

# Automotive Workshop

Pre-purchase check for a buyer: what to look at before the money changes hands

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

ABN: \_\_\_\_\_

## USED CAR INSPECTION CHECKLIST

|            |                   |               |
|------------|-------------------|---------------|
| YEAR       | MAKE              | MODEL         |
| REGO       | VIN               | ODOMETER (KM) |
| TECHNICIAN | DATE (DD/MM/YYYY) | JOB NO.       |

■ Pass — Within spec    ■ Needs Attention — Monitor / service soon    ■ Fail — Safety concern / repair now

| Inspection Item                                             | Good                     | Fair                     | Poor                     | Notes / Measurements |
|-------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| PAPERWORK FIRST                                             |                          |                          |                          |                      |
| Rego & VIN match the papers                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Service logbook: stamps, gaps, km                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| PPSR / history check done (finance, write-off, stolen)      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Number of owners, reason for sale                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Spare key present                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| BODY & PAINT                                                |                          |                          |                          |                      |
| Panel gaps even; doors, bonnet, boot align                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Paint match, overspray, orange peel (previous repair)       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Rust: sills, arches, boot floor, under carpet               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Glass: chips, cracks, seals                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Underbody: damage, corrosion, fresh undercoat (hiding rust) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| ENGINE & DRIVELINE                                          |                          |                          |                          |                      |
| Cold start: smoke colour, noises, idle                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Oil: level, colour, milky (head gasket)                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Coolant: level, colour, oil in it                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Leaks under the car after idling                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Belts, hoses, mounts                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Transmission: shifts, slip, shudder, fluid colour           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Clutch bite & slip (manual)                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Diagnostic scan: codes                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| WHEELS, BRAKES, SUSPENSION                                  |                          |                          |                          |                      |
| Tyres: tread (mm), age, matching, uneven wear               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Brakes: pads & discs (mm), pedal feel                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Shocks: bounce test, leaks                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Steering play, pull, noises                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Wheel bearings, CV joints                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| INTERIOR & ELECTRICS                                        |                          |                          |                          |                      |
| Odometer wear vs km claimed                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Seats, belts, carpets, odour, water ingress                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| All lights, windows, locks, mirrors                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |

| Inspection Item                                 | Good                     | Fair                     | Poor                     | Notes / Measurements |
|-------------------------------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| Air con cools, heater, demister                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Infotainment, cameras, sensors                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Warning lights at start and after driving       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| ROAD TEST                                       |                          |                          |                          |                      |
| Starts hot & cold                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Pulls, vibrates, wanders                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Brakes straight, no pulsation                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Gearbox under load & overrun                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Noises over bumps                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Cruise control, all speeds                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| ESTIMATED COST OF ITEMS FOUND (FOR NEGOTIATION) |                          |                          |                          |                      |
| <div></div>                                     |                          |                          |                          |                      |

Technician signature: \_\_\_\_\_

Customer signature: \_\_\_\_\_