

## 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 |                                                                                                    |              |                 |                 |     |

|                                                                       |                                                                                                                                                                                        | Standard Met | Action Required | Items Rectified | N/A |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|-----------------|-----|
| 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

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Dealer Signed ..... Date .....

Dealer Stamp: