

116 point check

Order number: _____ Date: _____

Registration Number: _____

Customer name: _____

Customer Ph: _____

Customer address: _____

Agreed pick up time: am pm

F	1/2	E
Mark fuel gauge position before commencing inspection.		

Vehicle Details

Year: _____ Make: _____ Make: _____ Vehicle Colour: _____

VIN/Chassis Number: _____

Engine Number: _____ Odometer: _____

Technician: _____

116 point check (continued)

***Note any exterior damage before undertaking inspection.**

Pass	Fail		Comments	
Labels, Identity and compliance check				
1	<input type="checkbox"/>	<input type="checkbox"/>	Check for owners manual/logbook presence.	_____
2	<input type="checkbox"/>	<input type="checkbox"/>	Check current registration label affixed in correct position.(note expiration)	_____
Vehicle on floor				
3	<input type="checkbox"/>	<input type="checkbox"/>	Check operation of all keys and remotes and that master and sub keys are provided.	_____
4	<input type="checkbox"/>	<input type="checkbox"/>	Ensure engine on cold start emits no abnormal noises.	_____
5	<input type="checkbox"/>	<input type="checkbox"/>	Check for detent in park/neutral.	_____
6	<input type="checkbox"/>	<input type="checkbox"/>	Check clarity of headlight lenses (particularly poly carbonate types) and internal reflective surfaces for deterioration.	_____
7	<input type="checkbox"/>	<input type="checkbox"/>	Check all lights.	_____
8	<input type="checkbox"/>	<input type="checkbox"/>	Check for hazard light operation.(ensure all lights operate.)	_____
9	<input type="checkbox"/>	<input type="checkbox"/>	Check condition of windscreen and all vehicle glazing for chips, cracks and visibility. Check for retention and seal damage.	_____
10	<input type="checkbox"/>	<input type="checkbox"/>	Check all windscreen washers and note position on screen is correct.	_____
11	<input type="checkbox"/>	<input type="checkbox"/>	Check all wiper blades and inserts.	_____
12	<input type="checkbox"/>	<input type="checkbox"/>	Check for body/panel damage, previously repairs, rust penetrations, alignments of doors and hatches.	_____
13	<input type="checkbox"/>	<input type="checkbox"/>	On soft tops check for condition, operation and latching, weather seal integrity and check for any blockages to roof drains (if fitted).	_____
14	<input type="checkbox"/>	<input type="checkbox"/>	Check for accessory fitted device operation, i.e. winches, spot lights ect.	_____
15	<input type="checkbox"/>	<input type="checkbox"/>	Check for loose or damaged body parts including bumpers, grilles, emblems, scuff panels ect. Note missing retention clips.	_____
16	<input type="checkbox"/>	<input type="checkbox"/>	Check horn operation.	_____
17	<input type="checkbox"/>	<input type="checkbox"/>	Check driver entertainment systems and navigational aids including radio and check speakers for rattles at high volume.	_____
18	<input type="checkbox"/>	<input type="checkbox"/>	Check operation of indicator switch for self cancel.	_____
19	<input type="checkbox"/>	<input type="checkbox"/>	Check headlight dip beam switch works correctly.	_____
20	<input type="checkbox"/>	<input type="checkbox"/>	Check operation of all doors, locks and hinges. Check child lock mechanisms.	_____
21	<input type="checkbox"/>	<input type="checkbox"/>	Check brake pedal for excessive travel, fading/sinking of pedal. Ensure brake light switch is correctly adjusted.	_____
22	<input type="checkbox"/>	<input type="checkbox"/>	Check all foot pedals for signs of wear/damage. Check for operation.	_____
23	<input type="checkbox"/>	<input type="checkbox"/>	Check operation of all windows, if power check for anti jam features (if fitted).	_____
24	<input type="checkbox"/>	<input type="checkbox"/>	Check steering and column for free play, binding, loose mountings, alignment and operation. Ensure half/split shaft has not collapsed/dropped.	_____
25	<input type="checkbox"/>	<input type="checkbox"/>	Check instrumentation for operation including fuel gauge, temperature and oil pressure warnings.	_____
26	<input type="checkbox"/>	<input type="checkbox"/>	Check operation of anti theft devices including alarms/immobilizers. Carry out tests and note for audible and visual theft responses.	_____

116 point check (continued)

***Note any exterior damage before undertaking inspection.**

Pass	Fail		Comments	
Vehicle on floor (continued)				
27	<input type="checkbox"/>	<input type="checkbox"/>	Check courtesy lamps and door switch activation from all doors and hatches.	<hr/>
28	<input type="checkbox"/>	<input type="checkbox"/>	Check for fuel lid release. Check fuel cap for seal, vent/suction release.	<hr/>
29	<input type="checkbox"/>	<input type="checkbox"/>	Check that sun visors are mounted correctly and hold their position.	<hr/>
30	<input type="checkbox"/>	<input type="checkbox"/>	Check boot release operation.	<hr/>
31	<input type="checkbox"/>	<input type="checkbox"/>	Check condition of vehicle interior including headlining retention.	<hr/>
32	<input type="checkbox"/>	<input type="checkbox"/>	Check for safety lock outs to steering lock, ignition lock, automatic transmission shift lock outs and clutch pedal detents for starting.	<hr/>
33	<input type="checkbox"/>	<input type="checkbox"/>	Check outside mirrors for remote operation and functionality.	<hr/>
34	<input type="checkbox"/>	<input type="checkbox"/>	Check operation of park brake.	<hr/>
35	<input type="checkbox"/>	<input type="checkbox"/>	Check vehicle restraints, seatbelts; webbing for signs of fraying/fatigue, buckle operation and retractor mechanisms (where fitted)and extend belts to full extent and allow to retract fully. Note any missing restraints.	<hr/>
36	<input type="checkbox"/>	<input type="checkbox"/>	Check all restraint anchorages including child accessory restraints.	<hr/>
37	<input type="checkbox"/>	<input type="checkbox"/>	Check pollen filter condition(if fitted).	<hr/>
38	<input type="checkbox"/>	<input type="checkbox"/>	Check automated Service reminders and/or current service status.	<hr/>
39	<input type="checkbox"/>	<input type="checkbox"/>	Check SRS system for correct operation and self check warning lamp operates correctly.(i.e. SRS light on 4 seconds then extinguishes)	<hr/>
40	<input type="checkbox"/>	<input type="checkbox"/>	Check windscreen demister operation (F&R) and integrity of screen filaments.	<hr/>
41	<input type="checkbox"/>	<input type="checkbox"/>	For EV models ensure HV battery's are correctly vented and are correctly secured. Check HV battery condition via diagnostics only.	<hr/>
42	<input type="checkbox"/>	<input type="checkbox"/>	Using a suitable scan tool, check diagnostics for stored faults in all on board systems i.e. ABS, SRS,VSC,and any other related systems, both pending and history trouble codes.	<hr/>
43	<input type="checkbox"/>	<input type="checkbox"/>	Check condition of all fluid levels.	<hr/>
44	<input type="checkbox"/>	<input type="checkbox"/>	Check all drive belts for condition, length(indicator position) and tension including serpentine(multi rib) and vee. If automatic adjusted fitted, check operation.	<hr/>
45	<input type="checkbox"/>	<input type="checkbox"/>	Check brake booster for mounting and check vacuum valve for correct operation.	<hr/>
46	<input type="checkbox"/>	<input type="checkbox"/>	Check brake components including master cylinder, reservoir and connecting pipes for signs of leaks, mounting, contamination, restrictions and operation.	<hr/>
47	<input type="checkbox"/>	<input type="checkbox"/>	Check air filter condition.	<hr/>
48	<input type="checkbox"/>	<input type="checkbox"/>	Check ignition system components for serviceability.	<hr/>
49	<input type="checkbox"/>	<input type="checkbox"/>	Check clutch cable/hydraulics and lines and clutch slave cylinder for leaks(behind dust boot).	<hr/>
50	<input type="checkbox"/>	<input type="checkbox"/>	Check engine condition, signs of excessive blow by, oil presence in ducts (turbo seal failures).	<hr/>

116 point check (continued)

***Note any exterior damage before undertaking inspection.**

Pass	Fail		Comments	
Vehicle on floor (continued)				
51	<input type="checkbox"/>	<input type="checkbox"/>	Check fuel system for leaks, deterioration of hoses, fastness of connectors. Check for signs of leakage around high pressure pumps fitted to common rail diesel systems.	_____
52	<input type="checkbox"/>	<input type="checkbox"/>	Check A/C operation, including cabin cycling temperature, refrigerant level.	_____
53	<input type="checkbox"/>	<input type="checkbox"/>	Check radiator cap and test release pressure and seal.	_____
54	<input type="checkbox"/>	<input type="checkbox"/>	Check radiator for leaks, road damage and debris, fin integrity and plastic end tanks condition(heat damage to plastic components).	_____
55	<input type="checkbox"/>	<input type="checkbox"/>	Check coolant concentration(%) with suitable tester, pressure test cooling system check for signs of loss, stains.	_____
56	<input type="checkbox"/>	<input type="checkbox"/>	Check all cooling system hoses for cracks and deterioration, clamp retention, corrosion around water fittings and hoses.	_____
57	<input type="checkbox"/>	<input type="checkbox"/>	Check plastic cooling system components for heat damage(brittle).	_____
58	<input type="checkbox"/>	<input type="checkbox"/>	Check fuse box for signs of heat damage around fuse blocks. Check for chaffing of main electrical harnesses.	_____
59	<input type="checkbox"/>	<input type="checkbox"/>	Check for correct engine operating temperature.	_____
60	<input type="checkbox"/>	<input type="checkbox"/>	Check for signs of deterioration of hoses, ducts and seals.	_____
61	<input type="checkbox"/>	<input type="checkbox"/>	Check for over running clutches for operation (fitted to engine accessory's e.g. alternators to reduce NVH, if fitted)	_____
62	<input type="checkbox"/>	<input type="checkbox"/>	Check battery is securely fastened.	_____
63	<input type="checkbox"/>	<input type="checkbox"/>	Check battery (EV vehicles ONLY check 12 volt accessory battery NOT HV BATTERY) for damage, state of charge, electrolyte condition. If sufficient carry out load demand test.	_____
64	<input type="checkbox"/>	<input type="checkbox"/>	Check battery terminal condition.	_____
65	<input type="checkbox"/>	<input type="checkbox"/>	Check all earth connections to engine and body.	_____
66	<input type="checkbox"/>	<input type="checkbox"/>	Check timing belt condition(if feasible)and/or report either way.	_____
67	<input type="checkbox"/>	<input type="checkbox"/>	Check engine valve train noise(audible check only).	_____
68	<input type="checkbox"/>	<input type="checkbox"/>	Check all engine and transmission support mounts/steady's (top brace).	_____
69	<input type="checkbox"/>	<input type="checkbox"/>	Check for noise from engine components such as water pump bearings, alternator bearings and belt guide pulleys and tensioners.	_____
70	<input type="checkbox"/>	<input type="checkbox"/>	Hybrid vehicles check for secure connections, mountings and coolant flow to drive unit and/or inverter/ convertor unit.	_____
Vehicle raised				
71	<input type="checkbox"/>	<input type="checkbox"/>	Check fuel and vapour lines and rails for routing, damage and leaks.	_____
72	<input type="checkbox"/>	<input type="checkbox"/>	Check fuel filter for leaks and mounting.	_____
73	<input type="checkbox"/>	<input type="checkbox"/>	Check for signs of coolant loss. Sight water pump seal drain hole and check for coolant presence/stain.	_____
74	<input type="checkbox"/>	<input type="checkbox"/>	Check suspension components for signs of wear and deterioration.	_____
75	<input type="checkbox"/>	<input type="checkbox"/>	Check front and rear shock absorbers for service, leakage and mountings for fastness.	_____
76	<input type="checkbox"/>	<input type="checkbox"/>	Check all springs (coil, air, leaf and torsion) for damage, failure, sagging and associated mountings and seats.	_____

116 point check (continued)

***Note any exterior damage before undertaking inspection.**

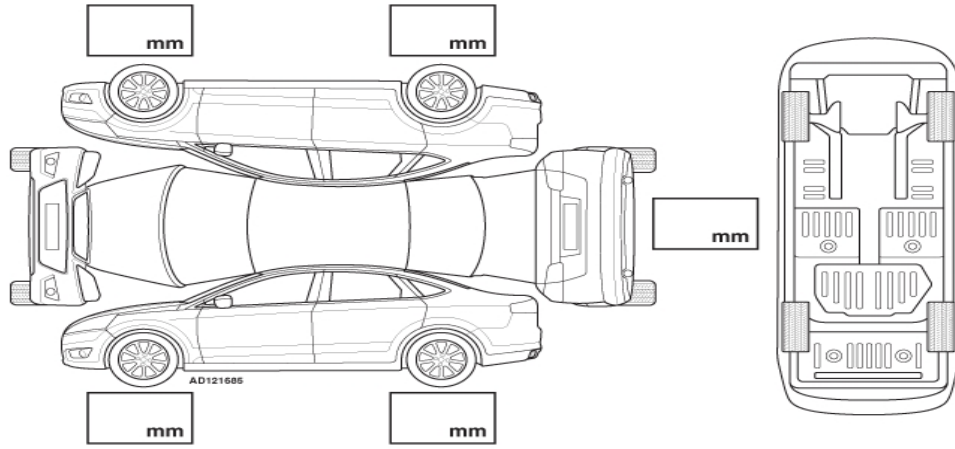
Pass	Fail		Comments	
Vehicle raised (continued)				
77	<input type="checkbox"/>	<input type="checkbox"/>	Check ball joints for service(upper and/or lower or both).Correctly load and unload joints and note acceptable limits of travel (if any).Likewise for king pin fitted models.	_____
78	<input type="checkbox"/>	<input type="checkbox"/>	Check steering rack or box for leaks, mountings and operation. If electric assistance check for correct actuation and smooth operation.	_____
79	<input type="checkbox"/>	<input type="checkbox"/>	Check all tie rod ends, rack ends for wear and fastness of connectors. Check all dust boots for integrity.	_____
80	<input type="checkbox"/>	<input type="checkbox"/>	Check all brakes, front and rear brake pads and/or shoes for lining life (note % wear), hydraulics for leakages(check under component dust boots) and return springs for freedom of movement. Check backing plates for shoe wear grooves.	_____
81	<input type="checkbox"/>	<input type="checkbox"/>	Check park brake shoes and associated components for wear and damage.	_____
82	<input type="checkbox"/>	<input type="checkbox"/>	Check and measure all brake rotors and drums for grooves, heat damage and service, check caliper slides for movement and wear.	_____
83	<input type="checkbox"/>	<input type="checkbox"/>	Check all hydraulic brake hoses for cracking/separation, routing and security.	_____
84	<input type="checkbox"/>	<input type="checkbox"/>	Check ABS fitted models for damage/foreign objects to tone wheel teeth, check wheel sensors and wiring for damage ,security.	_____
85	<input type="checkbox"/>	<input type="checkbox"/>	Inspect all tyres for irregular wear, tread and sidewall integrity. Note tyre depths.	_____
86	<input type="checkbox"/>	<input type="checkbox"/>	Check tyre inflation, correct OEM size, speed, load rating and tyre tread depths.	_____
87	<input type="checkbox"/>	<input type="checkbox"/>	Check all tyre dimensions are equal with no undue differences that may affect ABS.	_____
88	<input type="checkbox"/>	<input type="checkbox"/>	Check all wheel rims for damage and run out. Check valve stems for damage and service.	_____
89	<input type="checkbox"/>	<input type="checkbox"/>	Check all wheel hubs/mounting flanges and studs for damage, deterioration or missing.	_____
90	<input type="checkbox"/>	<input type="checkbox"/>	Check both front and rear wheel bearings for noise and correct adjustment.	_____
91	<input type="checkbox"/>	<input type="checkbox"/>	Check all under body fluid condition.	_____
92	<input type="checkbox"/>	<input type="checkbox"/>	Check frame/under body for damage, loose or missing fasteners.	_____
93	<input type="checkbox"/>	<input type="checkbox"/>	Check final drive for leaks, mountings.	_____
94	<input type="checkbox"/>	<input type="checkbox"/>	Check for missing floor grommets and seals that would allow fumes to enter the passenger cabin.	_____
95	<input type="checkbox"/>	<input type="checkbox"/>	Check engine and transmission for leaks.	_____
96	<input type="checkbox"/>	<input type="checkbox"/>	Check gear/shift selector linkages for wear in bushings and operation.	_____
97	<input type="checkbox"/>	<input type="checkbox"/>	Check both front and rear (if fitted) steering mechanisms for damage, loose or worn components, or lacking lubrication.	_____
98	<input type="checkbox"/>	<input type="checkbox"/>	Check steering and couplings for movement without binding, integrity of rubber boots and seals for damage and leaks.	_____
99	<input type="checkbox"/>	<input type="checkbox"/>	Check power steering(if fitted), lines and hoses for leaks, fatigue, routing and attachment.	_____

116 point check (continued)

***Note any exterior damage before undertaking inspection.**

Pass	Fail		Comments	
Vehicle raised (continued)				
100	<input type="checkbox"/>	<input type="checkbox"/>	Check exhaust for damage, misalignment, leaks, fastness of connectors and correct tail pipe outlet placement. Run vehicle and carry out leak test for integrity and noise out put.	_____
101	<input type="checkbox"/>	<input type="checkbox"/>	Inspect all CV joints for damage or leaking and torn boots.	_____
102	<input type="checkbox"/>	<input type="checkbox"/>	Check universal joints and tail shafts for wear, alignment.	_____
103	<input type="checkbox"/>	<input type="checkbox"/>	Check centre bearing supports (if fitted) to rear tail shaft.	_____
104	<input type="checkbox"/>	<input type="checkbox"/>	EV vehicles check for HV cabling for damage and integrity.(Follow HV safety guidelines)	_____
105	<input type="checkbox"/>	<input type="checkbox"/>	Inspect fuel tank for leaks, mounting, and road damage.	_____
Road Test vehicle				
106	<input type="checkbox"/>	<input type="checkbox"/>	Check steering wheel is centered in straight line driving.	_____
107	<input type="checkbox"/>	<input type="checkbox"/>	Check that vehicle drives and tracks straight on level roads.	_____
108	<input type="checkbox"/>	<input type="checkbox"/>	Ensure interior is free of significant creaks, squeaks and rattles.	_____
109	<input type="checkbox"/>	<input type="checkbox"/>	Ensure brakes do not shudder or vibrate under light and heavy braking.	_____
110	<input type="checkbox"/>	<input type="checkbox"/>	Check parking brake operation and gradient holding ability (note number of clicks).	_____
111	<input type="checkbox"/>	<input type="checkbox"/>	Check clutch for operation. Check pedal take up distance and free play.	_____
112	<input type="checkbox"/>	<input type="checkbox"/>	Check for correct operation of transmission. Note shift quality and forced kick down operation. CVT models check for correctly learnt parameters and ratio selecting through driving styles.	_____
113	<input type="checkbox"/>	<input type="checkbox"/>	Check steering response, handling and suspension noise over bumps.	_____
114	<input type="checkbox"/>	<input type="checkbox"/>	Check shock absorbers for noisy operation.	_____
115	<input type="checkbox"/>	<input type="checkbox"/>	Hybrid vehicles check for smooth transition between hybrid drives i.e. Engine to electric motor changeover.	_____
116	<input type="checkbox"/>	<input type="checkbox"/>	Electric vehicles check for smooth motor operation, note undue motor noise under load.	_____

116 point check (continued)



**Technicians
Notes**

Signed
