# HOT SHEET

#### TAKATA AIRBAG RECALL GOP/GOR/HOA WHAT THIS MEANS FOR DEALER SALES ASSOCIATES AND OUR CUSTOMERS



### WHAT ARE THE TAKATA AIRBAG RECALLS GOP, GOR, & HOA?

The U.S. automotive industry is facing the largest safety recall in its history. On May 4, 2016, the National Highway Traffic Safety Administration (NHTSA) announced an expansion of the industry-wide Takata Airbag Inflator Recalls. This announcement explained that Takata will, in five (5) phases across three (3) geographical zones, recall additional vehicles between May 2016 and the end of 2019. These vehicles contain Takata front airbag inflators that were manufactured without a "desiccant." Desiccant material is a chemical drying agent that absorbs moisture. For the affected Toyota & Scion vehicles, this recall only includes certain front passenger airbag inflators. Driver airbag inflators are not included.

On May 23, 2016, Toyota filed a Defect Information Report (DIR) with NHTSA identifying the vehicles involved in Phase 1 of the expanded Takata recall. On January 9, 2017, Toyota filed a Defect Information Report (DIR) with NHTSA identifying the vehicles involved in Phase 2 of the expanded Takata recall. Toyota informed the agency of its intent to conduct a voluntary Safety Recall on these vehicles. Phases 1 and 2 of campaign designations G0P, G0R, and H0A are also zone dependent. As a result, some of the same G0P, G0R, and H0A Phase 1 and 2 model/model year vehicles may also be included in later phases in other geographic zones. Vehicles involved in Phases 1 and 2 are listed under designations G0P, G0R, or H0A based on where the vehicle is operated or has been registered. Please refer to the phase/zone charts below for further information.

#### WHAT IS THE REMEDY?

Toyota has sufficient parts to begin a phased implementation of the remedy. The remedy will consist of the replacement of the airbag inflator or the airbag assembly, depending on the vehicle model. Please refer to <u>www.toyota.com/recall</u> for additional details. Consumers can also visit <u>safercar.gov</u> for Takata resources available from NHTSA.

#### WHEN WILL CUSTOMERS BE NOTIFIED?

Toyota will send interim or remedy owner notifications when a phase is launched. Note that owners of vehicles that will be subject to a future phase of this expansion will not receive notifications until their phase is launched.

### WHY ARE THERE GOP, GOR, & HOA PHASES AND ZONES? WHAT ARE THEY?

Based on multiple independent investigations and NHTSA's independent expert, NHTSA has concluded that the non-desiccated frontal Takata airbag inflators do not pose an unreasonable risk to safety until they reach a certain level of propellant degradation after long-term exposure to environmental moisture and fluctuating high temperatures. NHTSA and Takata are prioritizing these phased current and future recalls in three geographic zones based on temperature fluctuations and humidity and the exposure time required under those environmental conditions to degrade the propellant to the point where it poses an unreasonable risk to safety; depending on the zone, time until unsafe propellant degradation may occur is projected at between 6 and 20 years. According to NHTSA's current order, inflators in the vehicles affected by this expansion will be recalled by the end of 2019.

**ZONE A: GOP (Interim G1P):** These states and U.S. territories have been identified as having high temperature cycling and humidity. Time in service until significant propellant degradation may occur <u>is</u> projected at between 6-9 years.

**ZONE B: GOR (Interim G1R):** These states have been identified as having moderate temperature cycling and humidity: Time in service until significant propellant degradation may occur <u>is projected at</u> <u>between 10-15 years</u>.

**ZONE C: H0A (Interim H1A):** These states have been identified as having lower temperature cycling and humidity. Time in service until significant propellant degradation may occur <u>is projected at between 15-20 years</u>.



For additional information on when a vehicle may be involved in a current or future Safety Recall, or for more phase/zone information, please refer to the phase/zone summary found on <u>www.toyota.com/</u><u>recall</u> or in the G0P/G0R/H0A Dealer Package in TIS.

These charts show Toyota/Scion vehicles identified as part of the May 2016 and January 2017 expansions of Takata airbag inflator recalls (previously manufactured vehicles that are under Safety Recalls G0P, G0R, and H0A).

- INVOLVED IN CURRENT SAFETY RECALL (REMEDY)
- INVOLVED IN CURRENT SAFETY RECALL (INTERIM)
- PROJECTED FOR FUTURE PHASE (FULL MODEL YEAR APPLICABILITY)







Some late production 2016 model year 4Runner vehicles have been manufactured with an airbag that is not affected by the May 2016 Expansion of the Takata Airbag Inflator Recalls. To determine if a particular 2016 model year 4Runner will be included in a future phase of the May 2016 Expansion, input the VIN in the following website: <u>https://takata-lookup.imagespm.info/</u>.

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# **PROCESS FLOWCHART**

This flowchart only applies to the May 2016 and January 2017 expansions of the Takata front passenger airbag recall. It does not apply to or address any other recall action. It is provided to assist dealer staff in performing proper steps.





### **NEW VEHICLE INVENTORY**

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STEP ONE

#### WHAT TO DO WITH NEW VEHICLES IN INVENTORY SUBJECT TO A FUTURE TAKATA FRONT PASSENGER AIRBAG INFLATOR RECALL PHASE AS ANNOUNCED IN MAY 2016

For all NEW 2016 model year 4Runner vehicles in transit and/or in dealer inventory that will be subject to a future Takata recall phase. Toyota expects dealers to apply an advisory label to the passenger front window during PDS or prior to making it available for sale. Based on the number of new vehicles in your inventory and in transit to your dealership, Toyota has already provided an initial quantity of advisory labels to support this process.

Up until this point, Toyota has been applying these labels at all ports and processing centers prior to delivery to dealers. As of October 2016, Toyota no longer applied these labels at ports or processing centers. As such, dealers are required to apply labels to all remaining new 2016 4Runner vehicles subject to a future Takata recall. Enter any 2016 4Runner VIN into the following website to determine if it will be involved in a future phase: https://takata-lookup.imagespm.info/.



LABEL APPLICATION INSTRUCTIONS: Please apply the label to the inside of the front passenger window as illustrated.

If the provided quantities are not enough to support dealer inventory, additional quantities are available at the Material Distribution Center (MDC) in packs of 20 (1 pack = 20 advisory labels) at no cost. As with many MDC items, shipping charges do apply and expedited shipping is available at an additional cost. To order online visit https://portal.toyotamdc.com or call (800) 622-2033, referencing MDC #: 00411-TAKINF-TOY.

#### WHAT TO COMMUNICATE AND COMPLETE WITH BUYERS OF NEW VEHICLES LINKED TO A STEP TWO **FUTURE RECALL PHASE**

Some new vehicles in dealership inventory are affected by the May 2016 and January 2017 expansions, but will not be recalled until the end of 2019. Please refer to Page 1 for vehicles and timing.

As part of our Customer First commitment, Toyota expects dealers to use the Future Phase - Customer Contact & Vehicle Disclosure Form (Refer to your GSM or find it in the G0P/G0R/H0A Package on TIS) to obtain preferred contact information from the vehicle buyer and advise them of the fact that the vehicle will be subject to a recall related to the Takata front passenger airbag inflator by the end of 2019. Specifically, the form:

- Helps ensure that Toyota has preferred contact information so Toyota or the dealer can contact the 1. customer when the future recall occurs and the remedy becomes available, as appropriate. 2.
  - Advises the customer that:
  - The vehicle listed below is equipped with a Takata-produced front passenger airbag inflator. a. b. The passenger airbag inflator in this new vehicle is NOT subject to a current recall but will be
  - in the future.
  - Based on multiple independent investigations and NHTSA's independent expert, NHTSA c. has concluded that the vehicle's Takata front passenger airbag inflator does not pose an unreasonable risk to safety until after long-term exposure to environmental moisture and fluctuating high temperatures.
  - d. NHTSA and Takata are prioritizing the Takata airbag inflator recalls based on when affected inflators are likely to pose an unreasonable risk to safety, considering several factors, including time, temperature and environmental moisture in the operating location.
  - More information can be obtained on Toyota's website (www.toyota.com/recall). e.

#### After explaining the above points, Toyota expects dealers to:

- Obtain vehicle buyer information by having the customer complete the form. 1.
- Create and provide a copy of the completed form to the vehicle buyer. Retain original for Step 4. 2.
- Provide vehicle buyer with a current copy of the Toyota Q&A for the Takata Recall (Q&A found on www.toyota.com/recall). З.
- Keep the completed form on file at the dealer and send a copy to quality compliance@toyota.com. 4.

FUTURE PHASE	- CUSTOMER CO	NTACT & VEHIC	LE DISCLOSURE FORM
Takat	Front Passangar Airbag In	nfator - Future Safety R	ecal Applicability
Thank you for considering 1 you will enjoy your driving exp and ensure that we have your	irience! As part of our Custo	mer First commitment, we	art of the Toyota family and are cont a want to make you aware of a future i ou at the appropriate time.
currently involved in any re- Administration (NHTSA), the r	all. However, according to whicke's front passenger airb a replacement inflator or airb	o an order issued by th og inflator will be recalled ag assembly at NO CNA	front passenger airbag inflator. It /S e. U.S. National Highway Traffic S it by the end of 2019. As a result, To RGE in connection with this future re
	a inflator does not pose a		NHTSA has concluded that the veh safety until after long-term exposu
NHTSA and Takata are pric environmental molature, which NHTSA's website (www.safer)	h depends on a vehicle's op	senating location. You ca	ng time in operation, temperature, in obtain more information about th
			cliwww.loyota.com/owners/ and reg will need to input your 17-digit Ve
VIN Model	Model Year		gn Code
		Customer Email	
Customer Address		Home Phone #	
_		Mobile Phone #	
		Date	
available. This informat	on will only be used for 5	afety Recall and other	you when the remedy becomes campaign communications. If stact us at 1-888-270-9371.
Customer Signature			
Once again – Thank you fo Dealer Information	r choosing Toyota		
Dealer Name/Address		Dealer C	ode
_		Dealer Phone Num	ber
		Dealer Staff Na	me
			ure

Future Phase - Customer Contact & Vehicle Disclosure Form

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### **PRE-OWNED VEHICLE INVENTORY**

Pre-owned vehicles in dealer inventory affected by the May 2016 and January 2017 Takata recall expansions may fall into two categories:

- Pre-owned vehicles in the current Safety Recalls GOP, GOR, and HOA
   NOTE: Toyota Certified Used Vehicle (TCUV) policy prohibits the certification of any vehicle with an outstanding Special Service Campaign or
   Safety Recall. Thus, no affected units should be sold or delivered as a TCUV until the Safety Recall has been completed on that vehicle. If the
   remedy parts are available, dealers can apply the recall remedy, so no form is needed and the vehicle may be certified as TCUV if applicable.
   If the pre-owned vehicle will be sold and recall remedy parts are not available, dealers MUST use the Pre-Owned Safety Recall Customer
   Contact & Vehicle Disclosure Form, as instructed in section 1 below.
   NOTE: The vehicle may not be certified and sold as a TCUV.
- Pre-owned vehicles not currently under Safety Recalls GOP, GOR, and HOA but which will be recalled under a future phase.
   NOTE: These cars can be certified and sold as TCUV if applicable. Dealers MUST install an advisory label and the Future Phase Customer Contact & Vehicle Disclosure Form MUST be used as instructed in sections 2a and 2b below.

### (1) CURRENT RECALL PHASE WHAT TO DO WITH PRE-OWNED VEHICLES IN INVENTORY SUBJECT TO A CURRENT TAKATA RECALL (GOP, GOR, AND HOA) WHERE PARTS ARE NOT YET AVAILABLE

Typically, Toyota expects that dealers do not deliver any pre-owned vehicles in dealer inventory that are covered by a **current** Safety Recall unless the defect has been remedied. What is different in this case is that, until remedy parts are available, delivery of a pre-owned vehicle is acceptable with the Pre-Owned - Safety Recall Customer Contact & Vehicle Disclosure Form informing the customer that the vehicle <u>is involved in a current Safety Recall</u> and that the remedy is currently being prepared by Toyota.

As part of our Customer First commitment, Toyota expects dealers to use the Pre-Owned - Safety Recall Customer Contact & Vehicle Disclosure Form (Refer to your GSM or find it in the G0P/G0R/H0A Package on TIS) to obtain vehicle buyer preferred contact information and advise the customer of the fact that the vehicle is subject to a current recall related to the Takata front passenger airbag inflator. Specifically, the form:

- 1. Helps ensure that Toyota has preferred contact information so Toyota or the dealer can contact the customer when the remedy becomes available, as appropriate.
- 2. Advises the customer that:
  - a. The vehicle listed below is equipped with a Takata-produced front passenger airbag inflator.
    b. The passenger airbag inflator in this pre-owned vehicle is subject to a current recall but will be remedied as soon as remedy parts become available.
  - c. More information can be obtained on Toyota's website (www.toyota.com/recall).

After explaining the above points, Toyota expects dealers to:

- 1. Obtain vehicle buyer information by having the customer complete the form.
- 2. Create and provide a copy of the completed form to the vehicle buyer. Retain original for Step 4.
- 3. Provide vehicle buyer with a current copy of the Toyota Q&A for the Takata Recall (Q&A found on www.toyota.com/recall).
- 4. Keep the completed form on file at the dealer and send a copy to <u>quality compliance@toyota.com</u>.
- 5. Encourage buyers to register on www.toyota.com/owners to ensure timely communication on important recall matters.

	Terrata Matter Sales, UNA Jan-
ublished October 13, 2016	1901 Xould Vision Avenue 1901 Xould Western Avenue Transco. CA 9050
	(112) 68-600
PRE-OWNED - SAFETY RECALL	CUSTOMER CONTACT & VEHICLE DISCLOSURE FORM
e-Owned Vehicles ONLY (Not Applicabl	is for TCUV units)
is vehicle is involved in a Safety Recall. J formed. I understand that the vehicle wi formed at NO CHARGE when the reme	At this time, <u>represely parts are not available</u> and the remody has <b>NOT</b> been it need to be returned to an authorized Toyota dealer to have the remody dy is available.
atomer Signature	
ota recommends that you register will plany check recall applicability using we it Vehicle Identification Number (VIN).	h the Toyota Owners Community at <u>http://www.toyota.com/owneral</u> and w.toyota.com/vecall or www.aafercar.gov. You will need to input your 17
• [] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ]	Campaign Code
lodel Not	del Year
stomer Information	
Customer Name	Customer Email
Customer Address	Home Phone #
	Mobile Phone #
	Date
evailable. This information will only b	I Toyota or your dealer can notify you when the remedy becomes to used for Safety Recall and other campaign communications. If intact information in the future, visit <u>user konta combarnersadate</u>
aler information	
Dealer Name/Address	Dealer Code
	Dealer Phone Number
	Dealer Staff Name

Pre-Owned - Safety Recall Customer Contact & Vehicle Disclosure Form

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# **PRE-OWNED VEHICLE INVENTORY (CONT.)**

Sections 2a and 2b apply to pre-owned vehicles not currently under Safety Recalls GOP, GOR, and HOA but will be recalled under a future phase, as referenced on Page 4.

# (2a) FUTURE RECALL PHASE WHAT TO DO WITH PRE-OWNED VEHICLES IN INVENTORY SUBJECT TO A FUTURE TAKATA RECALL PHASE (GOP, GOR, AND HOA)

For **pre-owned vehicles** in dealer inventory that will be subject to a future Takata recall phase, Toyota expects dealers to apply an advisory label to the passenger front window prior to making it available for sale. Based on the number of pre-owned vehicles in your inventory to your dealership, Toyota has already provided an initial quantity of advisory labels to support this process.

Additional quantities are available at the Material Distribution Center (MDC) in packs of 20 (1 pack = 20 advisory labels) at no cost. As with many MDC items, shipping charges do apply and expedited shipping is available at an additional cost. To order online visit <u>https://portal.toyotamdc.com</u> or call (800) 622-2033, referencing MDC #: 00411-TAKINF-TOY.



**LABEL APPLICATION INSTRUCTIONS:** Please apply the label to the inside of the front passenger window as illustrated.

#### (2b) FUTURE RECALL PHASE

# WHAT TO COMMUNICATE AND COMPLETE WITH BUYERS OF PRE-OWNED VEHICLES LINKED TO A FUTURE RECALL PHASE

Some **pre-owned vehicles** in dealership inventory are affected by the May 2016 announcement made by NHTSA and Takata, but will be involved in a future phase and recalled by the end of 2019. Please refer to Page 1 for vehicles and timing.

As part of our Customer First commitment, Toyota expects dealers to use the Future Phase - Customer Contact & Vehicle Disclosure Form to obtain preferred contact information from the vehicle buyer and advise them of the fact that the vehicle <u>will be subject to a recall</u> related to the Takata front passenger airbag inflator by the end of 2019. Specifically, the form:

- 1. Helps ensure that Toyota has preferred contact information so Toyota or the dealer can contact the customer when the future recall occurs and the remedy becomes available, as appropriate.
- 2. Advises the customer that:
  - a. The vehicle listed below is equipped with a Takata-produced front passenger airbag inflator.
    b. The passenger airbag inflator in this pre-owned vehicle is NOT subject to a current recall but will be in the future.
  - c. Based on multiple independent investigations and NHTSA's independent expert, NHTSA has concluded that the vehicle's Takata front passenger airbag inflator does not pose an unreasonable risk to safety until after long-term exposure to environmental moisture and fluctuating high temperatures.
  - d. NHTSA and Takata are prioritizing the Takata airbag inflator recalls based on when affected inflators are likely to pose an unreasonable risk to safety, considering several factors, including time, temperature and environmental moisture in the operating location.
  - e. More information can be obtained on Toyota's website (www.toyota.com/recall).

After explaining the above points, Toyota expects dealers to:

- 1. Obtain vehicle buyer information by having the buyer complete the form.
- 2. Create and provide a copy of the completed form to the vehicle buyer. Retain original for step 4.
- 3. Provide vehicle buyer with a current copy of the Toyota Q&A for the Takata Recall (Q&A found on www.toyota.com/recall).
- 4. Keep the completed form on file at the dealer and send a copy to <u>quality\_compliance@toyota.com</u>.
- 5. Encourage buyers to register on www.toyota.com/owners to ensure timely communication on important recall matters.

FUTURE PHAS	E - CUSTOMER CONTACT & VEHICLE DISCLOSURE FORM
Tak	ata Front Passenger Airbag Inflator – Future Safety Recall Applicability
are confident you will e	tering Toyota — we've pleased that you're about to become part of the Toyota family an injoy your driving experience! As part of our Casterner First commitment, we want to mak save and ensure that we have your preferred contact information so that we can contact yo 
inflator. It IS NOT curr Highway Traffic Safety end of 2019. As a rear	7. The vehicle listed below is equipped with a faketa-produced front passenger abusely novolved in any recast. However, according to an order issued by the U.S. Nation and the vehicle's front passenger antege inflator will be recalled by the Argin strategic vehicles and the second by the transmittant of NHTSA), the vehicle's front passenger antege inflator will be recalled by the Argin strategic vehicles are the second by the sec
vehicle's Takete front p	spandent investigations and NHTSA's independent expert, NHTSA has concluded that it passenger aibag inflator does not pose an unreasonable risk to safety until after long-ter nial mostane and fluctuating high temperatures.
and environmental mo	e prioritizing the Takata airbag inflator recalls, considering time in operation, temperature staxe, which depends on a vehicle's operating location. You can obtain more informatio website (aww.safercar.gov) or Toyota's website (aww.soysta.com/wecal).
	at you register with the Toyota Owners Community at http://www.loyota.com/owners/ an
	applicability using <u>www.toyota.com/recall</u> or <u>www.safercar.gov</u> . You will need to input yo
17-digit Vehicle Identifi	cation Number (VIN).
กท	
This is My Preferred 4	Contact Information
Customer Name	
	Customer Email Home Phone #
	Home Phone #
Customer Address Please provide this becomes available. communications. If	Home Phone # Mobile Phone #
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Customer Address Please provide this becomes available, communications. If <u>aver double combern</u> customer Signature	Home Phone # Mobile Phone # Total Antomation to that Topolo of your debut of the Phone # Total Information to that Topolo of your debut of the Phone and other compress Total Information of the Topolo of the Phone and other compress you'll be to update your performed contect information in the fature, viait contents of a 148-379-3917
Customer Address Please provide this becomes available, communications. If <u>aver loyate combern</u> Customer Signature	Hans Plans # Mobili Plans # Data Data Toro demandance and plans and plans and plans and plans Toro demandance and plans and plans and other company toro demandance and plans and plans and plans and plans toro demandance and plans and plans and plans and plans toro demandance and plans and plans and plans and plans toro demandance and plans and plans and plans and plans toro demandance and plans and plans and plans and plans and plans toro demandance and plans and plans and plans and plans and plans toro demandance and plans and pl
Customer Address Please provide this becomes available, communications, if more finale constant ustomer Signature Once again – thank y Dealer Information	Hame Plans # Makibi Plans # Data Data Tool dearaction will toylo or your data's can walfy you when the namedy Tool dearaction will toylo as and for bally flaces and when the namedy Tool dearaction will have been been been been been been been be
Customer Address Please provide this becomes available, communications, if more finale constant ustomer Signature Once again – thank y Dealer Information	Tons Plans 2 Notify Plans 8 

Future Phase - Customer Contact & Vehicle Disclosure Form



## **COMPETITORS** ARE ALSO AFFECTED

The Takata front airbag inflator recall impacts Toyota/Scion and multiple other automotive manufacturers. For consumers that may be crossshopping Toyota, we encourage you to discuss this information with them to compare affected Toyota vehicles with related vehicles from other automotive manufacturers. For additional information on the Takata Safety Recall and affected vehicles by other manufacturers, consumers can visit <u>safercar.gov</u>.

### WHAT TO DO IF CUSTOMERS OR MEDIA HAVE QUESTIONS

#### MEDIA CONTACTS

It is imperative that all media contacts (local and national) receive a consistent message. If any media contact your dealer, please direct them to the Toyota Motor Sales Media Line at (310) 468-5297.

#### **CUSTOMER CONTACTS**

Customers who receive the owner letters or hear about this condition on the news may contact your dealership with questions regarding the letter and/ or the Safety Recall. Please welcome them to your dealership and answer any questions that they may have. Always refer to the Toyota Customer Frequently Asked Questions for the Takata Safety Recall found on <u>www.toyota.com/recall</u> to ensure a consistent message is communicated.

Customers with additional questions or concerns are asked to please go to <u>www.toyota.com/recall</u> or contact the Toyota Customer Experience Center (1-888-270-9371) - Monday through Friday, 7:00 am to 7:00 pm, Saturday 7:00 am to 4:30 pm Central Time.

Toyota would also like dealers to encourage customers to register their vehicle on <u>www.toyota.com/owners</u> to ensure timely communication on important recall matters. This is one way Toyota ensures up-to-date contact information for consumers and vehicles by VIN. Toyota also recommends that you suggest customers regularly check recall applicability using <u>www.toyota.com/recall</u>. Customers will need to input their 17-digit Vehicle Identification Number (VIN).

For additional information on the Takata Safety Recall, consumers can also visit safercar.gov for Takata resources available from NHTSA.

For information about vehicles subject to the Takata inflator recalls announced before May 2016, please refer to prior Dealer Communications and/or <u>www.toyota.com/recall</u>.