

# Pre-Delivery Inspection Checklist (PDI)



Date: ...../...../..... Customer's Name: ..... Tel No: .....

Vehicle Make/Model: ..... Reg No: ..... Mileage: .....

| Body Exterior                           | Engine Compartment                 | Fuel System                          |
|---|------------------------------------|--------------------------------------|
| Glass                                   | Coolant level                      | Fuel tank                            |
| Door locks/operation                    | Coolant leaks                      | Fuel tank fixings                    |
| Fuel filler cover/petrol cap            | Antifreeze                         | Fuel lines                           |
| General bodywork condition              | Radiator & cap                     | Breather pipes                       |
| Corrosion                               | Hoses & pipes                      | Evidence of leaks                    |
| Wheels & Tyres                          | Drive belts                        | Suspension, Underframe & Steering    |
| Front right tyre                        | Water pump                         | Engine underside leaks               |
| Front left tyre                         | Power steering fluid level         | Steering joints & ball joints        |
| Rear left tyre                          | Clutch fluid level                 | Steering rack                        |
| Rear right tyre                         | Brake fluid level                  | Chassis members                      |
| Spare tyre                              | Engine oil level                   | Power steering                       |
| Interior & Luggage Compartment          | External engine leaks              | Wheels, hubs & bearings              |
| Seat mechanism                          | Engine mounts                      | Springs & suspension unit            |
| Seat belts                              | Turbo/supercharger                 | Pipes & hoses                        |
| Internal mirrors                        | Fuel pump & pipes                  | Dampers & bushes                     |
| Boot/tailgate lock                      | Accelerator linkage                | Gaiters                              |
| Electrical Controls                     | Cold starting                      | Sub frames & mountings               |
| Ignition lock/starting system           | Fast idle when engine cold         | Suspension arms, mountings & fixings |
| Battery charging system                 | Noise level when engine cold       | Tie bars & anti-roll bars            |
| Headlights                              | Excess fumes/smoke                 | Anti roll-bar                        |
| Side lights/running lights              | Clutch & Transmission              | Evidence of floor/chassis corrosion  |
| Rear lights & number plate illumination | Fluid/oil leaks                    | Bumper stops & gaiters               |
| Brake lights                            | Cables/adjustment                  | Road Test                            |
| Indicator & hazard lights               | Hydraulic system                   | Engine - performance                 |
| Reverse & fog lights                    | Linkages (check for signs of wear) | Engine - noise                       |
| Auxiliary lights                        | Casings                            | Engine - excessive fumes or smoke    |
| Panel lights/dashboard illumination     | Mountings                          | Evidence of overheating              |
| Switches & controls                     | Drive shaft assemblies             | Gearbox operation & noise level      |
| Instrument/controls function            | Universal & sliding joints         | Final drive operation & noise level  |
| Horn                                    | Clutch backlash                    | Clutch operation                     |
| Windows & sunroof operation             | Rubber gaiters                     | Cooling fan operation                |
| Wipers & jet washers                    | Propshaft(s)                       | Instruments & controls functioning   |
| Brakes                                  | Bearings & supports                | General steering & handling          |
| Master cylinder security                | Exhaust System                     | Footbrake operation                  |
| Fluid leaks                             | Inlet manifold                     | Hand brake operation                 |
| Servo/power system                      | Outlet manifold                    | Suspension noise                     |
| Flexible hoses                          | Pipes                              | Road holding stability               |
| Pipes/unions & connections              | Silencer(s)                        | Warning lights                       |
| Discs & pads                            | Heat shields & mountings           | Convenience                          |
| Hand brake operation/adjustments        | Joints & couplings                 | Owners manual                        |
| Hand brake linkage                      | Catalytic converter                | Service book & history               |
| Pedal/linkage                           | Overall system condition           | Keys & remote controls               |

Please indicate: Satisfactory/Passed ✓ Unsatisfactory ✗ Advisory/attention required ?

**Bodywork/Glass/Mirrors**  
Indicate any damage on diagram using:

D = Dent  
S = Scratch  
CH = Chip  
CR = Crack  
W = Missing Wheel Trim  
T = Tear/Mark

**Comments/Recommendations**

---



---



---



---



---



---

I confirm that I have test driven the vehicle described above and that there are no apparent faults other than those indicated on this form.

Vehicle Inspected By: (Signature).....

Customer: (Signature).....

Print Name: .....

Print Name: .....