

# RSS APPROVED VEHICLE PREPARATION STANDARD



## 1. Vehicle History

- VIN Inspection
- Vehicle history report obtained
- Scheduled maintenance performed (inc timing belt)
- Current MOT certificate (if applicable)
- Engine number check

## 2. Road Test Operation/Condition of:

- Cruise Control (if applicable)
- Starting system, general performance & behaviour of the vehicle
- Clutch, transmission, steering, suspension & brakes including A.B.S.
- No evidence of abnormal noises
- No visual fluid leaks after road test
- Gauges operate properly
- Check battery & starter motor start engine with ease from both hot & cold
- Efficiency of parking brake
- Check to ensure no excessive visual emissions from exhaust
- Check no engine management lights are illuminated on test drive or when engine idling
- Engine Cooling fans operates at appropriate temperature

## 3. Vehicle Exterior Operation/Condition of:

- No dents that have either cracked paint or are larger than 50 mm in diameter
- Windscreen free from any damage that would exclude the vehicle from an MOT test
- No signs of bodywork corrosion
- Exterior mirrors
- All structural body repairs/accident damage have been repaired using manufacturer approved methods
- Ensure correct body panel fitting & alignment
- Operation of fuel filler system including petrol caps & lever release system
- Bonnet catch, safety catch, hinges, tailgate supports
- Door locks & central locking including child safety locks
- Exterior trim for security & correct fitment

## 4. Vehicle Interior Operation/Condition of:

- Wipers & washers
- Visual & audible driver warning systems
- Rear view mirror /sun visors
- Parking assistance systems
- Navigation system
- Interior lights
- Instruments, gauges & controls
- Door windows (manual / electric)
- Convertible roof mechanism (if applicable)
- Audio & alarm systems
- All internal equipment (e.g. cigarette lighters, sun visors, arms rests)
- All exterior lighting equipment & respective control lights & cluster illumination
- Air-conditioning, heating & demist systems
- Sunroof mechanism
- Operation & condition of seatbelts / mountings
- No evidence of water ingress
- No interior trim / dashboard for tears, holes, burns or excessive soiling

- Cars - Parcel Shelf or tonneau cover if fitted
- Vans - Load space in reasonable condition
- All warning lights operate correctly
- All drive pedals operate correctly
- SRS warning light functionality
- Security of seat mountings, head rests & seat adjustment mechanism

## 5. Road Wheels & Tyre Checks

- Minimum tread depth of 3mm across all tyres inc spare
- No evidence of uneven tyre wear or casing damage
- Tyres have no cuts through to the casing, bulges & no evidence of temporary repairs
- Road wheels are free from distortion, gouges or visible cracks

## 6. Engine Compartment Checks Operation/Condition of

- Carry out battery test & ensure terminals are secure & free from corrosion
- Engine oil is correct level & dipstick oil sample is free from contamination
- Coolant antifreeze content, & ensure system is free of visual contamination
- Check vehicles charging system for minimum output
- Gearbox fluid levels, manual or automatic are correct
- All fluid levels are correct; e.g. brake, clutch, power steering, washer & battery
- Auxiliary drive belts, condition & tension
- Engine mountings for security & condition
- Wiring, pipes, hoses, oil & fuel feed lines for routing; are free from damage, chafing & leaks (where visible)
- No fluid leaks
- Cooling system radiator & engine oil cooler/intercooler are free from damage or excessive corrosion
- No evidence of undue engine noise
- For hybrid vehicles only:**
- Hybrid cooling system
- Hybrid power-train mount
- Hybrid entertainment & information display

## 7. Underbody Checks Operation/Condition of:

- Exhaust, mountings, clamps & check security of system
- Exhaust gas leaks
- Any fluid leaks from engine, drive train, fuel systems
- Catalytic converter
- Steering for leaks & security
- Tie rod ends, CV joints, drive shafts & steering rack including boots/covers
- Front & rear Springs, Shock absorbers & mounting points
- No visual evidence of faults to braking components
- Ensure brake pads have a minimum of 50% material remaining
- Check underbody for excess corrosion & ensure that the chassis is free from extensive structural repairs
- Ensure transmission / driveshaft is secure & free from excessive play

## 8. Convenience

- Fully cleaned & valeted vehicles
- Owners manual, including locking wheel nut tool (if fitted)
- 2 Keys & remote fobs
- Service history (if applicable)

Vehicle Reg: \_\_\_\_\_ Date: \_\_\_\_\_ Signed: \_\_\_\_\_