

Car Approved Preparation Standard Checklist

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|---|-------------------|------------------|
| 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: