

# VEHICLE WORK SHEET: CONDUCTING A USED CAR INSPECTION

VEHICLE MAKE / MODEL:

REGISTRATION NUMBER:

MILEAGE:

VIN:

DATE:

OWNER:



GOOD



ACCEPTABLE



NEEDS URGENT ATTENTION

## EXTERIOR: ENGINE BAY



Clean & Free of Oil and Fluid Leaks



Oil Dipstick - Check Oil Colour & Level



Inside Oil filler cap - No thick Deposits and / or Residues



Fluid Levels (Oil / Coolant / Battery / Power Steering / Brake Fluid)



Condition / Adjustment of all Drive Belts



Battery Terminals Free of Corrosion



Condition of Radiator & Cooling System Hoses



Normal Exhaust Emissions? (Not too much / Black / Light Grey)

## EXTERIOR: UNDER VEHICLE



Shock Absorbers (Bounce Test / Check for Creaking Noises Etc.)



Suspension - Check that Vehicle Rests in a Level Position



Inspect Chassis (Nuts, Bolts & any Signs of Tampering)



Engine Oil and / or Other Fluid Leaks (A/C Fluid is Normal)



Muffler / Exhaust Pipes / Mountings / Catalytic Converter



All Boots & Dust Covers Fitted

## EXTERIOR: PAINT & BODY WORK



Body Free of Scratches and / or Dents



Body Panel Colours Match and all Panel Seams Align Properly



Magnet Test - Adheres to all steel body panels (No Body Putty)

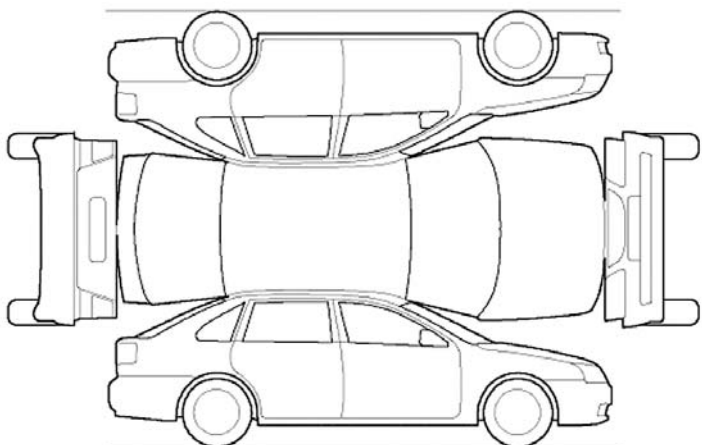


Wind shield & Mirrors Condition (Check for Cracks and/or Chips)



VIN Stickers Present / Untampered

## BODY DAMAGE CHART



## EXTERIOR: TYRES & BRAKES



Reputable Brand Name & All of the Same Make



Tyres Free of Cuts, Cracks, Flat Spots or Bubbles



Enough Tread (More than 1.5mm) and Worn Evenly



Spare Tyre Inflated, Jack and Lug Wrench in Car and Functional



Sufficient Brake Lining / No Noises Present when Applying Brakes



Parking Brake Engages and Disengages Freely

## INTERIOR



All Doors Including Bonnet & Boot Open and Close Freely



Seats & Upholstery Clean and Free of Excessive Wear



Warning Lights on Instrument Panel



Electronics in Working Order (Radio / AC / Gauges / Windows)



All Seats Adjust Properly and Seatbelts Functions Properly



No Weird Smells / Or Excessive Air Freshener



Boot and Driver-side Door Lock and Unlock with Key



Wiper blades / Wiper Operation & Wind shield Wash



Head lights / Rear lights / Turn Signals / Brake lights all Working

## TRANSMISSION



Transmission Fluid Clean (Not Dirty or Gritty)



Automatic Transmission Neither Slips / Delays when driving



Manual Transmission - Each Gear Shifts & Engages Smoothly

## STEERING & IGNITION



No Resistance, Clicking or Clunking when Turning Steering Wheel



No Play in Steering Column



Damage to the Steering Column / Ignition (Possible Theft Damage)

## MISCELLANEOUS



Car Manual & Service Record Located in the Glove Compartment



Owner is in Possession of Registration Documents



VIN (Vehicle Identification Number) and Registration Match



Spare Keys Available?



All Original Accessories Available?