

## Car Approved Preparation Standard Checklist

|   |                   |                  |
|---|-------------------|------------------|
| Vehicle Details; (from V5 document)R/O No.: | Registration:     | Colour:          |
| Make:                                       | Model:            | MOT Test Date:   |
| Reg date:                                   | Recorded Mileage: | Chassis VIN No.: |

|   |  | Standard Met | Action Required | Items Rectified | N/A |
|---|--|--------------|-----------------|-----------------|-----|
| <b>1. Vehicle History</b>   | VIN Inspection   |              |                 |                 |     |
|   | Vehicle history report obtained  |              |                 |                 |     |
|   | Scheduled maintenance performed (inc timing belt)  |              |                 |                 |     |
|   | Current MOT certificate (if applicable)  |              |                 |                 |     |
|   | Engine number check  |              |                 |                 |     |
| <b>2. Road Test Operation/ condition of:</b>                              | Cruise Control (if applicable)   |              |                 |                 |     |
|   | Starting system, general performance & behaviour of the vehicle                                    |              |                 |                 |     |
|   | Clutch, transmission, steering, suspension & brakes including A.B.S.                               |              |                 |                 |     |
|   | No evidence of abnormal noises   |              |                 |                 |     |
|   | No visual fluid leaks after road test  |              |                 |                 |     |
|   | Gauges operate properly  |              |                 |                 |     |
|   | Check battery & starter motor start engine with ease from both hot & cold                          |              |                 |                 |     |
|   | Efficiency of parking brake  |              |                 |                 |     |
|   | Check to ensure no excessive visual emissions from exhaust   |              |                 |                 |     |
|   | Check no engine management lights are illuminated on test drive or when engine idling              |              |                 |                 |     |
| Engine Cooling fans operates at appropriate temperature                   |  |              |                 |                 |     |
| <b>3. Vehicle Exterior Operation/ condition of:</b>                       | No dents that have either cracked paint or are larger than 50 mm in diameter                       |              |                 |                 |     |
|   | Windscreen free from any damage that would exclude the vehicle from an MOT test                    |              |                 |                 |     |
|   | No signs of bodywork corrosion   |              |                 |                 |     |
|   | Exterior mirrors   |              |                 |                 |     |
|   | All structural body repairs/accident damage have been repaired using manufacturer approved methods |              |                 |                 |     |
|   | Ensure correct body panel fitting & alignment  |              |                 |                 |     |
|   | Operation of fuel filler system including petrol caps & lever release system                       |              |                 |                 |     |
|   | Bonnet catch, safety catch, hinges, tailgate supports  |              |                 |                 |     |
|   | Door locks & central locking including child safety locks  |              |                 |                 |     |
| Exterior trim for security & correct fitment                              |  |              |                 |                 |     |
| <b>4. Vehicle Interior Operation/ Condition of:</b>                       | Wipers & washers   |              |                 |                 |     |
|   | Visual & audible driver warning systems  |              |                 |                 |     |
|   | Rear view mirror /sun visors   |              |                 |                 |     |
|   | Parking assistance systems   |              |                 |                 |     |
|   | Navigation system  |              |                 |                 |     |
|   | Interior lights  |              |                 |                 |     |
|   | Instruments, gauges & controls   |              |                 |                 |     |
|   | Door windows (manual / electric)   |              |                 |                 |     |
|   | Convertible roof mechanism (if applicable)   |              |                 |                 |     |
|   | Audio & alarm systems  |              |                 |                 |     |
|   | All internal equipment (e.g. cigarette lighters, sun visors, arms rests etc.)                      |              |                 |                 |     |
|   | All exterior lighting equipment & respective control lights & cluster illumination                 |              |                 |                 |     |
|   | Air-conditioning, heating & demist systems   |              |                 |                 |     |
|   | Sunroof mechanism  |              |                 |                 |     |
|   | Operation & condition of seatbelts / mountings   |              |                 |                 |     |
| No evidence of water ingress  |  |              |                 |                 |     |
| No interior trim / dashboard for tears, holes, burns or excessive soiling |  |              |                 |                 |     |

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|---|--|--------------|-----------------|-----------------|-----|
| 4. Vehicle Interior Operation/ Condition of:                          | Parcel Shelf or tonneau cover if fitted  |              |                 |                 |     |
|   | All warning lights operate correctly   |              |                 |                 |     |
|   | All drive pedals operate correctly   |              |                 |                 |     |
|   | SRS warning light functionality  |              |                 |                 |     |
|   | Security of seat mountings, head rests & seat adjustment mechanism   |              |                 |                 |     |
| 5. Road Wheels & Tyre Checks  | Minimum tread depth of 3mm across all tyres inc spare.<br>Tyres depths. OSF:                  OSR:                  NSR:                  NSF:                  Spare: |              |                 |                 |     |
|   | No evidence of uneven tyre wear or casing damage   |              |                 |                 |     |
|   | Tyres have no cuts through to the casing, bulges & no evidence of temporary repairs  |              |                 |                 |     |
|   | Road wheels are free from distortion, gouges or visible cracks   |              |                 |                 |     |
| 6. Engine Compartment Checks Operation/ condition of                  | Carry out battery test & ensure terminals are secure & free from corrosion   |              |                 |                 |     |
|   | Engine oil is correct level & dipstick oil sample is free from contamination   |              |                 |                 |     |
|   | Coolant antifreeze content, & ensure system is free of visual contamination  |              |                 |                 |     |
|   | Check vehicles charging system for minimum output  |              |                 |                 |     |
|   | Gearbox fluid levels, manual or automatic are correct  |              |                 |                 |     |
|   | All fluid levels are correct; e.g. brake, clutch, power steering, washer & battery   |              |                 |                 |     |
|   | Auxiliary drive belts, condition & tension   |              |                 |                 |     |
|   | Engine mountings for security & condition  |              |                 |                 |     |
|   | Wiring, pipes, hoses, oil & fuel feed lines for routing; are free from damage, chafing & leaks (where visible)   |              |                 |                 |     |
|   | No fluid leaks   |              |                 |                 |     |
|   | Cooling system radiator & engine oil cooler/intercooler are free from damage or excessive corrosion  |              |                 |                 |     |
|   | No evidence of undue engine noise  |              |                 |                 |     |
|   | <b>For hybrid vehicles only:</b>   |              |                 |                 |     |
|   | Hybrid cooling system  |              |                 |                 |     |
| Hybrid power-train mount  |  |              |                 |                 |     |
| Hybrid entertainment & information display                            |  |              |                 |                 |     |
| 7. Underbody Checks Operation/ Condition of:                          | Exhaust, mountings, clamps & check security of system  |              |                 |                 |     |
|   | Exhaust gas leaks  |              |                 |                 |     |
|   | Any fluid leaks from engine, drive train, fuel systems   |              |                 |                 |     |
|   | Catalytic converter  |              |                 |                 |     |
|   | Steering for leaks & security  |              |                 |                 |     |
|   | Tie rod ends, CV joints, drive shafts & steering rack including boots/covers   |              |                 |                 |     |
|   | Front & rear Springs, Shock absorbers & mounting points  |              |                 |                 |     |
|   | No visual evidence of faults to braking components   |              |                 |                 |     |
|   | Ensure brake pads have a minimum of 50% material remaining   |              |                 |                 |     |
|   | Check underbody for excess corrosion & ensure that the chassis is free from extensive structural repairs   |              |                 |                 |     |
| Ensure transmission / driveshaft is secure & free from excessive play |  |              |                 |                 |     |
| 8. Convenience  | Fully cleaned & valeted vehicles   |              |                 |                 |     |
|   | Owners manual, including locking wheel nut tool (if fitted)  |              |                 |                 |     |
|   | 2 Keys & remote fobs   |              |                 |                 |     |
|   | Service history (if applicable)  |              |                 |                 |     |

Comments

Dealer Signed .....

Date .....

Dealer Stamp: