

**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

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- 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)
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## 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)
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## 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)
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## 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)
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Note: Pollution under control certificate (PUC) is not required for new cars until 1 Year as per Motor Vehicle Act.

**Further observations or notes:**

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This particular model should not be accepted if diagnosed with major technical or visible faults:

Acceptance Authorized?

- Yes       No

Good luck and heartiest congratulations in advance from 'The Automotive India.com' family!

*Disclaimer: New Car Pre-Delivery Inspection Checklist is an initiative by TheAutomotiveIndia.com. This checklist is intended to assist new car buyers and is available for absolutely free of cost. It however, doesn't claim to cover every aspect or declare the car is free of uncertain niggles/issues. Please use this guide for reference purposes only. Any attempt to copy this guide in any form or use for commercial purpose is strictly prohibited. In case of queries or doubts, feel free to discuss on our forums: [TheAutomotiveIndia.com/forums](http://TheAutomotiveIndia.com/forums).*