**Light Vehicle Pre-delivery Checklist**

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**Item 9. Ventilating systems, heating and demisting fan operation**

**Inspected**

**Corrected**

Ensure ventilating systems work in all aspects.

**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.

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.

**Item 7. Check seat belts mirrors and horn**

**Inspected**

**Corrected**

Ensure that all seats and seat belts are securely fastened to their mountings.

Make sure rear view mirrors provide a clear view of the road to the rear of the vehicle.

Ensure light commercial vehicle (except station wagon) is fitted with an external rear vision mirror on each side of the vehicle.

Ensure the horn works.

**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.

Check that engine or transmission mounts are secured.

**Item 5. Gas-powered**

**Inspected**

**Corrected**

Check gas system. Check for Gas Compliance plate and Certificate of Compliance.

**Item 4. VIN**

**Inspected**

**Corrected**

Check the VIN of the vehicle against the documentation and the compliance plate.

VIN

**Item 3. Engine number**

**Inspected**

**Corrected**

Check engine number which will appear on the main engine component of the vehicle against the prepared documentation.

Engine No.

**Item 2. Compliance Plate**

**Inspected**

**Corrected**

Check vehicle for relevant compliance plate.

**Item 1. Record Make and Model**

**Inspected**

**Corrected**

Make

Model

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**Item 15. Wheels and tyres**

**Inspected**

**Corrected**

Visually inspect each wheel.

Check tyre placard fitted to the vehicle.

Ensure that no wheel or rim is cracked or has pieces of casting missing or is buckled.

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).

Check for any missing, loose, broken or cracked spokes.

Make sure the tyre or rim does not foul any component at any point over its full range of travel.

Ensure the tyre construction of all tyres on each axle is the same (cross ply, radial ply or bias belted).

Check tyre pressure.

**Item 14. Brakes**

**Inspected**

**Corrected**

Check braking system components, ensure that brake pedal plate has a cover and that the pedal or handle is not broken.

Check brake pedal does not travel to the floor when pressure is applied.

Ensure the parking ratchet or locking device is holding the parking brake lever in its applied position.

Check that no brake component is leaking and that all brake components are securely mounted.

**Item 13. Exhaust system**

**Inspected**

**Corrected**

Check that all components of the exhaust system are securely mounted and without leaks.

**Item 12. Transmission**

**Inspected**

**Corrected**

Check transmission.

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.)

Check there are no oil leaks from the gearbox or driveline which allow oil to drop onto the road surface.

**Item 11. Under body chassis and sub-frames**

**Inspected**

**Corrected**

Check under body chassis sub-frames for cracks or loose welds.

**Item 10. Lights**

**Inspected**

**Corrected**

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.

Check headlight and registration plate light covers (where fitted).

Ensure that all compulsory reflectors are not damaged and are fitted to the rear of the vehicle.

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.

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**Item 16. Number plate location**

**Inspected**

**Corrected**

Ensure the number plates are permanently affixed to the vehicle.

Ensure the number plates are:

in an upright position that is substantially parallel to the vehicle's axles

not more than 1.3 metres above ground level.

Check the number is not obscured, defaced or otherwise not legible

Ensure the numbers on the number plate are clearly visible from any point: 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.

Check any cover on the number plate:

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.

Ensure one number plate is affixed to the front of the vehicle and another to its rear

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.