

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
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
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:
