

Approved Used





ICE - Approved Used multi-point check sheet

KEY INFORMATION

Retailer name _____
 Retailer number _____
 Date _____
 Mileage _____
 Key number _____
 Service history: Does the car appear on the VMS system? _____
 Vehicle identification number (VIN) _____
 Vehicle Year _____

PRE-WORK

- 1 Check for outstanding workshop actions/recalls. Details on work order.
- 2 Run pre-GFF

LIGHTING Check all lights operation

- 3 Check side lights/parking lights
- 4 Check dipped lights and main beam
- 5 Check daytime/LED running lights
- 6 Check headlight adjuster
- 7 Check headlight flashers
- 8 Check fog lights front/rear
- 9 Check indicators front/rear/side
- 10 Check hazard warning lights
- 11 Check headlight alignment
- 12 Check number plate lights
- 13 Check brake lights
- 14 Check reversing lights
- 15 Check door lights/reflector

INTERIOR

- 16 Check horn operation
- 17 Check all ignition keys, central locking/keyless entry/alarm where applicable
- 18 Check warning lights
- 19 Check front and rear seat adjustment mechanism including electric and memory functions.
- 20 Check function and condition of all seat belts, height adjustment and associated warning systems
- 21 Check electric door mirror for operation and memory
- 22 Check operation of all window/window child locks
- 23 Check interior lamps (including ambient/vanity/visor/boot/ floor/ rear courtesy lights where applicable)
- 24 Check boot release
- 25 Check fuel flap safety release
- 26 Check interior bonnet release mechanism
- 27 Check for abnormal wear/condition of trim and/or carpets, including pedal rubbers. Rectify issues to approved standards.
- 28 Check steering wheel tilt/lock/adjustment
- 29 Reset Factory settings on infotainment system and check connected services, telephone functions, clock, date, time, sat nav where applicable.
- 30 Check front and rear wiper and washer operation and align washer jets where applicable
- 31 Check operation of sunroof
- 32 Check rear view mirror
- 33 Check centre armrest adjustment
- 34 Check accessory power outlets
- 35 Check climate control/air conditioning controls
- 36 Check heated seat function
- 37 Check rear child locks
- 38 Check rear controls/vents/power socket
- 39 Check rear armrest/ski hatch
- 40 Check tailgate or boot operation
- 41 Check removable luggage cover/parcel shelf

Vehicle model _____
 Vehicle registration number _____
 Technician _____
 Colour _____
 Inspection order number _____
 Confirm current service regime: Fixed or Flexible _____
 Y - Yes check complete N - Not complete N/A - Not applicable to this vehicle

EXTERIOR

- 42 Check window commence open/closure operation
- 43 Check condition of all exterior glass (including windscreen, rear screen)
- 44 Check bonnet alignment
- 45 Front tow eye cover
- 46 Check fuel flap, rubber stops and fuel cap
- 47 Check boot/tailgate operation including electric functions and easy-open / virtual pedal
- 48 Check security of bumpers/lower skirts
- 49 Check roof/aerial attachment
- 50 Check body for damage and signs of repairs
- 51 Check paintwork for blemishes and corrosion. Rectify to approved standards
- 52 Check function of factory fitted tow bar and electrical socket (if present)
- 53 Check function of door edge protection (if present)
- 54 Check profile of panels
- 55 Clean and lubricate hinges and locks

UNDER BONNET CHECK

- 56 Check and lubricate bonnet release catch
- 57 Run 12 v battery load test (VAS6161 or through diagnostic tester)
- 58 Check 12 v battery fixings/security and physical condition
- 59 Remove engine cover/visual check for leaks
- 60 Check all V belts for wear and tension
- 61 Check all hoses for air and fluid leaks
- 62 Top up AdBlue
- 63 Check screen washer level
- 64 Check engine oil level
- 65 Check brake fluid level and condition
- 66 Check coolant level, strength and condition
- 67 Check condition and retention of all hoses, pipes and connections.
- 68 Complete vehicle emissions test and ensure it meets MOT standards. If required complete DPF regeneration.
- 69 Check cambelt - replace if it need this in line with Elsa intervals.

CHECK UNDERSIDE (vehicle raised)

- 70 Check shock absorbers
- 71 Check exhaust condition including brackets and clamps
- 72 Check heat shield
- 73 Check exterior of catalyst for damage
- 74 Check power steering for damage
- 75 Check steering for excess play
- 76 Check steering joints
- 77 Check suspension arms and CV joints
- 78 Check drive shafts for wear and gaiters for damage
- 79 Check all brake line joints for corrosion and leakage
- 80 Check centre support bearing (4Motion driveshaft)
- 81 Check differential/self locking centre differential/4Motion
- 82 Check transmission/mounts control linkages
- 83 Check cables/pipes and fuel lines security and condition
- 84 Check engine for leakage
- 85 Check gearbox for leakage
- 86 Check under body for damage and rectify to approved used standards

LOWER VEHICLE TO WAIST HEIGHT

87	Check condition/thickness of brake pads, discs front and rear, shoes and drums where applicable. Replace if more than 70% worn.
88	Check brake hoses front and rear
89	Check and adjust handbrake
90	Check dust caps fitted to bleed nipples
91	Check wheel nut torque – remove and re-fit
92	Check and adjust tyre pressures / reset Tyre Pressure Monitoring System (TPMS)
93	Check tyres for damage and tread depth, (minimum 3mm tread). If tyre wear is uneven check alignment.
94	Check tyres for direction of rotation/speed rating/load rating (vehicles with tyre pressure monitoring reset it where required)
95	Check inflation kit sealant expiry date and change if required
96	Remove all road wheels (including spare), check condition and inspect for damage/ run out/ finish/ centre caps

Note: The grooves of the tread pattern are at least 3mm throughout a continuous band comprising the central three-quarters of the breadth of the tread, and round the entire outer circumference of the tyre.

Tyres	mm	Condition	Replaced
N/S/F			
O/S/F			
N/S/R			
O/S/R			
Spare			

Note

If any tyres need replacing you should always observe the instruction given in the owners manual. As a guide:

Two-wheel drive (We recommend)

If possible tyres should be replaced in pairs (same axle). All four wheels should be fitted with radial tyres of the same type, size (rolling circumference) and preferably the same tread pattern.

Four-wheel drive; 4MOTION (We recommend)

All four wheels should always be fitted with the tyres of the same type, make and tread pattern.

Final interrogation of fault memory with online connection established

Ensure auto-upload correctly concludes.

Save GFF to memory stick (Excludes non franchise vehicles)

Record in VMS Multipoint Check

Record in VMS Service (if carried out)

ROAD TEST

95	Are any warning lights illuminated?
96	Check handbrake/electronic brake operation
97	Convertible top and wind-deflector operation where applicable
98	Check shift interlock
99	Check clutch operation
100	Check starter operation/starting (cold/hot)
103	Fuel pump noise
104	Engine performance idle/noise/vibrations
105	Smooth acceleration/deceleration
106	Transmission shift points/kick down
107	Exhaust noise/odours
108	Check brakes (operation/noise/pulling or pulsating)
109	Check braking including ABS operation

110	Check steering/tracking/pulling/play/noise during drive
111	Check steering wheel alignment
112	Check wheel balance
113	Check suspension noise/performance/vehicle ride
114	Check speedometer, odometer and trip function
115	Check heads up display
116	Check drive assist functions/cruise control/side assist/lane assist / park assist operation/ camera
117	Check rev counter is operating correctly
118	Check fuel gauge operating and fuel consumption display is working
119	Check air conditioning operating correctly
120	Check heater operating correctly
121	Check for interior trim rattles
122	Check for excessive wind noise
123	Check MMI function (sat nav, radio, bluetooth, Wi-Fi)
121	Check multi-function steering wheel
122	Check Start/Stop operation
124	Check function of each driving mode including individual

SERVICING

125 All serviceable items within 6 months have been completed. Service history is now up to date if any prior services missed.

POST ROAD TEST CHECK AND FINAL CHECK

126	Recheck engine oil level
127	Ensure vehicle literature pack and security item contents are correct
128	Record multi-point check in VMS (also record Service if carried out in VMS and Digital Service Schedule)
129	Prep handover documents (see handover check sheet)
130	Activate connected services either in car or via dongle

MOT

Does the car have a current MOT?

Date of next MOT (MM/YY)

SERVICE

Date of next service (MM/YY)

FINAL PREPARATION

Final interrogation of fault memory with online connection established

Save GFF to memory stick (Excludes non franchise vehicles)

Ensure a copy of the MPC and GFF are stored in the vehicle files (paper free preferable) to demonstrate there are no faults on the vehicle. This is an audit requirement for future warranty claims.

The Approved multi-point checklist ensures this vehicle meets the high standards of the Approved Used Vehicle programme. This checklist accounts for the age and mileage of the vehicle, and any items not found to meet the expected standard have been inspected, corrected or repaired by a registered technician with genuine parts.

Technician's signature: _____ Date: _____

Service Managers signature: _____ Date: _____

Sale Managers signature: _____ Date: _____