

Approved Used





PHEV - Approved Used multi-point check sheet

Follow the route prescribed for maximum efficiency to achieve standard times.

KEY INFORMATION

Retailer name _____

Retailer number _____

Date _____

Mileage _____

Key number _____

Service history: Does the car appear on the VMS system? _____

Vehicle identification number (VIN) _____

Vehicle Year _____

Vehicle model _____

Vehicle registration number _____

Technician _____

Colour _____

Inspection order number _____

Confirm current service regime: Fixed or Flexible _____

Y - Yes check complete N - Not complete N/A - Not applicable to this vehicle

PRE-WORK

- 1 Check for outstanding workshop actions/recalls. Details on work order.
- 2 Run pre-GFF

LIGHTING Check all lights operation

- 3 Check side lights/parking lights
- 4 Check dipped lights and main beam
- 5 Check daytime/LED running lights
- 6 Check headlight adjuster
- 7 Check headlight flashers
- 8 Check fog lights front/rear
- 9 Check indicators front/rear/side
- 10 Check hazard warning lights
- 11 Check headlight alignment
- 12 Check number plate lights
- 13 Check brake lights
- 14 Check reversing lights
- 15 Check door lights/reflector

INTERIOR

- 16 Check horn operation
- 17 Check all ignition keys, central locking/keyless entry/alarm where applicable
- 18 Check warning lights
- 19 Check front and rear seat adjustment mechanism including electric and memory functions.
- 20 Check function and condition of all seat belts, height adjustment and associated warning systems
- 21 Check electric door mirror for operation and memory
- 22 Check operation of all window/window child locks
- 23 Check interior lamps (including ambient/vanity/visor/boot/ floor/ rear courtesy lights where applicable)
- 24 Check boot release
- 25 Check fuel flap safety release
- 26 Check interior bonnet release mechanism
- 27 Check for abnormal wear/condition of trim and/or carpets, including pedal rubbers. Rectify issues to approved standards.
- 28 Check steering wheel tilt/lock/adjustment
- 29 Reset Factory settings on infotainment system and check connected services, telephone functions, clock, date, time, sat nav where applicable.
- 30 Check front and rear wiper and washer operation and align washer jets where applicable
- 31 Check operation of sunroof
- 32 Check rear view mirror
- 33 Check centre armrest adjustment
- 34 Check accessory power outlets
- 35 Check climate control/air conditioning controls
- 36 Check heated seat function
- 37 Check rear child locks
- 38 Check rear controls/vents/power socket
- 39 Check rear armrest/ski hatch
- 40 Check tailgate or boot operation
- 41 Check removable luggage cover/parcel shelf

EXTERIOR

- 42 Check window commence open/closure operation

- 43 Check condition of all exterior glass (including windscreen, rear screen)
- 44 Check bonnet alignment
- 45 Front tow eye cover
- 46 Check fuel flap, rubber stops and fuel cap / Check high voltage charging flap.
- 47 Check boot/tailgate operation including electric functions and easy-open / virtual pedal
- 48 Check security of bumpers/lower skirts
- 49 Check roof/aerial attachment
- 50 Check body for damage and signs of repairs
- 51 Check paintwork for blemishes and corrosion. Rectify to approved standards
- 52 Check function of factory fitted tow bar and electrical socket (if present)
- 53 Check function of door edge protection (if present)
- 54 Check profile of panels
- 55 Clean and lubricate hinges and locks

UNDER BONNET CHECK

- 56 Check and lubricate bonnet release catch
- 57 Run 12 v battery load test (VAS6161 or through diagnostic tester)
- 58 Check 12 v battery fixings/security and physical condition
- 59 Remove engine cover/visual check for leaks
- 60 Check all V belts for wear and tension
- 61 Check all hoses for air and fluid leaks
- 62 Top up AdBlue
- 63 Check screen washer level
- 64 Check engine oil level
- 65 Check brake fluid level and condition
- 66 Check coolant level, strength and condition
- 67 Check condition and retention of all hoses, pipes and connections.
- 68 Complete vehicle emissions test and ensure it meets MOT standards. If required complete DPF regeneration
- 69 Check cambelt - replace if it need this in line with Elsa intervals.
- 70 Check the charging status of the high voltage battery, charge if required
- 71 Check electrical harness for correct routing, security and freedom from chafing. Including high voltage cables security and freedom from chafing.
- 72 Check the correct fitment of all HV warning stickers pertinent to vehicle and specifications
- 73 Check and top up coolant for high voltage system

CHECK UNDERSIDE (vehicle raised)

- 74 Check shock absorbers
- 75 Check exhaust condition including brackets and clamps
- 76 Check heat shield
- 77 Check exterior of catalyst for damage
- 78 Check power steering for damage
- 79 Check steering for excess play
- 80 Check steering joints
- 81 Check suspension arms and CV joints
- 82 Check drive shafts for wear and gaiters for damage
- 83 Check all brake line joints for corrosion and leakage
- 84 Check centre support bearing (4Motion driveshaft)

- 85 Check differential/self locking centre differential/4Motion
- 86 Check transmission/mounts control linkages
- 87 Check cables/pipes and fuel lines security and condition
- 88 Check drive shafts for wear and gaiters for damage
- 89 Check engine for leakage
- 90 Check gearbox for leakage
- 91 Check under body for damage and rectify to approved used standards
- 92 Check High Voltage battery for damage, leaks and any signs of corrosion to connections

LOWER VEHICLE TO WAIST HEIGHT

- 93 Check condition/thickness of brake pads, discs front and rear, shoes and drums where applicable. Replace if more than 70% worn.
- 94 Check brake hoses front and rear
- 95 Check and adjust handbrake
- 96 Check dust caps fitted to bleed nipples
- 97 Check wheel nut torque – remove and re-fit
- 98 Check and adjust tyre pressures / reset Tyre Pressure Monitoring System (TPMS)
- 99 Check tyres for damage and tread depth, (minimum 3mm tread). If tyre wear is uneven check alignment.
- 100 Check tyres for direction of rotation/speed rating/load rating (vehicles with tyre pressure monitoring reset it where required)
- 101 Check inflation kit sealant expiry date and change if required
- 102 Remove all road wheels (including spare), check condition and inspect for damage/ run out/ finish/ centre caps

Note: The grooves of the tread pattern are at least 3mm throughout a continuous band comprising the central three-quarters of the breadth of the tread, and round the entire outer circumference of the tyre.

Tyres	mm	Condition	Replaced
N/S/F			
O/S/F			
N/S/R			
O/S/R			
Spare			

Note

If any tyres need replacing you should always observe the instruction given in the owners manual. As a guide:

Two-wheel drive (We recommend)

If possible tyres should be replaced in pairs (same axle). All four wheels should be fitted with radial tyres of the same type, size (rolling circumference) and preferably the same tread pattern.

Four-wheel drive; 4MOTION (We recommend)

All four wheels should always be fitted with the tyres of the same type, make and tread pattern.

Final interrogation of fault memory with online connection established

Ensure auto-upload correctly concludes.

Save GFF to memory stick (Excludes non franchise vehicles)

Record in VMS Multipoint Check

Record in VMS Service (if carried out)

ROAD TEST

- 103 Are any warning lights illuminated?
- 104 Check handbrake/electronic brake operation
- 105 Convertible top and wind-deflector operation where applicable
- 106 Check shift interlock
- 107 Check clutch operation
- 108 Check starter operation/starting (cold/hot)
- 109 Fuel pump noise
- 110 Engine performance idle/noise/vibrations
- 111 Smooth acceleration/deceleration
- 112 Transmission shift points/kick down

- 113 Exhaust noise/odours
- 114 Check brakes (operation/noise/pulling or pulsating)
- 115 Check braking including ABS operation
- 116 Check steering/tracking/pulling/play/noise during drive
- 117 Check steering wheel alignment
- 118 Check wheel balance
- 119 Check suspension noise/performance/vehicle ride
- 120 Check speedometer, odometer and trip function
- 121 Check heads up display
- 122 Check drive assist functions/cruise control/side assist/lane assist / park assist operation/ camera
- 123 Check rev counter is operating correctly
- 124 Check fuel gauge operating and fuel consumption display is working
- 125 Check air conditioning operating correctly
- 126 Check heater operating correctly
- 127 Check for interior trim rattles
- 128 Check for excessive wind noise
- 129 Check MMI function (sat nav, radio, bluetooth, wifi)
- 130 Check multi-function steering wheel
- 131 Check Start/Stop operation
- 132 Check function of each driving mode including individual
- 133 Check battery charge monitor and energy consumption indicators are working correctly

SERVICING

134 All serviceable items within 6 months have been completed. Service history is now up to date if any prior services missed.

135 Perform battery capacity check in line with Guided Fault Finding and hub communications

Please note, a long test, which requires the HV battery to be dropped to circa 10% of this charge capacity followed by a full recharge, (up to six hours) is required for accuracy to 2%. If this battery conditioning is not completed, the test accuracy will be to circa 10%, but the test cycle is considerably shorter.

POST ROAD TEST CHECK AND FINAL CHECK

- 136 Recheck engine oil level
- 137 Check charging cable condition – damage, cracks to connectors, bent pins. Replace if required
- 138 Check that the charging cables work correctly and have the correct warning stickers displayed
- 139 Check the charge socket(s) on the vehicle for damage
- 140 Check High Voltage warning stickers are in place around the vehicle in line with ELSA information - replace if damaged or not present
- 141 For vehicle with heat pump system, check the last air conditioning refresh date and complete if required
- 142 Re-check high voltage charge post test-drive
- 143 Ensure vehicle literature pack and security item contents are correct
- 144 Record multi-point check in VMS (also record Service if carried out in VMS and Digital Service Schedule)
- 145 Prep handover documents (see handover check sheet)
- 146 Activate connected services either in car or via dongle

FINAL PREPARATION

Final interrogation of fault memory with online connection established

Save GFF to memory stick (Excludes non franchise vehicles)

The Approved multi-point checklist ensures this vehicle meets the high standards of the Approved Used Vehicle programme. This checklist accounts for the age and mileage of the vehicle, and any items not found to meet the expected standard have been inspected, corrected or repaired by a registered technician with genuine parts.

Technician's signature:	Date:
Service Managers signature:	Date:
Sale Managers signature:	Date:

Ensure a copy of the MPC and GFF are stored in the vehicle files (paper free preferable) to demonstrate there are no faults on the vehicle. This is an audit requirement for future warranty claims.