

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			

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Comments Dealer Signed Date	Dealer Stamp:
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