



# PROCEDURE FOR CHANGING TYRES IN PASSENGER CARS

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1. Introduction of the vehicle to the service station.
2. Verification of the vehicle lift points.
3. Lifting a vehicle or 1 side of the vehicle, taking into account the safety rules (in the case of lifting one side of the vehicle, securing the other side with wedges to prevent the car from sliding off the lift).
4. Verification of the presence and status of pressure sensors (conversation with the customer/ information form/vehicle diagnostics).
5. Verification of the type of run-flat/non-run-flat tyre.
6. Initial visual verification of the condition of tyres, rims and possibly hubcaps or caps to detect any damage or indication to the customer.
7. Disassembly of hubcaps and caps (if present) in a manner allowing their reassembly.
8. In the case of a seasonal tyre change, the tyre is marked with a chalk/marker for the current tire position according to the driver's position.
9. Unscrewing the wheel bolts/nuts and putting them in an adapted place/container.
10. Taking out of the wheel from the hub, if necessary with the use of a specialized bouncer.
11. Releasing all air from the wheel and removing the weights studded from the rim.
12. Placing the wheel in the tyre changer in accordance with the device's operating instructions (in the absence of instructions to the tyre changer with the table and jaws, on the aluminum rims the jaws catch the rim from the outside).
13. If pressure sensors are detected, the presser footer must be 90 degrees from the pressure sensor.
14. During pulling off the upper tyre foot from the rim, align the wheel so that the valve is close to the foot of the tool changer and about 15 cm in front of the assembly bucket. Lubrication of the presser foot and rim of the rim dedicated to the assembly paste. Taking out of the presser foot is clockwise.
15. Careful verification of the technical condition of the dismantled tire for wear and damage (foot, side, inner sealing layer, tread depth).
16. Careful verification of valve status, if technically possible. Replacing the valve after informing the customer, if the aging of the valve rubber or traces of wear of the valve rubber parts are found. The selection of the valve must be appropriate to the operating pressure of the vehicle. TR valves max pressure 4.5 bar, valves XHP max pressure 6.9 bar.

17. Careful verification of the rim condition and its cleaning, especially from the hub, for accurate balancing.
18. Careful verification of the technical condition of the tyre to be installed - even in the case of a new tyre (tread, side walls, feet, inner sealing layer).
19. Verification of the direction of the tread of the mounted tyre and its external/internal side.
20. Lubrication of both tyre feet with a dedicated paste/mounting ointment. In the presence of pressure sensors, there is no application of the assembly paste to the sensor itself, which would cause the opening over the pressure sensor to clog.
21. Tyre application by the manufacturer's instructions for the manufacturer fitting.
22. In the presence of pressure sensors during fitting the tyre on the rim, place the wheel in such a position that the valve with the pressure sensor is located 15 cm behind the point of support of the tyre on the rim.
23. In the presence of pressure sensors, be careful not to pinch the valve between the rim of the rim and the tyre foot.
24. Verification of the pressure level according to the vehicle manufacturer's recommendations (sticker, instruction manual, professional databases) or after consultation with the customer.
25. Inflating the wheel with a compressor using an approved pressure gauge (in the case of the procedure for the "very good" certificate level or the "exemplary" homologated manometer must have a calibration certificate no older than the last 6 months).
26. Checking the valve's tightness.
27. Placing the wheel on the balancer and applying the procedure in accordance with the device manufacturer's instructions.
28. Thorough verification of the condition of the inflated tire (possible bulges, cracks).
29. Use for balancing weights appropriate to the type of rim.
30. Cleaning the nuts/bolts and hub contact with the rim using a wire brush.
31. Installation of the wheel on the car with regard to the rotation schemes for the type of vehicle and taking into account the condition of tyres on axles (installation of better tires always on the rear axle, regardless of whether the drive is front or rear - excluding cars with different sizes between the front and rear axles and excluding 4x4 vehicles, in which tyres on both axles must be the same).
32. Inserting bolts/nuts and screwing them into the thread by hand.
33. Pre-tightening of the opposite bolts/nuts (with 4 bolts/nuts) or on the star line (with 5 or 6 bolts/nuts) using a pneumatic or electric wrench.
34. Lowered the vehicle and offset of the hoist components.
35. Verification of the tightening torque of bolts/nuts in accordance with the manufacturer's instructions for the vehicle.

36. Final tightening of the bolts/nuts using an approved torque wrench using the torque value as recommended by the vehicle manufacturer.
37. Verification of the condition of the hub (if present) and its arrangement with respect to the valve and lid. If the hubcap is fastened with bolts/nuts of the wheel, we assemble before inserting the bolts/nuts.
38. Verification of the state of the pressure and status sensors and the level of the spare tyre pressure (if any).
39. Restoration of cleanliness of the vehicle that he had before entering the position.
40. Preparation for moving the vehicle out of the station.