

Approved Used





BEV - 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 high voltage charging flap, charge indicator light
- 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 Check the charging status of the high voltage battery, charge if required
- 60 Check electrical harness for correct routing, security and freedom from chafing. Including high voltage cables security and freedom from chafing.
- 61 Check all hoses for air and fluid leaks
- 62 Check the correct fitment of all HV warning stickers pertinent to vehicle and specifications
- 63 Check screen washer level
- 64 Check and top up coolant for high voltage system
- 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.

CHECK UNDERSIDE (vehicle raised)

- 68 Check shock absorbers
- 69 Check steering for excess play
- 70 Check power steering for damage
- 71 Check steering joints
- 72 Check suspension arms and CV joints
- 73 Check drive shafts for wear and gaiters for damage
- 74 Check all brake line joints for corrosion and leakage
- 75 Check under body for damage and rectify to approved used standards
- 76 Check High Voltage battery for damage, leaks and any signs of corrosion to connections

LOWER VEHICLE TO WAIST HEIGHT

77	Check condition/thickness of brake pads, discs front and rear, shoes and drums where applicable. Replace if more than 70% worn.
78	Check brake hoses front and rear
79	Check and adjust handbrake
80	Check dust caps fitted to bleed nipples
81	Check wheel nut torque – remove and re-fit
82	Check and adjust tyre pressures / reset Tyre Pressure Monitoring System (TPMS)
83	Check tyres for damage and tread depth, (minimum 3mm tread). If tyre wear is uneven check alignment.
84	Check tyres for direction of rotation/speed rating/load rating (vehicles with tyre pressure monitoring reset it where required)
85	Check inflation kit sealant expiry date and change if required
86	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.

ROAD TEST

87	Are any warning lights illuminated?
88	Check handbrake/electronic brake operation
89	Check shift interlock
90	Motor performance idle/noise/vibrations
91	Smooth acceleration/deceleration
92	Check brakes (operation/noise/pulling or pulsating)
93	Check braking including ABS operation
94	Check steering/tracking/pulling/play/noise during drive
95	Check steering wheel alignment
96	Check wheel balance
97	Check suspension noise/performance/vehicle ride
98	Check speedometer, odometer and trip function
99	Check heads up display
100	Check drive assist functions/cruise control/side assist/lane assist / park assist operation/ camera
101	Check battery charge monitor and energy consumption indicators are working correctly
102	Check air conditioning operating correctly
103	Check heater operating correctly
104	Check for interior trim rattles
105	Check for excessive wind noise
106	Check MMI function (sat nav, radio, bluetooth, Wi-Fi)
107	Check multi-function steering wheel
108	Check function of each driving mode including individual
109	Check function of regenerative braking mode

SERVICING

110	All serviceable items within 6 months have been completed. Service history is now up to date if any prior services missed.
111	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

112	Check charging cables are present, the following cable must be present TYPE 2 7.2kW 1 Phase and /or 11kW 3-Phase (32A)
113	Check charging cable condition – damage, cracks to connectors, bent pins. Replace if required
114	Check that the charging cables work correctly and have the correct warning stickers displayed
115	Check the charge socket(s) on the vehicle for damage
116	Check High Voltage warning stickers are in place around the vehicle in line with ELSA information - replace if damaged or not present
117	For vehicle with heat pump system, check the last air conditioning refresh
118	Re-check high voltage charge post test-drive
119	Ensure vehicle literature pack and security item contents are correct
120	Record multi-point check in VMS (also record Service if carried out in VMS and Digital Service Schedule)
121	Prep handover documents (see handover check sheet)
122	Activate connected services either in car or via dongle

MOT

Does the car have a current MOT?

Date of next MOT (MM/YY)

SERVICE

Date of next service (MM/YY)

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.