

Light Vehicle Pre-delivery Checklist

Item 1. Record Make and Model	Inspected	Corrected
• Make _____	<input type="checkbox"/>	<input type="checkbox"/>
• Model _____	<input type="checkbox"/>	<input type="checkbox"/>
Item 2. Compliance Plate	Inspected	Corrected
• Check vehicle for relevant compliance plate.	<input type="checkbox"/>	<input type="checkbox"/>
Item 3. Engine number	Inspected	Corrected
• Check engine number which will appear on the main engine component of the vehicle against the prepared documentation.	<input type="checkbox"/>	<input type="checkbox"/>
• Engine No. _____	<input type="checkbox"/>	<input type="checkbox"/>
Item 4. VIN	Inspected	Corrected
• Check the VIN of the vehicle against the documentation and the compliance plate.	<input type="checkbox"/>	<input type="checkbox"/>
• VIN _____	<input type="checkbox"/>	<input type="checkbox"/>
Item 5. Gas-powered	Inspected	Corrected
• Check gas system. Check for Gas Compliance plate and Certificate of Compliance.	<input type="checkbox"/>	<input type="checkbox"/>
Item 6. Check the engine and other items in the engine bay	Inspected	Corrected
• Ensure there are no leaks from the engine, gearbox or driveline which allow oil to drop onto the road surface, exhaust system or brake.	<input type="checkbox"/>	<input type="checkbox"/>
• Check that engine or transmission mounts are secured.	<input type="checkbox"/>	<input type="checkbox"/>
Item 7. Check seat belts mirrors and horn	Inspected	Corrected
• Ensure that all seats and seat belts are securely fastened to their mountings.	<input type="checkbox"/>	<input type="checkbox"/>
• Make sure rear view mirrors provide a clear view of the road to the rear of the vehicle.	<input type="checkbox"/>	<input type="checkbox"/>
• Ensure light commercial vehicle (except station wagon) is fitted with an external rear vision mirror on each side of the vehicle.	<input type="checkbox"/>	<input type="checkbox"/>
• Ensure the horn works.	<input type="checkbox"/>	<input type="checkbox"/>
Item 8. Vehicle exterior, doors, windows, bodywork, and trailer coupling	Inspected	Corrected
• Check the operation of all doors and windows, door locks and latches and ensure that all inside and outside door latches, controls or hinges are secure and functional.	<input type="checkbox"/>	<input type="checkbox"/>
• Visually inspect the windscreen and front side windows. Ensure the area of the windscreen from the centre of the vehicle in front of the driver has no cracks.	<input type="checkbox"/>	<input type="checkbox"/>
Item 9. Ventilating systems, heating and demisting fan operation	Inspected	Corrected
• Ensure ventilating systems work in all aspects.	<input type="checkbox"/>	<input type="checkbox"/>

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Item 10. Lights	Inspected	Corrected
<ul style="list-style-type: none"> Test the operation of all lights; check the aim of the headlights using a headlight tester. The aim of the headlight must be adjusted so that, when on high beam, the projected centre of the beam is not to the right of the headlight centre and is not above the headlight centre. When switched to low beam, the projected centre of the beam must drop below and to the left of the correct high beam setting. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Check headlight and registration plate light covers (where fitted). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Ensure that all compulsory reflectors are not damaged and are fitted to the rear of the vehicle. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Check that the number plate light is directing light onto the surface of the rear number plate and not to the rear of the vehicle. 	<input type="checkbox"/>	<input type="checkbox"/>
Item 11. Under body chassis and sub-frames	Inspected	Corrected
<ul style="list-style-type: none"> Check under body chassis sub-frames for cracks or loose welds. 	<input type="checkbox"/>	<input type="checkbox"/>
Item 12. Transmission	Inspected	Corrected
<ul style="list-style-type: none"> Check transmission. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> On automatic transmission ensure vehicle cannot be started in any gear position other than park or neutral. (Before commencing this check ensure that the park brake or service brake is fully applied.) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Check there are no oil leaks from the gearbox or driveline which allow oil to drop onto the road surface. 	<input type="checkbox"/>	<input type="checkbox"/>
Item 13. Exhaust system	Inspected	Corrected
<ul style="list-style-type: none"> Check that all components of the exhaust system are securely mounted and without leaks. 	<input type="checkbox"/>	<input type="checkbox"/>
Item 14. Brakes	Inspected	Corrected
<ul style="list-style-type: none"> Check braking system components, ensure that brake pedal plate has a cover and that the pedal or handle is not broken. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Check brake pedal does not travel to the floor when pressure is applied. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Ensure the parking ratchet or locking device is holding the parking brake lever in its applied position. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Check that no brake component is leaking and that all brake components are securely mounted. 	<input type="checkbox"/>	<input type="checkbox"/>
Item 15. Wheels and tyres	Inspected	Corrected
<ul style="list-style-type: none"> Visually inspect each wheel. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Check tyre placard fitted to the vehicle. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Ensure that no wheel or rim is cracked or has pieces of casting missing or is buckled. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Ensure that there is no wheel nut that does not engage the thread of the wheel stud for the full length of the nut and that the fitting of every wheel nut matches the taper of the wheel stud hold (where these can be seen without removing hub caps or wheel trims). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Check for any missing, loose, broken or cracked spokes. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Make sure the tyre or rim does not foul any component at any point over its full range of travel. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Ensure the tyre construction of all tyres on each axle is the same (cross ply, radial ply or bias belted). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Check tyre pressure. 	<input type="checkbox"/>	<input type="checkbox"/>

Item 16. Number plate location	Inspected	Corrected
<ul style="list-style-type: none"> Ensure the number plates are permanently affixed to the vehicle. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Ensure the number plates are: <ul style="list-style-type: none"> in an upright position that is substantially parallel to the vehicle's axles not more than 1.3 metres above ground level. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> Check the number is not obscured, defaced or otherwise not legible 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Ensure the numbers on the number plate are clearly visible from any point: <ul style="list-style-type: none"> up to 20 metres from the number plate within an arc of 45 degrees from the surface of the number plate above or to either side of the vehicle. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> Check any cover on the number plate: <ul style="list-style-type: none"> is clear, clean, untinted and flat over its entire surface has no reflective or other characteristics that would prevent the successful operation of a device approved for use under a law relating to the detection of traffic offences. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> Ensure one number plate is affixed to the front of the vehicle and another to its rear 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> In the case of two different sized number plates being used ensure the larger of the two is affixed to the rear of the vehicle. 	<input type="checkbox"/>	<input type="checkbox"/>