

# VEHICLE ACCEPTANCE CHECK

Vehicle Code \_\_\_\_\_

Car colour _____	Mats provided <input type="checkbox"/> Yes <input type="checkbox"/> No	Spare tire <input type="checkbox"/> Perm. <input type="checkbox"/> Temp.	Tire size _____	Schedule _____	Item no. _____
Documents provided <input type="checkbox"/> Registration papers <input type="checkbox"/> Operator's Manual <input type="checkbox"/> Warranty Booklet		Km on delivery _____	Serial No. _____		

**INSPECT ALL ITEMS AGAINST THE VEHICLE CONTRACT AND SPECIFICATIONS.  
CHECK IF SATISFACTORY / OPERABLE, IF NOT, COMMENT BELOW.**

## SPECIFICATION CHECK

### BEFORE ROAD TEST

#### EXTERIOR CONDITION

- 1. Paint and sheet metal - scratches, colour, etc.
- 2. Chrome - scratches, alignment, etc.
- 3. Windshield and windows - scratches, cracks, etc.
- 4. Tires - condition and pressure: \_\_\_\_\_
- 5. Exterior mirrors - glass, mounting and adjustment
- 6. Lights - scratches, cracks, fit, etc.
- 7. Gas cap - operation

#### OPEN TRUNK LIDS, LIFTGATES & TAILGATES

- 8. Latch and key - operation and fit
- 9. Spare tire - condition and pressure : \_\_\_\_\_
- 10. Jack, wheel wrench & hub caps presence
- 11. Trunk lights

#### OPEN HOOD OR ENGINE COMPARTMENT

- 12. Latch - operation and fit
- 13. Battery - electrolyte level and cables
- 14. Oil levels - engine transmission & transfer case
- 15. Radiator cap, coolant level & strength: \_\_\_\_\_
- 16. Fluid levels - windshield washer, brake & power steering
- 17. Block heater & cable routing
- 18. Leaks - engine compartment & under vehicle

#### OPEN EACH DOOR

- 19. Locks and latches - operation
- 20. Windows - operation
- 21. Carpets & mats - condition and fit
- 22. Headliner - cleanliness and fit
- 23. Upholstery & trim panels - condition
- 24. Seat / shoulder belts - anchors & retractors
- 25. Seat adjustments
- 26. Head restraints - adjustments
- 27. Evidence of water leaks
- 28. Instruction plates - position and readability

#### SIT IN DRIVER'S SEAT

- 29. Warning light and / or reminder buzzer
- 30. Rear view mirror - glass, mounting & adjustments
- 31. Sun visors
- 32. Cigarette lighter and ashtray
- 33. Windshield wiper
- 34. Dash cluster - glass, gauges and lights
- 35. Rear window defroster switch

- 36. Glove compartment door lock
- 37. Operator's manual and warranty card - presence
- 38. Horn - operation
- 39. Brake pedal
- 40. Clutch pedal - free play (manual only)
- 41. Adjustable steering - operation
- 42. Steering column lock
- 43. Powder door locks
- 44. Heater, air conditioning and vents - operation
- 45. Lights operation - courtesy and other interior lights, 4-way flashers, backup, side markers, parking, tail and brake lights, turn signals, high and low beams

#### ON ROAD TEST

- 46. Brakes - before and after starting and quick stops
- 47. Starting of vehicle - ease
- 48. Neutral switch (automatic only)
- 49. Parking brakes
- 50. Heater and defroster
- 51. Transmission shift lever - upshift and downshift
- 52. Transfer case (4 x 4 trucks)
- 53. Accelerator pedal - play and easy operation
- 54. Noise from drive belts
- 55. Steering control and tightness
- 56. Squeaks & rattles
- 57. Wheel balance - noticeable vibration
- 58. Engine performance - smoothness & fast idle
- 59. Gauges - function & performance
- 60. Shock absorbers & suspension - function
- 61. Gasoline fumes inside the vehicle

#### AFTER ROAD TEST- UNDER THE VEHICLE

- 62. Fluid leaks
- 63. Fuel, brake & oil lines - support & protection
- 64. Exhaust system - noise & support
- 65. Wheels & tires

#### EXTERIOR CHECK

- 66. Hardware & trim
- 67. Hood, doors, trunk lid / tailgate - tightness & fit
- 68. Winches & Power Take Off

#### ENGINE COMPARTMENT

- 69. Fluid leaks
- 70. Fan belts - tension
- 71. Protection label and anti-freeze strength: \_\_\_\_\_
- 72. Air cleaner

COMMENTS (Refer to item no.)

	_____ Inspected by
	_____ Signature
	_____ Date

