

Checklist for damages

This checklist is only intended as an initial orientation. Before you use the checklist, it is essential that you seek advice from legally qualified third parties and adapt it to your requirements. Proper documentation is recommended and should be supplemented with photographs in the event of damage. You should also make sure to ask about any previous repairs or accidents that took place and at what time.

What to Check Inside the Vehicle:

1. Brakes

- Does the foot or service brake work correctly? Does it have any excessive travel?
- Does the hand or parking brake work correctly? Does it have any excessive travel?

2. Horn and Steering

- Is the horn easily accessible from the driver's seat?
- Does the horn work when its control is operated?
- Does the steering wheel have any excessive play?

3. Lights

- Do all lights and indicators work?
- Are all lenses present and clean? Are they all the right color?
- Do all stop lamps come on when the service brake is applied? Do they go out when the brake is released?
- Are all marker lights present? Do they all work?
- Are all dashboard warning lamps in working order? These warning lamps include:
 - The automatic braking system (ABS)
 - Airbags - supplemental restraint system (SRS)
 - Electronic positioning system (EPS)
 - Full beam headlamp and warning lamp
 - Parking brake warning lamp

4. Mirrors and glass

- Are all mirrors aligned and secure?
- Do you have a clear view of the road in all directions?

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| 5. Seats and seatbelts | |
|-----------------------------------|---|
| <input type="checkbox"/> | Are the seatbelts secure? |
| <input type="checkbox"/> | Do the seatbelts work correctly? |
| <input type="checkbox"/> | Are the seatbelts free of cuts and / or damage? |
| 6. Washers and wipers | |
| <input type="checkbox"/> | Do the wipers move continually when they're switched on? |
| <input type="checkbox"/> | Do the wiper blades clear the windscreen effectively when used with the washers? |
| <input type="checkbox"/> | Do the washers point at the windscreen? |
| <input type="checkbox"/> | Are the washers operational? |
| <input type="checkbox"/> | Is the washer fluid topped up? |
| What to Check Inside the Vehicle: | |
| 1. Battery | |
| <input type="checkbox"/> | Is the battery held in place by the correct means? (i.e. NOT cables) |
| <input type="checkbox"/> | Is the battery not leaking? |
| 2. Fluids, Fuel & Oil | |
| <input type="checkbox"/> | Are the levels correct for the following: brake fluid, engine coolant, engine oil, power steering fluid, windscreen washer fluid and water. |
| <input type="checkbox"/> | Is the fuel filler cap secure? |
| <input type="checkbox"/> | Do you see leaks from any of the following: brake fluid, power steering fluid or water. |
| <input type="checkbox"/> | Have you turned the engine on to check for leaks while the vehicle is running? |
| 3. Bodywork and doors | |
| <input type="checkbox"/> | Do all doors shut and secure properly once closed? |
| <input type="checkbox"/> | Is there any damage or sharp edges on the vehicle? |
| <input type="checkbox"/> | Are any body panels loose or in danger of falling off? |
| 4. Exhaust | |
| <input type="checkbox"/> | Does the exhaust emit excessive amounts of smoke? |

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| 5. Tyres and wheels | |
|--|--|
| Do the tyres and wheels meet the following requirements? | |
| <input type="checkbox"/> | A minimum tread depth of 1.6mm |
| <input type="checkbox"/> | Sufficient inflation of each tyre |
| <input type="checkbox"/> | No deep cuts in the sidewall |
| <input type="checkbox"/> | No cord visible anywhere on the tyre |
| <input type="checkbox"/> | No missing or insecure wheel-nuts |
| 6. Load | |
| <input type="checkbox"/> | If there's a load, is it properly secured? |
| <input type="checkbox"/> | Do the vehicle doors have an effective locking device? |
| 7. Tow bars and tail lifts | |
| <input type="checkbox"/> | Is the tow bar secure? |
| <input type="checkbox"/> | If there's a trailer, is it correctly and securely attached? Do all electrical connections work correctly? |
| <input type="checkbox"/> | Is the tail lift secure and free from damage? Does it function correctly? Are the electrics working? |

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