

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
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					

		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. 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				
	For hybrid vehicles only:				
	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:
