

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
	VIN Inspection				
1. Vehicle History	Vehicle history report obtained				
	Scheduled maintenance performed (inc timing belt)				
	Current MOT certificate (if applicable)				
	Engine number check				
	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				
2. Road Test	No visual fluid leaks after road test				
Operation/	Gauges operate properly				
condition of:	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				
	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				
3. Vehicle Exterior	All structural body repairs/accident damage have been repaired using manufacturer approved methods				
Operation/ condition of:	Ensure correct body panel fitting & alignment				
condition of.	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				
	Wipers & washers				
	Visual & audible driver warning systems				
	Rear view mirror /sun visors				
	Parking assistance systems				
	Navigation system				
	Interior lights				
	Instruments, gauges & controls				
4. Vehicle Interior	Door windows (manual / electric)				
Operation/	Convertible roof mechanism (if applicable)				
Condition of:	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				

Parcet Shelf or tonneau cover if litted 4. Vehicle Interior Operation/ Condition of: All drive pedals operate correctly All drive pedals operate correctly SES warning lights operate correctly SES warning light functionality SES warning lights functionality SES warning lights functionality SES warning lights functionality SES was depths. SES of SES SES SES SES SES SES SES SES SES SE	N/A
All drive pedals operate correctly Gendition of: SRS warning light functionality Security of seat mountings, head rests & seat adjustment mechanism 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 Carry out battery test & ensure terminals are secure & free from corrosion Engine oil is correct level & dipstick oil sample is free from corrosion Engine oil is correct level & dipstick oil sample is free from contamination Coloant antifreeze content, & ensure system is free of visual contamination Check vehicles charging system for minimum output Gearbox full devels, manual or automatic are correct All fluid levels are correct; e.g. brake, clutch, power steering, washer & battery All fluid levels are correct; e.g. brake, clutch, power steering, washer & battery Wiring, pipes, hoses, oil & fluel feed times for routing; are free from damage, chafing & leaks (where visible) Wiring, pipes, hoses, oil & fluel freed times for routing; are free from damage, chafing & leaks (where visible) World deaks 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 Ethaust, mountings, clamps & check security of system Ethaust gas leaks Any fluid leaks from engine, drive train, fuel systems Catalytic conwerter 7. Underbody Checks Operation/ Condition of: Front & rear-Springs, Shock obsorbers & mounting points No visual evidence of faults to braking components	
Operation / Condition of: SRS warning light functionality Security of seat mountings, head rests & seat adjustment mechanism Security of seat mountings, head rests & seat adjustment mechanism Security of seat mountings, head rests & seat adjustment mechanism Security of seat mountings, head rests & seat adjustment mechanism Security of seat mountings, head rests & seat adjustment mechanism Security of seat mountings, head rests & seat adjustment mechanism Security of Security	
Security of seat mountings, head resis & seat adjustment mechanism Minimum tread depth of 3mm across all tyres inc spare. Tyre Checks Nore evidence of uneven tyre wear or casing damage Tyre Checks Tyre Checks Tyre Checks Nore evidence of uneven tyre wear or casing damage Tyres have no cuts throught to the casing, bulges & no evidence of temporary repairs Road wheels are free from distortion, gouges or visible cracks Carry out battery test & ensure terminals are secure & free from contamination Condant antifreeze content, & ensure system is free of visual contamination Coefant antifreeze content, & ensure system is free of visual contamination Coefant antifreeze content, & ensure system is free of visual contamination Check whicles 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 Viring, pipes, hoses, oil & fuel feed lines for routing; are free from damage, chaffing & 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 evelices only: Hybrid power-train mount Hybrid power-train mount Hybrid entertainment & information display 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 Tier and ends, CV joints, drive shafts & steering rack including books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
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 Carry out battery test & ensure terminals are secure & free from corrosion Engine all is correct level & dipstick oil sample is free from contamination Coclant 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 betts, condition & tension Engine mountings for security & condition Check and the security of tree 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 noilse For hybrid vehicles only: Hybrid cooling system Hybrid power-train mount Hybrid enertainment & information display Exhaust, mountings, clamps & check security of system Exhaust gas leaks Any fluid leaks from engine, drive train, fuel systems Catalytic converter Tie rod ends, CV joints, drive shafts & steering rack including books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
Minimum tread depth of 3mm across all tyres inc spare. Tyres depths. OSF: OSR: NSR: NSF: Spare: NSR: NSP: 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 Carry out battery test & ensure terminals are secure & free from corrosion Engine oil is correct level & dipstick oil sample is free from 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 Compartment Checks Operation/ Condition of Office of vehicles only: Hybrid cooling system of 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 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 Tier od ends, CV joints, drive shafts & steering rack including books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
Tyre Checks Tyres have no cuts through to the casing, bulges & no evidence of temporary repairs Road wheels are free from distortion, gouges or visible cracks Carry out battery test & ensure terminals are secure & 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 Auditory drive belts, condition & tension Engine mountings for security & condition Checks Operation/ condition of No fluid teaks Cooling system radiator & engine oil cooler/intercooler are free from damage, chafing & leaks (where visible) No fluid use engine noise For hybrid vehicles only: Hybrid cooling system Hybrid power-train mount Hybrid entertainment & information display Exhaust, mountings, clamps & check security of system Exhaust gas leaks Any fluid leaks from engine, drive train, fuel systems Catalytic converter Tie rod ends, CV joints, drive shafts & steering rack including books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
Tyres have no cuts through to the casing, bulges & no evidence of temporary repairs Road wheels are free from distortion, gouges or visible cracks 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 4. Engine Compartment Checks Operation/ condition of No fluid leaks Cooling system radiator & engine oil cooler/intercooler are free from damage, chafing & leaks (where visible) No evidence of undue engine noise For hybrid vehicles only: Hybrid cooling system Hybrid entertainment & information display Exhaust gas leaks Any fluid leaks from engine, drive train, fuel systems Catalytic converter 7. Underbody Checks Operation/ Condition of: Tie rod ends, CV joints, drive shafts & steering rack including books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
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 wehicles 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 betts, condition & tension Compartment Checks Operation/ condition of No fluid leaks Cooling system radiator & engine oil cooler/intercooler are free from damage, chafing & leaks (where visible) No evidence of undue engine noise For hybrid vehicles only: Hybrid cooling system Hybrid power-train mount Hybrid entertainment & information display Exhaust, mountings, clamps & check security of system Exhaust gas leaks Any fluid leaks from engine, drive train, fuel systems Catalytic converter 7. Underbody Checks Operation/ Condition of: Tie rod ends, CV joints, drive shafts & steering rack including books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
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 & Engine mountings for security & condition Checks Operation/ condition of 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 Exhaust, mountings, clamps & check security of system Exhaust gas leaks Any fluid leaks from engine, drive train, fuel systems Catalytic converter 7. Underbody Checks Operation/ Condition of: Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
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 & Engine mountings for security & condition Checks Operation/ condition of 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 Exhaust, mountings, clamps & check security of system Exhaust gas leaks Any fluid leaks from engine, drive train, fuel systems Catalytic converter 7. Underbody Checks Operation/ Condition of: Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
Coalant 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 Exhaust, mountings, clamps & check security of system Exhaust gas leaks Any fluid leaks from engine, drive train, fuel systems Catalytic converter 7. Underbody Checks Operation/ Condition of: Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
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 Compartment Checks Operation/ condition of No fluid leaks Cooling system radiator & engine oil cooler/intercooler are free from damage, chafing & leaks (where visible) No evidence of undue engine noise For hybrid vehicles only: Hybrid cooling system Hybrid power-train mount Hybrid entertainment & information display Exhaust, mountings, clamps & check security of system Exhaust gas leaks Any fluid leaks from engine, drive train, fuel systems Catalytic converter 7. Underbody Checks Operation/ Condition of: Tie rod ends, CV joints, drive shafts & steering rack including books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
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 Compartment Checks Operation/ condition of No fluid leaks Cooling system radiator & engine oil cooler/intercooler are free from damage, chaffing & leaks (where visible) No evidence of undue engine noise For hybrid vehicles only: Hybrid cooling system Hybrid power-train mount Hybrid entertainment & information display Exhaust, mountings, clamps & check security of system Exhaust gas leaks Any fluid leaks from engine, drive train, fuel systems Catalytic converter 7. Underbody Checks Operation/ Condition of: Tie rod ends, CV joints, drive shafts & steering rack including books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
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 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 books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
Auxiliary drive belts, condition & tension Compartment Checks Operation/ condition of No fluid leaks Cooling system radiator & engine oil cooler/intercooler are free from damage, chafing & leaks (where visible) No evidence of undue engine noise For hybrid vehicles only: Hybrid cooling system Hybrid power-train mount Hybrid power-train mount Hybrid entertainment & information display 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 books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
Compartment Checks Operation/ condition of 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 Exhaust, mountings, clamps & check security of system Exhaust gas leaks Any fluid leaks from engine, drive train, fuel systems Catalytic converter 7. Underbody Checks Operation/ Condition of: Tie rod ends, CV joints, drive shafts & steering rack including books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
Checks Operation/ condition of 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 Exhaust, mountings, clamps & check security of system Exhaust gas leaks Any fluid leaks from engine, drive train, fuel systems Catalytic converter 7. Underbody Checks Operation/ Condition of: Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
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 Exhaust, mountings, clamps & check security of system Exhaust gas leaks Any fluid leaks from engine, drive train, fuel systems Catalytic converter 7. Underbody Checks Operation/ Condition of: Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
No evidence of undue engine noise For hybrid vehicles only: Hybrid cooling system Hybrid power-train mount Hybrid entertainment & information display Exhaust, mountings, clamps & check security of system Exhaust gas leaks Any fluid leaks from engine, drive train, fuel systems Catalytic converter 7. Underbody Checks Operation/ Condition of: Tie rod ends, CV joints, drive shafts & steering rack including books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
No evidence of undue engine noise For hybrid vehicles only: Hybrid cooling system Hybrid power-train mount Hybrid entertainment & information display Exhaust, mountings, clamps & check security of system Exhaust gas leaks Any fluid leaks from engine, drive train, fuel systems Catalytic converter 7. Underbody Checks Operation/ Condition of: Tie rod ends, CV joints, drive shafts & steering rack including books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
For hybrid vehicles only: Hybrid cooling system Hybrid power-train mount Hybrid entertainment & information display Exhaust, mountings, clamps & check security of system Exhaust gas leaks Any fluid leaks from engine, drive train, fuel systems Catalytic converter 7. Underbody Checks Operation/ Condition of: Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
Hybrid power-train mount Hybrid entertainment & information display 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 Checks Operation/ Condition of: Tie rod ends, CV joints, drive shafts & steering rack including books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
Hybrid entertainment & information display 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 Checks Operation/ Condition of: Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
Exhaust, mountings, clamps & check security of system Exhaust gas leaks Any fluid leaks from engine, drive train, fuel systems Catalytic converter 7. Underbody Checks Operation/ Condition of: Tie rod ends, CV joints, drive shafts & steering rack including books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
Exhaust gas leaks Any fluid leaks from engine, drive train, fuel systems Catalytic converter 7. Underbody Checks Operation/ Condition of: Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
Any fluid leaks from engine, drive train, fuel systems Catalytic converter 7. Underbody Checks Operation/ Condition of: Tie rod ends, CV joints, drive shafts & steering rack including books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
Catalytic converter Steering for leaks & security Checks Operation/ Condition of: Tie rod ends, CV joints, drive shafts & steering rack including books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
7. Underbody Checks Operation/ Condition of: Steering for leaks & security Tie rod ends, CV joints, drive shafts & steering rack including books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
Checks Operation/ Condition of: Tie rod ends, CV joints, drive shafts & steering rack including books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
Operation/ Condition of: The rod ends, CV joints, drive shafts & steering rack including books/covers Front & rear Springs, Shock absorbers & mounting points No visual evidence of faults to braking components	
Condition of: 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	
Fully cleaned & valeted vehicles	
Owners manual, including locking wheel nut tool (if fitted)	
8. Convenience 2 Keys & remote fobs	
Service history (if applicable)	

Comments			
Dealer Signed	Sec	 Date	

	_
Dealer Stamp:	
•	