



ŠKODA

ŠKODA APPROVED USED MULTI-POINT CHECK SHEET

KEY INFORMATION

Retailer		Technician	
Date		Invoice/Job number	
Vehicle model		Colour	
Vehicle registration number		Vehicle identification number (VIN)	
Speedometer reading		MOT expiry date	
Key number		Y - Yes check complete N - Not complete R - Recommended N/A - Not applicable to this vehicle	

LIGHTING

1. Check daytime/LED running lights.	
2. Check dipped and main beam lights.	
3. Check headlight adjuster function.	
4. Check headlight flashers.	
5. Check fog lights front/rear.	
6. Check indicators and hazard warning lights.	
7. Check headlight alignment.	
8. Check number plate lights.	
9. Check reversing lights.	
10. Check door lights/reflector.	

INTERIOR

11. Check for abnormal wear/condition of trim and/or carpets, including pedal rubbers. Rectify issues to approved standards.	
12. Check steering wheel tilt/height adjustment.	
13. Check boot release.	
14. Check interior bonnet release mechanism.	
15. Check function and condition of all seat belts, height adjustment and associated warning systems	
16. Check front and rear seat adjustment mechanism including electric and memory functions.	
17. Check front and rear heated/ventilated seat function.	
18. Check operation of door mirrors for function and memory (if present).	
19. Check rear view mirror.	
20. Check electric windows and window child locks.	
21. Check horn.	
22. Check function of instrumentation.	
23. Check operation of wash/wipe systems including rain sensors; align washer jets.	
24. Check interior lamps (including ambient lighting), boot light, glove box light, torch (if present).	
25. Check 12v socket, USB sockets.	
26. Set correct time and date.	
27. Check function of front and rear air conditioning systems.	
28. Check condition and function of telephone infotainment systems including ŠKODA Connect services.	
29. Carry out infotainment factory reset and remove previous customer data/settings including Bluetooth phone profiles and connected services.	
30. Check SD card is present.	
31. Check condition and function of all Simply Clever features.	
32. Check operation of alarm/immobiliser system, all keys and KESSY (if present).	
33. Check function of sunroof (if present).	
34. Check rear child locks.	
35. Check seat folding function including ski hatch and arm rests.	
36. Check that the removable luggage cover/parcel shelf is present/functional.	
37. Check toolkit, charging cable(s) are present and complete (including compressor function) and that the tyre sealant is in date.	

EXTERIOR

38. Check body for damage and signs of repairs.	
39. Check paintwork for blemishes and corrosion. Rectify to approved standards.	
40. Check profile of panels.	

EXTERIOR

41. Check external operation of central locking, doors, bonnet catch and boot catch.	
42. Check remote operation of electric windows.	
43. Check external operation of fuel filler cap and Ad Blue cap.	
44. Check high voltage charging flap.	
45. Clean and lubricate hinges and locks.	
46. Check condition of all exterior glass.	
47. Check condition of wiper blades.	
48. Check front tow eye cover.	
49. Check light lenses for damage and operation (front and rear, stop lamps, high mounted stop lamp/hazard)	
50. Check roof aerial attachment.	
51. Check function of factory fitted tow bar and electrical socket (if present).	
52. Check function of virtual pedal tailgate (if present).	
53. Check function of door edge protection (if present).	

ENGINE AND UNDER BONNET

54. Remove engine cover and check cleanliness of engine/transmission, addressing any signs of fluid leakage.	
55. Check and tension all drive belts.	
56. Check and top up coolant for high voltage system.	
57. Check and top up screen wash.	
58. Check and top up engine oil level.	
59. Check condition and level of brake fluid; top up.	
60. Check and top up power steering fluid level.	
61. Check condition and retention of all hoses, pipes and connections.	
62. Check 12v battery condition and charge level following process in Elsa Pro.	
63. Check electrical harness for correct routing, security and freedom from chafing. Including high voltage cables.	
64. Complete diagnostic check using ODIS and rectify any identified faults and save online.	
65. Check the charging status of the high voltage battery, charge if required.	
66. Inspect high voltage charging socket for dirt or damage.	
67. Complete vehicle emissions test and ensure it meets MOT standards. If required complete DPF regeneration.	
68. Top up Ad Blue level to maximum.	
69. Check condition and operation of all cooling systems and engine cooling fans.	
70. Check Elsa Pro for outstanding field campaigns and complete as required.	
71. Check cambelt - replace if within 6 months of timing change.	

CHECK UNDERSIDE - VEHICLE RAISED

72. Check condition of under body protection and rectify issues to approved standards.	
73. Check condition of exhaust, catalyst and mountings.	
74. Check suspension dampers for leaks and condition of mountings/bushes.	
75. Check function of adjustable suspension settings.	
76. Check suspension arms and CV joints.	
77. Check transmission unit for leaks and levels.	
78. Check condition of drive shafts and gaiters.	
79. Check centre support bearing (4x4 drive shaft).	
80. Check condition of steering joints, gaiters.	
81. Check steering for excess play.	

CHECK UNDERSIDE - VEHICLE RAISED

82. Check PAS for leaks.	
83. Check condition of cables, brake pipes, fuel pipes and hose connections.	
84. Check hydraulic hoses for damage or deterioration.	
85. Check security and operation of gear change linkages.	

WHEELS AND BRAKES

86. Check condition/thickness of brake pads, discs, shoes and drums using Elsa Pro tool. Replace if more than 70% worn.	
87. Check brake calipers for condition and operation.	
88. Check and adjust handbrake (manual and electronic).	
89. Remove spare wheel retaining fixing, lubricate thread and re-fit.	
90. Remove all road wheels (including spare), check condition and inspect for damage.	
91. Check tyres for damage and tread depth, (minimum 3mm tread). If tyre wear is uneven check alignment.	
92. Check dust caps are fitted to all tyre valves.	
93. Check direction of rotation/speed rating/load rating, 4 wheel drive types must match on each axle (same make, type and tread pattern).	
94. Set wheel nuts to correct torque.	
95. Check locking wheel nut cap and cap removal tool	
96. Check all tyre pressures and reset tyre pressure monitoring system.	

ROAD TEST

97. Check condition and function of transmission, gear selection and clutch.	
98. Check starter operation (cold/hot).	
99. Check start/stop operation.	
100. Check brakes (operation/noise/pulling or pulsating).	
101. Check handbrake operation.	
102. Check steering tracking, vibration, noise and direction control.	
103. Check steering wheel alignment.	
104. Check speedometer, rev counter, odometer and trip function.	
105. Check fuel gauge(s) is working (screen and needle).	
106. Check noise levels to identify any excessive wind noise, creaks or rattles.	

SERVICING

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

108. Re-check engine oil level post test-drive.	
109. Re-check high voltage charge post test-drive.	
110. Ensure vehicle literature pack and security item contents are correct.	
111. Record multi-point check in VMS (also record Service if carried out).	
112. Prep handover documents (see handover check sheet).	
113. Activate connected services either in car or via dongle.	

The Approved multi-point checklist ensures that this vehicle meets the high standards of the ŠKODA 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 corrected or repaired.