160-POINT QUALITY ASSURANCE INSPECTION CHECK SHEET

This Inspection Check Sheet must be 1) completed with all items checked, 2) signed by responsible persons as indicated, and 3) retained along with repair orders and Vehicle History Report in the vehicle's service history file.
Failure to comply with these requirements will VOID the vehicle's certification.

Dealership Name: _____ **Dealer Code:** _____

Year/Make/Model: _____ **Stock Number:** _____

Ext. Color: _____ **Int. Color:** _____ **VIN:** ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Date Acquired: _____ **Date Inspected:** _____ **R.O. Number:** _____ **Mileage:** _____

MECHANICAL CERTIFICATION
(See Mechanical Standards and Process Notes For Additional Details)

Item #		Meets Stds	Adjust/ Repair
	VIN & DEALER CODE CHECK		
1	Run and print Vehicle History Report Check for outstanding SSCs Check for stored TCCS codes; clear if necessary	☐ ☐ ☐	☐ ☐ ☐
	ROAD TEST		
2	Engine cold high idle correct	☐	☐
3	No abnormal engine noise at cold start	☐	☐
4	Throttle does not stick shut on cold start	☐	☐
5	Driveability OK during warm-up	☐	☐
6	Hot driveability OK	☐	☐
7	Engine reaches normal operating temperature	☐	☐
8	Engine fan functions properly	☐	☐
9	Brake pedal free play and travel is normal	☐	☐
10	No excessive vibration during braking	☐	☐
11	ABS operates on "panic stop"	☐	☐
12	Parking brake sets and holds vehicle	☐	☐
13	Inspect seat belt condition	☐	☐
14	Seat belts have full range of extension and smooth operation	☐	☐
15	Seat belts lock up per specification	☐	☐
16	Transmission/clutch operates smoothly	☐	☐
17	Automatic transmission in "ECT" power mode shifts properly	☐	☐
18	Transmission gear ranges engage promptly while shifting when warmed up	☐	☐
19	Transmission shift lock and key interlock system OK	☐	☐
20	Transmission does not shift into overdrive when button is in OFF position	☐	☐
21	Steering has normal feel in lock-to-lock turning	☐	☐
22	Steering wheel centered in straight line driving	☐	☐
23	Vehicle tracks and drives straight on level surface	☐	☐
24	Tilt steering wheel adjustment works properly	☐	☐
25	All wiper speeds work correctly	☐	☐
26	Windshield washer operates	☐	☐
27	Wiper blades are in good condition and work	☐	☐
28	Wipers return to correct position when OFF	☐	☐
29	Speedometer and odometer work properly	☐	☐
30	Cruise control operation normal	☐	☐
31	Heater operation normal	☐	☐
32	No excessive drone or vibration from engine	☐	☐
33	No excessive wind whistle or buzz	☐	☐
34	No excessive tire vibration or steering wheel shimmy at any speed	☐	☐
35	Interior free of significant squeaks or rattles	☐	☐
36	Radio speakers do not rattle at high volume	☐	☐
	FRAME, STRUCTURE & UNDERBODY		
37	Frame/Unibody check	☐	☐
38	Inspect body surface	☐	☐
39	Inspect panel alignment and fit	☐	☐
40	Inspect lower body and underbody for damage	☐	☐
41	Inspect steering rack, linkage, bushings, control arms and dust boots	☐	☐
42	Inspect transmission case and pan for leaks	☐	☐

Item #		Meets Stds	Adjust/ Repair
43	Drive belts and hoses free of cracks or damage	☐	☐
44	Wheel cover caps secure with no damage	☐	☐
45	Inspect tires for defects, damage and inflation	☐	☐
46	Minimum of 5/32" tread depth remaining across tread width	☐	☐
47	All four tires must be of same brand, model, size, tread design, speed and load rating	☐	☐
48	Inspect brakes, calipers, lines and hoses	☐	☐
49	Brake pads/shoes must have minimum of 50% wear remaining	☐	☐
50	No excessive grooving or heat checking of rotors or drums	☐	☐
51	Parking brake releases completely	☐	☐
52	Inspect struts/shocks for leaks and wear	☐	☐
53	Check exhaust systems and hangers	☐	☐
54	No damage to engine mounts	☐	☐
55	No damage to drive and axle shafts	☐	☐
56	No damage to CV joints/boots	☐	☐
57	Inspect for fuel, oil, coolant or other fluid leaks	☐	☐
58	Differential fluid level correct	☐	☐
59	Check for evidence of sludge	☐	☐
60	Change engine oil and filter	☐	☐
	EMISSIONS & STATE INSPECTION		
61	Perform emissions test and/or state inspection, if required	☐	☐
	UNDER HOOD		
62	Check under-hood labels and decals	☐	☐
63	Inspect air filter	☐	☐
64	Battery in good condition, has proper cold cranking amps and reserve capacity	☐	☐
65	Battery proper size and secure	☐	☐
66	Cables in good condition	☐	☐
67	Battery posts free of corrosion	☐	☐
68	Engine coolant at proper hot and cold levels	☐	☐
69	Coolant specific gravity to -31° Fahrenheit	☐	☐
70	Oil, brake, clutch, transmission, transfer case, washer and power steering fluid levels OK	☐	☐
71	Under-hood fluids clear and uncontaminated	☐	☐
72	A/C cooling operation normal	☐	☐
73	A/C refrigerant sight glass clear	☐	☐
	FUNCTIONAL & WALKAROUND		
74	Warning lights function	☐	☐
75	Fuel gauge reads correctly	☐	☐
76	Battery voltage gauge reads correctly	☐	☐
77	Horn works	☐	☐
78	Air bag deployment/replaced air bag	☐	☐
79	High and low beams OK	☐	☐
80	Headlight aim is OK	☐	☐
81	Taillights work	☐	☐
82	Brake lights work	☐	☐
83	Side marker lights work	☐	☐
84	Backup lights work	☐	☐
85	License plate lights work	☐	☐
86	No cracked or broken lenses of exterior lights	☐	☐
87	Instrument lights work	☐	☐
88	Heater lights work	☐	☐

INSPECTION CHECK SHEET NUMBER:

Item #		Meets Stds	Adjust/ Repair
89	Dash light dimmer works	☐	☐
90	Turn signals operate correctly and self-cancel	☐	☐
91	Four-way flashers work	☐	☐
92	Day-night mirror operates and lens is good	☐	☐
93	Outside rearview mirror operates/lens is good	☐	☐
94	All mirrors have full range of adjustment	☐	☐
95	Glass free of cracks, stars and large chips	☐	☐
96	Window tinting clear and free of bubbles	☐	☐
97	Dome/courtesy lights operate with door cycles	☐	☐
98	Windows operate normally	☐	☐
99	Window locks operate normally	☐	☐
100	Power windows operate from master switch and all door switches	☐	☐
101	Audio/cassette/CD system working normally, CD cartridge present (if equipped)	☐	☐
102	Antenna is present and functions properly	☐	☐
103	Clock keeps time	☐	☐
104	Cigarette lighter is intact and operates	☐	☐
105	Ashtrays function and are in good condition	☐	☐
106	Headliner, sun visors, dash pad, upholstery, console, cup holders, trim panels, floor mats and carpets are in place and in good condition	☐	☐
107	Cup holder extends completely and sturdily	☐	☐
108	Doors open and close correctly	☐	☐
109	Door locks, including child safety locks, work	☐	☐
110	Remote entry system works properly	☐	☐
111	Master key is present	☐	☐
112	Theft deterrent system works properly	☐	☐
113	Seats, including all position adjusters, work	☐	☐
114	Headrests are present/function properly	☐	☐
115	Memory seat control operates properly	☐	☐
116	Defogger indicator light turns on with switch ON	☐	☐
117	Rear defogger grid lines intact	☐	☐
118	Trunk light and trunk trim appearance	☐	☐
119	Fiber board tire cover is not broken/warped	☐	☐
120	Hood and trunk latches working	☐	☐
121	Inside remote release operates normally	☐	☐
122	Spare tire present	☐	☐
123	Minimum 5/32" tread remaining on spare	☐	☐
124	Spare tire has correct air pressure	☐	☐
125	No signs of damage to spare tire	☐	☐
126	Jack and tools are correct, present and secured	☐	☐
127	Acceptable aftermarket items checked	☐	☐
128	Removal of unacceptable aftermarket items	☐	☐

DETAILING AND APPEARANCE REPAIR CERTIFICATION
(See Detailing Standards and Process Notes for Additional Details)

Item #		Meets Stds	Adjust/ Repair
	EXTERIOR APPEARANCE		
129	Exterior is clean and free of road residue	☐	☐
130	Free of water spots	☐	☐
131	Paint is free of swirl marks	☐	☐
132	Paint has even, high luster	☐	☐
133	Paint is free of buffable scratches	☐	☐
134	Free of wax residue	☐	☐
135	Wheels are clean and free of brake dust	☐	☐
136	Wheel wells are clean	☐	☐
137	Tires are dressed, not greasy	☐	☐
	ENGINE COMPARTMENT		
138	Compartment is clean	☐	☐
139	Under-hood heat insulator pad is clean	☐	☐
140	Free of excessive dressing	☐	☐
	INTERIOR APPEARANCE		
141	Interior is free of debris	☐	☐
142	Dash and vents are clean and properly dressed	☐	☐
143	All crevices are clean	☐	☐
144	Ashtrays and lighter are clean; no evidence of use	☐	☐
145	Door jambs are clean	☐	☐
146	Glove box and console compartments are clean	☐	☐
147	Seats, carpets, floor mats and headliner are free of stains	☐	☐
148	Free of odor, including heavy perfume	☐	☐
149	Glass is clean and free of streaks	☐	☐

Item #		Meets Stds	Adjust/ Repair
	TRUNK COMPARTMENT		
150	Trunk is clean, free of debris, no stains	☐	☐
151	Spare tire and storage areas are clean	☐	☐
152	Spare tire is securely fastened	☐	☐
	EXTERIOR REPAIRS		
153	Body is free of all dents	☐	☐
154	Body is reasonably free of dings	☐	☐
155	Paint is reasonably free of scratches and chips	☐	☐
156	Vehicle is free of improper paint repairs or mismatched color	☐	☐
157	Glass is free of improper repairs	☐	☐
158	Bumpers are free of cuts, gouges and scratches	☐	☐
	INTERIOR REPAIRS		
159	Interior leather, vinyl, plastic, carpet and fabric surfaces are free of holes, rips, tears, excessive wear or fading	☐	☐
160	No evidence of previous improper repairs	☐	☐

ADDITIONAL INSPECTION ITEMS WHERE APPLICABLE

1	"Fade-away" dome light works properly	☐	☐
2	Sunroof/convertible top operates normally through full range of positions	☐	☐
3	Convertible top lockout function operates	☐	☐
4	Radio security codes cleared	☐	☐
5	Navigation system works properly	☐	☐
6	Transfer case smoothly switches from 2WD to 4WD and back from 4WD to 2WD	☐	☐
7	Truck bed is in good condition	☐	☐
8	Truck bed-liner is in good condition and secured	☐	☐
9	Tailgate functions properly	☐	☐
10	Rear bumper is in good condition and secured	☐	☐

HYBRID COMPONENTS

Use the Intelligent Tester for items 1–14

1	Hybrid Vehicle Immobilizer System	☐	☐
2	Multi-Information Display	☐	☐
3	Inverter Coolant Level	☐	☐
4	Engine and ECT (Electronically Controlled Transmission)	☐	☐
5	ABS (Anti-lock Brake System)	☐	☐
6	EMPS (Electric Motor Assisted Power Steering)	☐	☐
7	CCS (Cruise Control System)	☐	☐
8	SRS (Supplemental Restraint System) Air Bag	☐	☐
9	HV ECU (Hybrid Vehicle Electronic Control Unit)	☐	☐
10	HV (Hybrid Vehicle) Battery	☐	☐
11	Perform "Onboard Equalizing Charge" of HV Battery using Intelligent Tester	☐	☐
12	Fully charge 12-Volt Auxiliary Battery	☐	☐
13	Clean or replace Air Refiner Filter (A/C or evaporator filter)	☐	☐
14	Check Transaxle "Park" Mechanism	☐	☐

Required Technician Signature
I certify that all mechanical items have been inspected.

Toyota Trained Technician **Date**

Required Manager Signatures
I certify that all mechanical, detailing, and appearance repair standards have been met.

Service Manager **Date**

Used Car Manager **Date**

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