




SAMPLE REPORT

Your Check Was Conducted On _____
Technician _____
Place of Inspection _____











Report Key

-  Satisfactory for mileage and age
-  Needs attention
-  Not applicable

Vehicle Details

Registration No _____
Make _____
Model _____
Year of Registration _____
VIN _____
Engine No _____
Engine Capacity _____
Mileage _____
Colour _____
Ramp number _____
Condition Alert _____
MOT Expiry Date _____

Inspection Summary

Body Exterior	
Electrical/Controls	
Front Suspension/Steering	
Rear Suspension	
Exhaust System	
Brake System	
Final Checks	
Engine Compartment	
Interior/Luggage Compartment	
Transmission	
Wheels & Tyres	
Fuel System	
Underbody	

Inspection Results - Body Exterior

Panel Condition	✓	Keys/Door Locks	✓
Exterior Trim	✓	Paintwork	✓
Bumpers	✓	Fuel Filler Cover	✓
Number Plates	✓	Soft Top (condition)	✓
Windscreen/Glass	✓	Sunroof	✓

Engine Compartment

Coolant Level	✓	Coolant Leak	✓
Antifreeze	✓	Radiator/Cap	✓
Hoses/Pipes	✓	Water Pump	✓
Drive Belts	✓	Power Steering Fluid	✓
Clutch Fluid	✓	Brake Fluid	✓
Engine Oil Level	✓	Engine Oil Leaks (external)	✓
Engine Mountings	✓	Cold Starting	✓
Fast Idle (cold)	✓	Engine Noise Level (cold)	✓
Excess Fumes/Smoke	✓	Fuel Injection/Carburettor	✓
Turbo/Supercharger	✓	Fuel Pump/Pipes	✓
Accelerator Linkage	✓	Air Con Components	✓
Body Panels	✓	Bonnet Catch	✓
Bonnet Hinge	✓		

Electrical Controls

Starting System/Ignition Lock	✓	Battery Charging System	✓
Headlights	✓	Side Lights/Running Lights	✓
Rear Lights/Number Plate Lights	✓	Brake Lights	✓
Indicator/Hazard Lights	✓	Reverse Lights	✓
Fog Lights	✓	Auxiliary Lights	✓
Panel Lights	✓	Illumination Lights	✓
Mirrors	✓	Switches/Controls	✓
Instruments/Functions	✓	Horn	✓
In Car Entertainment Systems	✓	Cigarette Lighter	✓
Heater Fan/Controls	✓	Sunroof Operation	✓
Window Operation	✓	Headlamp Wipers/Washers	✓
Wipers/Washers	✓	Door/Luggage Area Locking	✓
Air Con/Climate Control Operation	✓		

Interior/Luggage Compartment

Steering Wheel	✓	Seat Upholstery	✓
Seat Mechanism	✓	Seat Belts	✓
Carpets	✓	Door Trim Panels	✓
Door Fittings/Operations	✓	Door Seals/Hinges	✓
Headlinings	✓	Sunroof Trim	✓
Visor(s)	✓	Mirror (internal)	✓
Dash Panel (condition)	✓	Rear Parcel Shelf	✓
Luggage Area	✓	Upholstery/Trim Other	✓
Interior Sills/Shut Area	✓	Tool Kits etc.	✓
Soft Top Material	✓	Tonneau Cover	✓

Front Suspension/Steering

Steering Joints/Ball Joints	✓	Steering Rack/Box	✓
Gaiters	✓	Power Steering	✓
Spring/Suspension Units	✓	Dampers/Bushes	✓
Bump Stops	✓	Suspension Arms/Mountings	✓
Pipes/Hoses	✓	Wheel Hubs/Bearings	✓
Tie Bars/Anti-roll bars	✓	Sub Frames/Mountings	✓

Transmission

Casing	✓	Fluid/Oil Leaks	✓
Cables/Adjustment	✓	Hydraulic System	✓
Linkage	✓	Mountings	✓
Drive Shaft Assemblies	✓	Universal/Sliding Joints	✓
Propshaft	✓	Gaiters	✓
Bearings/Support	✓		

Rear Suspension

Springs/Suspension Units	✓	Dampers/Bushes	✓
Bump Stops	✓	Suspension Arms/Mountings	✓
Pipes/Hoses	✓	Wheel Hubs/Bearings Sub-	✓
Tie Bars/Anti-roll Bars	✓	Frames/Mountings	✓

Wheels and Tyres

Wheel/Rim	✓	Wheel Trim	✓
Tyre Front RH	✓	Tyre Front LH	✓
Tyre Rear RH	✓	Tyre Rear LH	✓
Spare	✓	Tyres Other: Inner Rear/Centre	✓
Manifold	✓	Pipes	✓
Silencer(s)/Catalyst	✓	Heatshield/Mounting	✓
Evidence of Leaks	✓		

Fuel System

Tank	✓	Tank Fixings	✓
Fuel Lines	✓	Breather Pipes	✓
Evidence of Leaks	✓	Filler Cap	✓

Brake System

Master Cylinder	✓	Servo/Power System	✓
Flexible Hoses	✓	Pipes/Connections	✓
Fluid Leaks	✓	Discs/Pads/Linings	✓
Hand/Parking Brake Linkage	✓	Pedal/Linkage	✓
Hand/Parking Brake Adjustment	✓		

Underbody

Chassis Member/Floorpan	✓	Corrosion Protection	✓
Corrosion Floor/Chassis	✓	Shields/Covers	✓

Road Test & Final Checks

Engine Performance	✓	Engine Noise	✓
Excess Smoke	✓	Oil Leaks	✓
Overheating Evidence	✓	Cooling Fan Operation	✓
Coolant Leak	✓	Gearbox Operation/Noise	✓
Auto Changes/Kickdown	✓	Final Drive Operation/Noise	✓
Clutch Operation (See notes)	✓	4WD Operation	✓
Instruments/Controls Function	✓	Warning Lights	✓
Cruise Control	✓	Steering Wheel Alignment	✓
Steering Effort	✓	Brake Operation	✓
Suspension Noise	✓	Roadholding/Stability	✓
Hot Restarting	✓	Wind Noise	✓
Steering Handling	✓	Driving Noise	✓

Wheels and Tyres

Wheel

Front Right	✓
Front Left	✓
Rear Right	✓
Rear Left	✓

Wheel Pressure

Front Right	✓
Front Left	✓
Rear Right	✓
Rear Left	✓

Data Collection checks

Record the engine type	✓
Record the fuel type	✓
Record the transmission type	✓
Record the registration number	✓
Record the VIN number	✓
Record the mileage	✓
Record year car was manufactured	✓
Record the date of first registration	✓
Record the date of the last MOT	✓
Record the date/mileage of the last service	✓
Check key	✓