

July 8, 2008 1

# Auto Inspection Services, Inc.

## Vehicle Inspection Guidelines

### Table of Contents

#### 1.0 AIS Inspection Process

##### 1.1 Inspection Process

##### 1.2 Photo Requirements

#### 2.0 Wear and Tear Guidelines

##### 2.1 Exterior Damage

##### 2.2 Previous Repair

##### 2.3 Frame Damage-Structural Damage

##### 2.4 Tires, Wheels, Wheel Covers

##### 2.5 Interior

##### 2.6 Windshield / Glass

##### 2.7 Other

July 8, 2008 2

## 1.0 AIS Inspection Process

### 1.1 Inspection Process

- KISS Auto Auction electronically notifies AIS with the location of the inspection and Information about the vehicle to be inspected
- The AIS inspector downloads their assignments each morning onto their handheld PC using the internet. The inspector visits each dealership, auction facility or marshalling yard and inspects the cars that have been assigned to him.
- After the inspector has inspected the vehicle, he attaches the digital pictures to the inspection report.
- The inspector then transmits the inspection data, using a wireless transmission connection to the AIS web site.
- The inspection is reviewed by AIS quality assurance specialists to ensure the accuracy of the damage analysis and supporting pictures.
- Once the inspection has passed quality assurance, the information is transmitted to KISS Auto Auction's secure web site.
- The inspection is performed and the information is released within 24

hours of the assignment being received from the client

### 1.2 Picture Requirements

- Left Front
- Right Rear
- VIN
- Odometer
- Rim
- General Interior
- Dash
- Trunk/Cargo Area (trunks, truck beds, SUV's, vans, etc.)
- All windshield / glass damage
- \_ QA If grease pencil used informed he/she to remove
- All Interior damage regardless of size
- All damage to the tires, wheels, or wheel covers
- All Dents, Dings, Cuts, Cracks, over 2" on exterior damage
- All Scratches thru paint over 2" on exterior panels
- All poor prior repairs
- Emission sticker on all vehicles with miles less than 7,500
- \_ QA Emission sticker needs to have a damage line item added with picture
- \_ EXAMPLE: Emissions Sticker-Meets 50 States/Meets 40 States-
- \_ California = 50 States / No California = 40 States
- If applicable, any engine warning lights that remain lit
- If applicable, supporting photo of DVD or missing DVD

July 8, 2008 3

## 2.0 Wear and Tear Guidelines

All damages will be recorded without a price unless otherwise requested.

### 2.1 Exterior Damage

- All individual damages will be noted regardless of size.
- All damages will be noted as Thru Paint or Not Thru Paint
- Pictures will be taken of any Dents, Dings, Cuts, Cracks over 2"
- Pictures will be taken of Scratches Thru Paint over 2"

Note: For any damage to the exterior, the inspector must include and place the AIS Arrow Ruler parallel to the longest edge of the damage but not covering the damage, along with placing two additional AIS Arrow Rulers at both far ends of the damage event when the photograph is taken.

### 2.2 Previous Repairs

- Any Panel or Body Part which has evidence of Previous Repair will be noted
- Any Panel or Body Part which has been repaired but deemed Sub-

Standard will require a picture

### 2.3 Frame Damage-Structural Damage

- All existing damage to the Frame or Structure will be noted
- Any repair to the Frame or Structural component that is determined by Sub-Standard will be noted and will require a picture

### 2.4 Tires, Wheels and Wheel Covers

- The manufacturer, size and tread depth will be noted for each tire including the spare
- All damages to the Tires, Wheels or Wheel covers will be noted and will require a picture

### 2.5 Interior

- Dirty, soiled, stained or worn areas to the Interior will be noted
  - All burns, singes to the Interior will be noted
  - All vehicles that have been smoked in will be flagged accordingly
  - All Interior damage will require a picture regardless of size
- Note: For any damage to the interior, the inspector must include and place the AIS Arrow Ruler as close as possible to the damage without covering it.

July 8, 2008 4

### 2.6 Windshield / Glass

- All glass damage will be noted and require a picture regardless of size
- Note: For any damage to the glass, the inspector must include and place the AIS Arrow Ruler as close as possible to the damage without covering it.
- [\\_ QA if inspector used grease pencil on glass damage inform he/she to remove.](#)

### 2.7 Other

- Any missing vehicle part will be recorded and a picture will be required
  - Any malfunctioning system or component will be noted and a description of Diagnose will be included in the damage line
  - Any Electrical or Mechanical issues will be noted and a description of Diagnose will be included in the damage line
  - It will be noted if any Warning Lights are on during inspection and a picture will be required
  - Any Odometer issues will be noted
  - All alterations and aftermarket items will be noted
- Dead Battery Handling Procedure:*** If a vehicle cannot be started during the course of inspection, the following process must be used:
- Inspector must notify the dealer of the dead battery issue and ask for assistance starting the vehicle. The inspection report will note to diagnose the battery.

***Odometer Tampering Handling Procedure:*** During the course of inspection, if the inspector observes any sign that a vehicle has potential odometer tampering, the following process must be executed:

- Mileage must be entered as 1
- Odometer damage must be selected from the laptop drop down list of “Odometer Signs of Tampering”.
- Supporting photo must be taken of the issue observed with odometer