

New Car Pre-Delivery Inspection Checklist – 'The Automotive India.com' Initiative

- Date of Inspection: _____
- Car Make & Model: _____
- Current Odometer Reading: _____
- Vehicle Identification Number: _____

Please carefully check the items listed below. Put tick (✓) if found satisfactory and cross (✗) if not.

Pre-Checks

- Inspect in sunlight
- Working odometer
- Clocked < 100 Kms
- Car manufacture date (OK upto 3 – 6 months)

Exteriors

- Scratches and dents
- Underbody oil leakage
- Panel gaps and fittings
- Repair signs (Paint mismatch)
- PDI / OK stickers on windows
- Radio Antenna (If equipped)
- Body and underbody rusting

-
- Door locks, latches and keys
 - New tyres without wear & tear
 - Wipers, washer jet and blades
 - Check wheels / covers for defects
 - Smoothness of door & lid hinges
 - Properly stuck badges and logos
 - Headlamps, Tail lamps, indicators
 - No. plate lamp, fog lamps & beam
 - Scratch less windows and mirrors
 - Smoothness in rolling all windows
 - Plastics and rubber door beadings
 - Water leakage test (Must on sunroof)
 - Brand new and unused spare wheel
 - Boot, hood and fuel lid release buttons
 - Tool kit (Wrench, Jack, Warning Triangle etc)

Caution! The following items may be hot:

- Properly mounted exhaust pipe
- Undamaged underbody chassis
- Intact wiring and plastics under the hood
- Engine cover (if equipped) under the hood

Essential fluid checks:

- Coolant
 - Gear Oil
 - Brake Oil
 - Engine Oil
 - Power Steering Oil
 - Transmission Oil (Automatic Cars)
-

Interiors and Features

- Spotless seats with plastic covers
- Proper roof lining and clean fabric
- Unspoiled floor mats and carpet
- Rear parcel shelf (if equipped)
- Instrument cluster functioning
- Plastic panels fitting & alignment
- Seats position adjustment levers
- Door pad fabric and plastic fitting
- Horn, seat belts and inside mirror
- Interior lamps (Roof, glove box etc)
- Central locking and power windows
- Armrests, hand brake and gear lever
- Glove box compartment smoothness
- Defrost checkup (Note: Don't run dry)
- Air conditioner, heater and ventilation
- Audio system (test speakers & functions)
- Steering mounted controls (if equipped)
- Digital information display (if equipped)
- 12V socket and cigarette lighter checkup
- Smoothness of switches, buttons and knobs
- Internally adjustable outside rear view mirrors
- Steering wheel adjustment lever (if equipped)
- Miscellaneous features (Bluetooth, SatNav, Sunroof etc)

Test Drive

- Single crank engine start
 - Warnings on instrument cluster
 - Effectiveness of air conditioner
 - Suspicious noise, vibrations & smell
 - Excessive smoke from the exhaust
 - Gearshift and pedals smoothness
 - Brake pedal shouldn't have long play
 - Steering wheel overall responsiveness
 - No jerks or roughness when in motion
 - Correct wheel alignment while driving
 - Handbrake effectiveness and smoothness
 - Flawless reverse gear & sensors (if equipped)
 - Absence of squeaks or rattles on rough terrain
 - Clutch pedal responsiveness during pick up
 - Constant acceleration (without loss of power)
 - Sudden braking (Test in a secure environment only)
 - Suspicious indications / leakages after a test drive
 - Driving in different situations (Traffic and straight roads)
 - Driving on different terrains (Such as rough, incline etc)
 - Observe proper working of speedometer, tachometer etc
 - Miscellaneous modes and features (4x4, Hill assist, Cruise Control etc)
-

During Delivery

- Carry driving license
- Take a camera along
- Insist for a demo of features
- Check first aid kit in glove box
- Ensure number plates are fitted
- Ensure all accessories are fitted
- Ask for duplicate key & key code
- Ensure spare bulbs & fuses are offered
- Insist for fuel to reach nearest fuel pump
- VIN must match with car inspected earlier
- Get the car cleaned and polished (if not already)

Documentation

- Watch out for typing errors
- Cross check the information
- Collect car & accessories manuals
- Collect invoice and sales certificate
- Check free service coupons (if applicable)
- Collect insurance documents and verify details
- Collect miscellaneous tax receipts (if applicable)
- Collect registration card (Temp. receipt if unregistered)
- Collect car warranty and road side assistance documents
- Collect miscellaneous documents (Finance / Lease / Extended warranty etc)

