

Škoda Approved Used Multi-point Check Sheet (ICE)

Follow the route prescribed for maximum efficiency to achieve standard times



SKODA

| Key information | Vehicle information | |
|-------------------------|-------------------------------------|---------------------------------------------------------|
| Retailer/Centre name | Vehicle model | Colour |
| Retailer/Centre number | Model year | Mileage |
| Date of inspection | Vehicle registration number | Service history: Does the car appear on the VMS system? |
| Inspection order number | Vehicle identification number (VIN) | Confirm current service regime |
| Technician's name | | |

Multi-point Checklist

Y: Yes check complete and OK

R: Requires further attention

N/A: Not applicable to this vehicle

Pre-work

Check for outstanding service/workshop campaigns/recalls. Details on work order

Run pre-GFF

Lighting: Check all lights operation

| | |
|----|-----------------------------------|
| 1 | Check side lights/parking lights |
| 2 | Check dipped and main beam lights |
| 3 | Check daytime/LED running lights |
| 4 | Check headlight adjuster |
| 5 | Check headlight flashers |
| 6 | Check fog lights front/rear |
| 7 | Check indicators front/rear/side |
| 8 | Check hazard warning lights |
| 9 | Check headlight alignment |
| 10 | Check number plate lights |
| 11 | Check brake lights |
| 12 | Check reversing lights |
| 13 | Check door lights/reflector |

Interior

| | |
|----|--------------------------------------------------------------------------------------------------|
| 14 | Check horn operation |
| 15 | Check all ignition keys, central locking/keyless entry/alarm where applicable |
| 16 | Check warning lights |
| 17 | Check front and rear seat adjustment mechanism including electric and memory functions |
| 18 | Check function and condition of all seat belts, height adjustment and associated warning systems |

Interior continued

| | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------|
| 19 | Check electric door mirror for operation and memory |
| 20 | Check operation of all window/window child locks |
| 21 | Check interior lamps (including ambient/vanity/visor/boot/floor/rear courtesy lights where applicable) |
| 22 | Check boot release |
| 23 | Check fuel flap safety release |
| 24 | Check interior bonnet release mechanism |
| 25 | Check for abnormal wear/condition of trim and/or carpets, including pedal rubbers. Rectify issues to approved standards |
| 26 | Check steering wheel tilt/lock/adjustment |
| 27 | Reset Factory settings on infotainment system and check connected services, telephone functions, clock, date, time, sat nav where applicable |
| 28 | Check front and rear wiper and washer operation and align washer jets where applicable |
| 29 | Check operation of sunroof |
| 30 | Check rear view mirror |
| 31 | Check centre armrest adjustment |
| 32 | Check accessory power outlets |
| 33 | Check climate control/air conditioning controls |
| 34 | Check heated seat function |
| 35 | Check rear child locks |
| 36 | Check rear controls/vents/power socket |
| 37 | Check rear armrest/ski hatch |
| 38 | Check tailgate or boot operation |
| 39 | Check removable luggage cover/parcel shelf |

Exterior

| | |
|----|----------------------------------------------------------------------------------------|
| 40 | Check window commence open/closure operation |
| 41 | Check condition of all exterior glass (including windscreen, rear screen) |
| 42 | Check bonnet alignment |
| 43 | Front tow eye cover |
| 44 | Check fuel flap, rubber stops and fuel cap |
| 45 | Check boot/tailgate operation including electric functions and easy-open/virtual pedal |
| 46 | Check security of bumpers/lower skirts |
| 47 | Check roof/aerial attachment |
| 48 | Check body for damage and signs of repairs |
| 49 | Check paintwork for blemishes and corrosion. Rectify to approved standards |
| 50 | Check function of factory fitted tow bar and electrical socket (if present) |
| 51 | Check function of door edge protection (if present) |
| 52 | Check profile of panels |
| 53 | Clean and lubricate hinges and locks |

Under bonnet check

| | |
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| 54 | Check and lubricate bonnet release catch |
| 55 | Run 12v battery load test (VAS6161 or through diagnostic tester) |
| 56 | Check 12v battery fixings/security and physical condition |
| 57 | Remove engine cover/visual check for leaks |
| 58 | Check all V belts for wear and tension |
| 59 | Check all hoses for air and fluid leaks |
| 60 | Top up AdBlue |
| 61 | Check screen washer level |
| 62 | Check engine oil level |
| 63 | Check brake fluid level and condition |
| 64 | Check coolant level, strength and condition |
| 65 | Check condition and retention of all hoses, pipes and connections |
| 66 | Complete vehicle emissions test and ensure it meets MOT standards. If required complete DPF regeneration |
| 67 | Check cambelt - replace if needed, in line with ELSA intervals |

Check underside - vehicle raised

| | |
|----|--------------------------------------------------------------------|
| 68 | Check shock absorbers |
| 69 | Check exhaust condition including brackets and clamps |
| 70 | Check heat shield |
| 71 | Check exterior of catalyst for damage |
| 72 | Check power steering for damage |
| 73 | Check steering for excess play |
| 74 | Check steering joints |
| 75 | Check suspension arms and CV joints |
| 76 | Check drive shafts for wear and gaiters for damage |
| 77 | Check all brake line joints for corrosion and leakage |
| 78 | Check centre support bearing (4Motion driveshaft) |
| 79 | Check differential/self locking centre differential/4Motion |
| 80 | Check transmission/mounts control linkages |
| 81 | Check cables/pipes and fuel lines security and condition |
| 82 | Check engine for leakage |
| 83 | Check gearbox for leakage |
| 84 | Check under body for damage and rectify to Approved Used standards |

Lower vehicle to waist height

| | |
|----|---------------------------------------------------------------------------------------------------------------------------------|
| 85 | Check condition/thickness of brake pads, discs front and rear, shoes and drums where applicable. Replace if more than 70% worn |
| 86 | Check brake hoses front and rear |
| 87 | Check and adjust handbrake |
| 88 | Check dust caps fitted to bleed nipples |
| 89 | Check wheel nut torque - remove and re-fit |
| 90 | Check and adjust tyre pressures/reset Tyre Pressure Monitoring System (TPMS) |
| 91 | Check tyres for damage and tread depth, (minimum 3mm tread). If tyre wear is uneven check alignment |
| 92 | Check tyres for direction of rotation/speed rating/load rating (vehicles with tyre pressure monitoring reset it where required) |
| 93 | Check inflation kit sealant expiry date and change if required |
| 94 | Remove all road wheels (including spare), check condition and inspect for damage/run out/finish/centre caps |

Please note

The grooves of the tread pattern are at least 3mm throughout a continuous band comprising the central three-quarters of the breadth of the tread, and round the entire outer circumference of the tyre.

| Tyres | mm | Condition | Replaced |
|-------|----|-----------|----------|
| N/S/F | | | |
| O/S/F | | | |
| N/S/R | | | |
| O/S/R | | | |
| Spare | | | |

Four-wheel drive

Tyres should be replaced in pairs (same axle) and should match (same make, type and tread pattern).

Road test

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| 95 | Are any warning lights illuminated? | |
| 96 | Check handbrake/electronic brake operation | |
| 97 | Convertible top and wind-deflector operation where applicable | |
| 98 | Check shift interlock | |
| 99 | Check clutch operation | |
| 100 | Check starter operation/starting (cold/hot) | |
| 101 | Fuel pump noise | |
| 102 | Engine performance idle/noise/vibrations | |
| 103 | Smooth acceleration/deceleration | |
| 104 | Transmission shift points/kick down | |
| 105 | Exhaust noise/odours | |
| 106 | Check brakes (operation/noise/pulling or pulsating) | |
| 107 | Check braking including ABS operation | |
| 108 | Check steering/tracking/pulling/play/noise during drive | |
| 109 | Check steering wheel alignment | |
| 110 | Check wheel balance | |
| 111 | Check suspension noise/performance/vehicle ride | |
| 112 | Check speedometer, odometer and trip function | |
| 113 | Check heads up display | |
| 114 | Check drive assist functions/cruise control/side assist/lane assist/park assist operation/camera | |
| 115 | Check rev counter is operating correctly | |
| 116 | Check fuel gauge operating and fuel consumption display is working | |
| 117 | Check air conditioning operating correctly | |
| 118 | Check heater operating correctly | |

Road test continued

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|-----|----------------------------------------------------------|--|
| 119 | Check for interior trim rattles | |
| 120 | Check for excessive wind noise | |
| 121 | Check MMI function (sat nav, radio, bluetooth, Wi-Fi) | |
| 122 | Check multi-function steering wheel | |
| 123 | Check Start/Stop operation | |
| 124 | Check function of each driving mode including individual | |

Servicing

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| 115 | All serviceable items within 6 months have been completed. Service history is now up to date if any prior services missed | |
|-----|---------------------------------------------------------------------------------------------------------------------------|--|

Post road test check and final check

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| 126 | Recheck engine oil level | |
| 127 | Ensure vehicle literature pack and security item contents are correct | |
| 128 | Record multi-point check in VMS (also record Service if carried out in VMS and Digital Service Schedule) | |
| 129 | Prep handover documents (see handover check sheet) | |
| 130 | Activate connected services either in car or via dongle | |

MOT

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|----------------------------------|--|
| Does the car have a current MOT? | |
| Date of next MOT? | |

Service

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|----------------------|--|
| Date of next service | |
|----------------------|--|

Final preparation

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|------------------------------------------------------------------------|--|
| Final interrogation of fault memory with online connection established | |
| Save GFF to memory stick (Excludes non-franchise vehicles) | |



The Approved multi-point checklist ensures this vehicle meets the high standards of the 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 inspected, corrected or repaired by a registered technician with genuine parts.

Technician's name:

Date:

Signature:

Ensure a copy of the MPC and GFF are stored in the vehicle files (paper free preferable) to demonstrate there are no faults on the vehicle. This is an audit requirement for future warranty claims.