

## **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				
	Vehicle history report obtained				
1. Vehicle History	Scheduled maintenance performed (inc timing belt)				
History	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				
	No visual fluid leaks after road test				
2. 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				
3. Vehicle Exterior Operation/ condition of:	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				
	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)				
4. Vehicle Interior 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				
	The state of the s				
	No evidence of water ingress				
	No interior trim / dashboard for tears, holes, burns or excessive soiling				

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  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
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Tyre Checks 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
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
6. Engine Auxiliary drive belts, condition & tension
Compartment Checks  Engine mountings for security & condition
Operation/ Wiring, pipes, hoses, oil & fuel feed lines for routing; are free from damage, chafing & leaks (where visible)
condition of 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 Catalytic converter
7. Underbody Steering for leaks & security
Checks Operation/  Tie rod ends, CV joints, drive shafts & steering rack including books/covers
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)
2 Keys & remote fobs
Service history (if applicable)

Comments		Dealer Stamp:
Dealer Signed	Date	