Vehicle Pre-Delivery Inspection Checklist

Quality Control

VEHICLE	VIN	STOCK #	DATE	TECHNICIAN
			____ / ____ / _____	

EXTERIOR

	OK	DEFECT		OK	DEFECT
Paintwork (no scratches, chips, swirl marks)	○	○	Wipers and washers functional	○	○
Body panels (no dents, aligned gaps)	○	○	Alloy wheels (no kerb damage)	○	○
Glass (windscreen, windows — no chips)	○	○	Tyre pressures set to spec	○	○
Headlights, tail lights, indicators working	○	○	Number plates fitted and legible	○	○

Transport protection removed ☐ OK ☐ N/A

INTERIOR

	OK	DEFECT		OK	DEFECT
Seats (no marks, adjustments work)	○	○	Sun visors, mirrors, vanity lights	○	○
Dashboard and trim (no scratches, clips seated)	○	○	Glovebox, centre console, cup holders	○	○
Carpet and mats (clean, no damage)	○	○	Boot / trunk (liner, toolkit, spare tyre)	○	○
Seat belts (retract, latch, pre-tensioners)	○	○	Smell fresh, no factory odour remaining	○	○

ELECTRICAL & INFOTAINMENT

	OK	DEFECT		OK	DEFECT
Infotainment system (nav, audio, Bluetooth)	○	○	Power windows (all four)	○	○
Air conditioning (hot and cold)	○	○	Central locking and key fob	○	○

Parking sensors / cameras ☐ OK ☐ Defect ☐ N/A

Software / firmware up to date ☐ OK ☐ Update needed

UNDER BONNET & FLUIDS

	OK	LOW		OK	LOW
Engine oil level	○	○	Brake fluid level	○	○
Coolant level	○	○	Windscreen washer fluid filled	○	○

	OK	DEFECT
Battery charge and terminals	○	○
No leaks visible under vehicle	○	○

ROAD TEST

	OK	DEFECT
Engine starts and idles smoothly	○	○
Gearbox (smooth changes, no noise)	○	○
Brakes (effective, no pull, no noise)	○	○

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	OK	DEFECT
Steering (centred, no vibration)	○	○
Suspension (no knocks or rattles)	○	○
No warning lights on dashboard	○	○

Odometer reading _____ km

DOCUMENTATION & HANDOVER READINESS

- ☐ Owner's manual in glovebox
- ☐ Service book stamped (first service due)
- ☐ Spare keys available
- ☐ Warranty registration complete
- ☐ Vehicle washed and detailed
- ☐ Fuel level (as per policy)

SIGN-OFF

Defects found

Vehicle ready for customer handover ☐ Yes ☐ No — needs rectification

Technician signature _____

Notes

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