

Checklist for Vehicle Inspections

Verify the following items to complete a vehicle inspection at your auto repair shop.

Exterior

- ☐ All body panel colors match
- ☐ Magnet adheres to all steel body panels
- ☐ Front windshield is free of cracks
- ☐ Rear windshield is free of cracks
- ☐ Trunk and hood seams close and align properly
- ☐ Seams where doors and fenders meet align properly
- ☐ No scratches on body
- ☐ No dents on body
- ☐ Windshields wipers and blades function properly
- ☐ Headlights and directional lights are intact and fully functional
- ☐ Reverse lights function properly
- ☐ Brake lights work properly
- ☐ Front and rear bumpers are intact and secure
- ☐ Front and rear bumpers are not damaged, scratched or bent
- ☐ License plate light works properly
- ☐ Outside mirrors are intact
- ☐ Outside mirrors adjust easily from interior

Comments:

Tires

- ☐ Tires are from a reputable brand name (either Michelin, Bridgestone or Goodyear)
- ☐ All tires are consistent in make (i.e not different from one another)
- ☐ No cuts, bubbles or cracks in any of the tires
- ☐ Tire wear is even (otherwise it spells suspension or alignment issues)
- ☐ Spare tire, jack and lug wrench are on the car and fully functional
- ☐ Spare tire is inflated and in good condition
- ☐ Tire pressure is enough for the model vehicle
- ☐ Wheel and tires are aligned
- ☐ Tools to change tires are present (including jack and lug wrench)

Comments:

Engine

- ☐ Check engine light not activated
- ☐ No fluid or oil leaks
- ☐ Power steering fluid color is either amber, clear or pinkish (replace if brown or black)
- ☐ Free of odors while engine runs
- ☐ Oil filler neck is not coated with thick, black deposits
- ☐ Battery terminals are free of corrosion
- ☐ Battery is secure
- ☐ Battery light status:
 - Green: battery is fine
 - Yellow/red: battery is running down, needs to be recharged
 - Black/Bright white: battery needs replacing

- ☐ Oil dipstick free of dark, black oil
- ☐ Emissions from the exhaust pipes aren't blue (this indicates engine burns oil) or black (indicates excessive oil consumption - helps you determine fuel economy)
- ☐ No damage to any pipe hoses

Comments:

Suspension

- ☐ Vehicle stable in resting position
- ☐ No creaking noises observed when bouncing the vehicle's corners
- ☐ All corners respond the same when bouncing the vehicle's corners

Comments:

Interior

- ☐ Car horn functions properly
- ☐ Seats aren't worn out and free of cracks
- ☐ Doors open and close smoothly
- ☐ Trunk opens and closes smoothly

- ☐ All gauges work
- ☐ All dashboard warning lights off
- ☐ Stereo functions properly
- ☐ Heater functions properly
- ☐ Air conditioner functions properly
- ☐ Front and back defroster function properly
- ☐ Windshield wipers work
- ☐ Windshield wiper fluid dispenses
- ☐ All seat belts are functional
- ☐ All seats adjust properly
- ☐ Power windows operate properly
- ☐ Window controls operate properly
- ☐ Windows work smoothly
- ☐ Sunroof (if applicable) functions smoothly
- ☐ Inside mirror is in good condition
- ☐ Car alarm (if applicable) works
- ☐ Both the trunk and driver-side door lock and unlock with key
- ☐ Hazard lights work properly
- ☐ Headlights, including brights, work properly

Comments:

Frame

- ☐ Chassis is neither bent or cracked
- ☐ No signs of crumpling or straightening inside trunk
- ☐ Frame holes just inside outer edge are clean and free of scratches

Comments:

Automatic transmission

- ☐ Transmission fluid looks clean, not dirty or gritty
- ☐ No delays or slips in transmission when driving

Comments:

Manual or standard transmission

- ☐ Each gear shifts smoothly
- ☐ When in reverse, no grinding noises observed

Comments:

Brakes

- ☐ Vehicle steers straight and does not pull to one side when applying brakes
- ☐ Parking brake engages and disengages freely
- ☐ No grinding noises when applying brakes
- ☐ Wheel doesn't lock when applying anti-lock brakes (if applicable)
- ☐ Width of the brake pads are $\frac{1}{8}$ inches thick or less from start to end (by removing a front wheel and using a compass to mark the start and end of the pad. If they do not meet the criteria, they need immediate replacing)
- ☐ Emergency brakes function properly

Comments:

Steering

- ☐ Vehicle does not drift to one side when you are not steering
- ☐ No shaking or vibration in steering
- ☐ No resistance in the steering wheel when turning
- ☐ No clicking or clunking when turning

Comments:

Miscellaneous

- ☐ Car manual present in the glove compartment
- ☐ All instructions included for any accessories
- ☐ Service and repair records are available
- ☐ Owner has title
- ☐ Emergency kit is available and includes:
 - First aid kit
 - Warning triangle
 - Flashlight
 - Fire extinguisher
 - Blanket
 - Flares
 - Shovels
 - Tools
 - Reflective jackets/vests
 - Headlamp beam deflectors
 - Spare bulbs
- ☐ Owner possesses valid driver's license
- ☐ Owner and vehicle have valid insurance

Comments: