000MY from VIN F00001, and XK range 1999MY from VIN SAJGX2042XC042635 and 2000MY from VIN A00001 is filled with 'Extended Life Coolant' (WSS-M97B44-D) recognizable by its distinctive orange colour. The header tank of these vehicles carries a label to this effect. When topping up or filling a cooling system, only coolant to the existing specification must be used. Under no circumstances must coolants of differing specifications be mixed.

5. ENGINE

If the vehicle is stored for a month, the engine should be started and run as detailed in the NVS Manual. This procedure should be repeated monthly and on completion, with the engine still running at idle speed, the air conditioning should be operated and cycled for a further 10 minutes.

6. TYRES

Maintain correct storage pressure of 4.05 bar (60 lbf/in²).

On a weekly basis, rotate wheels through 90 degrees in forward direction and inspect tyres.

7. PARKING BRAKE

Manual transmission: select first or reverse gear and release parking brake.

Automatic transmission: select 'P' and release parking brake.

8. DOORS, WINDOWS AND VEHICLE INTERIOR

Ensure that vehicle bonnet, all windows, sliding roof and convertible top (XK range) are fully closed.

Ensure that all doors, glove box and boot are closed and locked.

9. WINDSHIELD WIPE BLADES

Depending on the model, where possible move the wiper arms/blades away from the windshield and leave in the extended position.

10. PAINTWORK

In tropical or sub-tropical conditions where ultraviolet light levels are high, the KATS protective coating must be removed after 6 months. In all other markets, the protective coating must be removed after 9 months. When the protective coating has been removed from a vehicle, it must be stored under cover and washed regularly.

REMOVAL FROM STORAGE

Immediately prior to and after removal from storage, the vehicle must be inspected and prepared as specified in the NVS Manual.



NEW VEHICLE STORAGE MANUAL

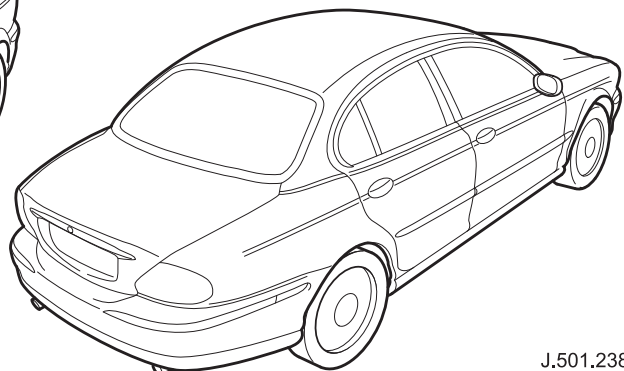
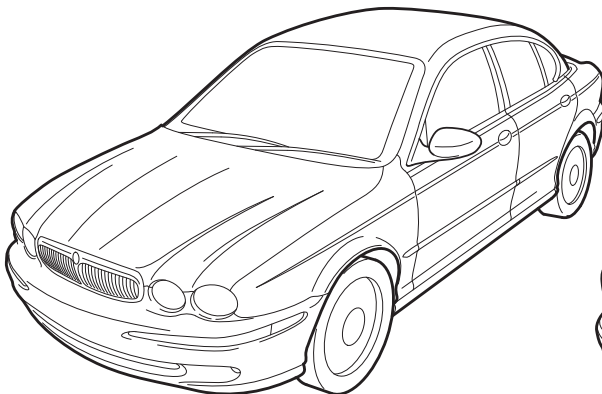
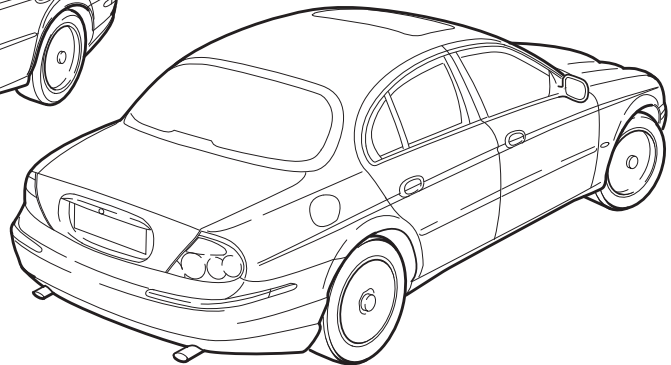
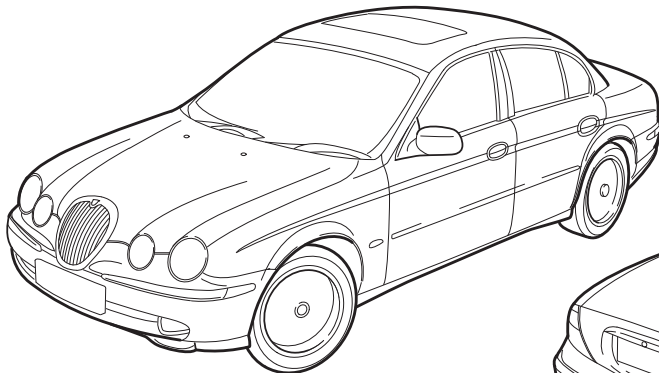
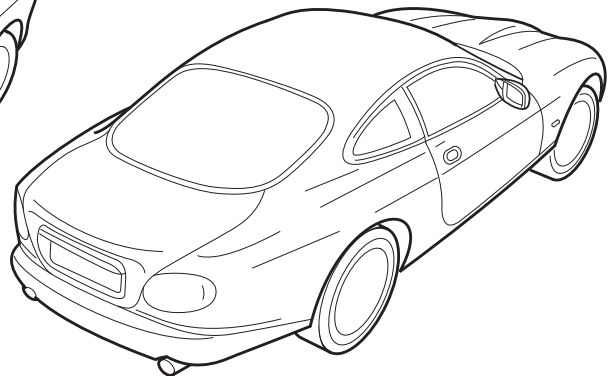
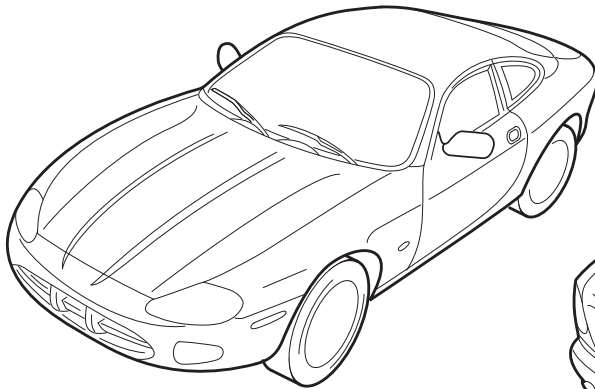
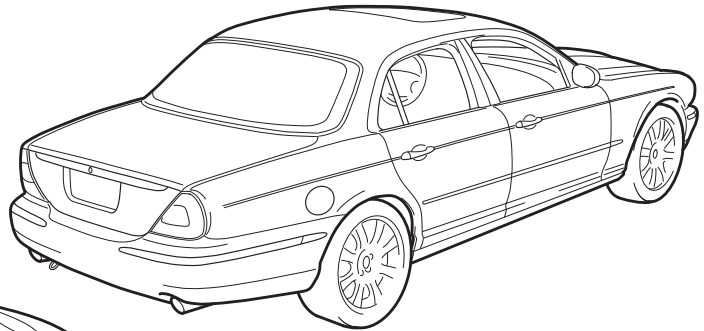
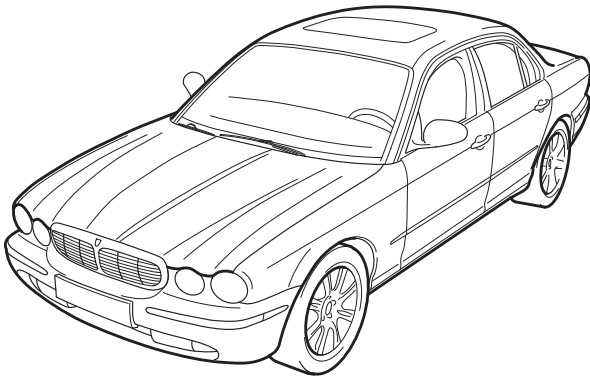
STORAGE HISTORY SHEET

MODEL					COLOUR					ARRIVAL DATE					
KEY NOS															
VIN															

OPERATIONS	1	2	3	4	5	6				7	
	IDENTIFICATION	INSPECTION	BATTERIES	COOLING SYSTEM	ENGINE	TYRES WEEKLY				PARKING BRAKE OFF	
UPON RECEIPT											
MONTH 1											
MONTH 2											
MONTH 3			RECHARGE								
MONTH 4											
MONTH 5											
MONTH 6			RECHARGE								
MONTH 7											
MONTH 8											
MONTH 9			RECHARGE								
MONTH 10											
MONTH 11											
MONTH 12			RECHARGE								

STORAGE HISTORY SHEET (continued)

OPERATIONS	8 DOORS WINDOWS & VEHICLE INTERIOR	9 WINDSHIELD WIPER BLADES	10 PAINTWORK	COMMENTS ON VEHICLE CONDITION	INSPECTORS SIGNATURE & DATE
UPON RECEIPT				NOTE: RECORD ANY VEHICLE BODY DAMAGE ON SILHOUETTES OVERLEAF	
MONTH 1					
MONTH 2					
MONTH 3					
MONTH 4					
MONTH 5					
MONTH 6			HIGH 'UV' LIGHT REMOVE PROTECTIVE COATING		
MONTH 7					
MONTH 8					
MONTH 9			LOW 'UV' LIGHT REMOVE PROTECTIVE COATING		
MONTH 10					
MONTH 11					
MONTH 12					



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