

# Car Approved Preparation Standard Checklist

Approved Dealer

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
1. Vehicle History	VIN Inspection				
	Vehicle history report obtained				
	Scheduled maintenance performed (inc timing belt)				
	Current MOT certificate (if applicable)				
	Engine number check				
2. Road Test Operation/ condition of:	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				
3. Vehicle Exterior Operation/ condition of:	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				
4. Vehicle Interior Operation/ Condition of:	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				

...continued

Comments	Dealer Stamp:
Dealer Signed ..... Date .....	