

# 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

|  |  | 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

Dealer Signed .....

Date .....

Dealer Stamp: