

Vehicle Preparation Checklist



Please tick as appropriate

Date: _____

Model: _____

Registration No: _____

Mileage: _____

Legend:

- Checked and OK Y
- Requires further attention X
- Not applicable to this vehicle N

Interior

- 1 Check horn operation
- 2 Check clock operation, reset where necessary
- 3 Check panel illumination including dimmer
- 4 Check front seat electric motor operation & Memory
- 5 Check rear seat operation
- 6 Check front seat belt operation
- 7 Check rear seat belt operation
- 8 Check electric door mirror operation and memory
- 9 Check rear mirror operation
- 10 Check sunroof operation
- 11 Check air conditioning for operation & leaks
- 12 Check internal indicator monitor
- 13 Check operation of windows
- 14 Check heater & fan controls
- 15 Is Glove-box operational
- 16 Condition of seat covers
- 17 Interior trim condition & Carpets
- 18 Check toolkit, replace as necessary
- 19 Check warning triangle

- 20 Check operation of steering wheel adjustment
- 21 Check for torn/worn pedal covers

Front Lights

- 22 Side lights/parking lights
- 23 Dipped lights
- 24 Main beam
- 25 Headlight flash
- 26 Fog lights
- 27 Indicators
- 28 Side indicators
- 29 Hazard warning lights
- 30 Adjust headlights as necessary

Rear Lights

- 31 Tail lights
- 32 Number plate lights
- 33 Brake lights
- 34 Fog lights
- 35 Reverse lights
- 36 Indicators
- 37 Hazard warning lights

General Checks

- 38 Check screen wash level
- 39 Check wiper blades, adjust sweep & washer jets
- 40 Adjust headlight washer jets
- 41 Check brake fluid level
- 42 Check clutch fluid level
- 43 Check PAS fluid level
- 44 Check spare wheel condition
- 45 Check wheel nut torque
- 46 Check tyre pressures including spare
- 47 Check operation of central locking
- 48 Check alarm operation & immobiliser, if fitted
- 49 Check dust pollen filter
- 50 Lubricate door hinges (all doors)

Vehicle Preparation Checklist



- 51 Check bonnet release mechanism
- 52 Check tailgate or boot operation

Under-Carriage			
<input type="checkbox"/>	53	Check shock absorbers	<input type="checkbox"/>
	54	Check exhaust condition	<input type="checkbox"/>
	55	Check exterior of catalyst for damage	<input type="checkbox"/>
	56	Check PAS for leaks	<input type="checkbox"/>
	57	Check all V belts for wear and tension	<input type="checkbox"/>
	58	Check steering for excess play	<input type="checkbox"/>
	59	Check steering joints	<input type="checkbox"/>
	60	Check rear suspension & anti-roll bar mountings	<input type="checkbox"/>
	61	Check drive shaft damage	<input type="checkbox"/>
	62	Check all brake hydraulics	<input type="checkbox"/>
	63	Check handbrake cables	<input type="checkbox"/>
	64	Check engine for leakages	<input type="checkbox"/>
	65	Check gearbox for leaks	<input type="checkbox"/>
	66	Where applicable check rear axle for leaks	<input type="checkbox"/>
	67	Check for damage to under body	<input type="checkbox"/>
	68	Ensure dust caps are fitted to bleed nipples	<input type="checkbox"/>

Breaks & Tyres			
	69	Check front brake pad wear levels	<input type="checkbox"/>
	70	Check rear brake pad wear levels	<input type="checkbox"/>
	71	Check rear brake linings, drums, cylinders	<input type="checkbox"/>
	72	Check & adjust handbrake	<input type="checkbox"/>
	73	Give condition report on tyre wear	

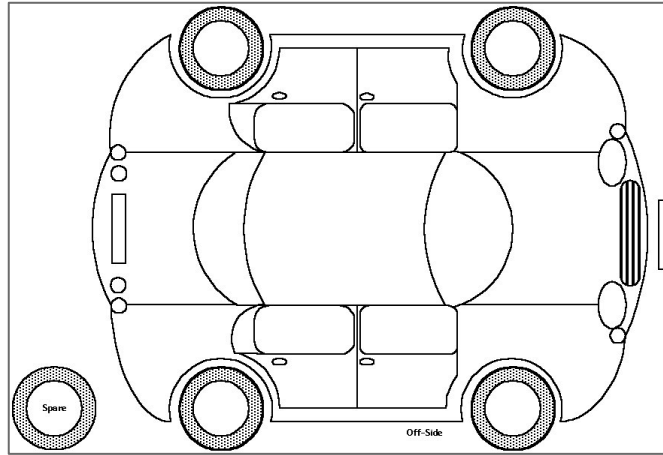
- N/S/F
- O/S/F
- N/S/R
- O/S/R
- spare

Franchise Special Items			
		4WD prop shaft balance	<input type="checkbox"/>
		4WD check diff lock operation	<input type="checkbox"/>

Vehicle Preparation Checklist

Bodywork Checks

- 74 Check front screen
- 75 Check rear screen
- 76 Check front bumper security
- 77 Check rear bumper security
- 78 Check paint & panel condition near side
- 79 Check paint & panel condition offside
- 80 Check paint & panel condition boot
- 81 Check paint & panel condition roof
- 82 Check paint & panel condition bonnet



Road Test

- 83 Check engine performance
- 84 Check clutch operation
- 85 Check transmission operation
- 86 Check rear axle noise level
- 87 Check steering operation
- 88 Check steering wheel alignment
- 89 Check braking, including ABS operation
- 90 Check handbrake performance
- 91 Check wheel balance
- 92 Check speedometer operation
- 93 Check cruise control where applicable
- 94 Check odometer/trip operating correctly
- 95 Rev counter is operating correctly
- 96 Fuel gauge operating & fuel consumption display working
- 97 Air conditioning operating
- 98 Heater operating correctly
- 99 Check for rattles
- 100 Check for wind noise
- 101 Check audio operation
- 102 Check aerial condition & operation

Stone Damage=

Scratches=

Dents=

Body damage=

Comments:

Vehicle Preparation Checklist



Bodywork Checks

- | | | |
|-----|--|--------------------------|
| 103 | Check aerial condition and operation | <input type="checkbox"/> |
| 104 | Check automatic transmission fluid level | <input type="checkbox"/> |
| 105 | Check level and adjust CD level | <input type="checkbox"/> |
| 106 | Check dialogue service history | <input type="checkbox"/> |
| 107 | Check correct handbook is in the vehicle | <input type="checkbox"/> |
| 108 | Check Catalyst | <input type="checkbox"/> |
| 109 | Check for outstanding manufacturer's safety recall | <input type="checkbox"/> |

Technician's Signature

--

Date:

--