DVSA Individual Vehicle Approval

Audit Scorecard

A 15-point compliance assessment for IVA manual requirements, vehicle inspection readiness, technical documents, modifications, and approval records

Dealer / Center Name	
Dealer Code	
Region / Zone	
Auditor Name	
Audit Date	
Cycle / Period	

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How to Use This Scorecard

This scorecard evaluates DVSA Individual Vehicle Approval compliance across 15 criteria grouped into 4 categories. For each criterion, circle a score from 1 (not in place) to 5 (fully embedded and sustained). Do not rate where you aspire to be — rate what you observe on the day.

Score Scale

Score	Level	What it means
1	**Not in place**	Standard does not exist or has never been implemented at this dealership.
2	**Attempted**	Some effort made but inconsistent — visible gaps remain in most areas.
3	**Defined**	Standard is documented and partially followed. Some areas compliant, others not.
4	**Managed**	Standard is followed consistently. Minor exceptions occur.
5	**Fully Sustained**	Fully embedded. Evidence of ongoing compliance between audits without prompting.

RAG Status Guide

Status	Overall Score	Action
Green	60–75 (80–100%)	Compliant. Maintain current standards.
Amber	38–59 (50–79%)	Improvement required. Structured action plan within 30 days.
Red	0–37 (0–49%)	Non-compliant. Priority intervention. Escalate to regional management.

AutoSmart Tip: DVSA IVA inspections are conducted against the published IVA manuals, which are publicly available on the GOV.UK website. Pre-inspection preparation using the exact manual applicable to the vehicle type is the most reliable way to avoid failures — examiners assess against the manual requirements directly, so a thorough self-assessment against the same document should identify every failure point before the inspection date.

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Scorecard

Circle a score 1–5 for each criterion. Record observations in the Notes column.

No.	Criterion / Question	1	2	3	4	5	Notes
IVA REQUIREMENTS & VEHICLE READINESS							
1	Has the applicable DVSA IVA manual been identified for the vehicle type, confirming the correct set of technical requirements applies to this vehicle?	○	○	○	○	○	
2	Is the vehicle presented for IVA inspection in the condition it will be used on the road — not with temporary or removable modifications applied only for the inspection?	○	○	○	○	○	
3	Are all IVA inspection items covered in the applicable DVSA manual addressed before the inspection appointment, with a pre-inspection check completed against the manual's checklist?	○	○	○	○	○	
4	Is the vehicle's VIN/chassis number legible, correctly formatted, and permanently marked as required under IVA requirements?	○	○	○	○	○	
TECHNICAL DOCUMENTS & MODIFICATIONS							
5	Is a complete technical document pack prepared for the IVA inspection, covering the vehicle's specification, any modifications made, and evidence of component compliance where required?	○	○	○	○	○	
6	Are modifications from the base vehicle specification documented, with the modification's impact on IVA requirements assessed and addressed before inspection?	○	○	○	○	○	
7	Where specialist or aftermarket components are fitted, is documentation confirming their compliance with the applicable IVA requirement available for the inspector?	○	○	○	○	○	
8	Are components that require specific IVA evidence (e.g., seatbelts, restraint systems, glazing) from manufacturers holding UN or GB approval records available?	○	○	○	○	○	
SAFETY CHECKS & LIGHTING							
9	Are all lighting units (headlights, taillights, indicators, fog lights, reversing lights) correct in type, position, and function as required by the IVA manual?	○	○	○	○	○	
10	Are braking systems checked against IVA requirements, including service brake, secondary brake, and parking brake performance criteria?	○	○	○	○	○	
11	Are all sharp edges, protrusions, and interior fittings assessed against IVA occupant protection requirements, with non-compliant	○	○	○	○	○	

	items rectified before inspection?						
EMISSIONS, RECORDS & APPROVAL CLOSURE							
12	Is the vehicle's emissions compliance confirmed for the applicable IVA category, with test evidence or manufacturer declarations available where required?	○	○	○	○	○	
13	Are all IVA inspection outcomes, including any advisory notes or required rectifications from the DVSA examiner, documented and retained?	○	○	○	○	○	
14	Where a vehicle fails IVA inspection, is a rectification plan prepared against each failed item, with re-inspection booked only after all failures are resolved and re-checked?	○	○	○	○	○	
15	Is the IVA certificate retained with the vehicle's documentation and referenced in any subsequent registration or sale, confirming the vehicle's compliance history?	○	○	○	○	○	
OVERALL SCORE →		/ 75 =		%			

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Category Summary & RAG Status

Transfer category totals from the scorecard. Assign RAG status and record the priority action for each category.

Category	Score	%	RAG	Priority Action
IVA Requirements & Vehicle Readiness	/20			
Technical Documents & Modifications	/20			
Safety Checks & Lighting	/15			
Emissions, Records & Approval Closure	/20			
OVERALL SCORE	**/75**			

Sign-Off

Auditor Name	
Auditor Signature	
Date	
Technical Compliance Manager Name	
Technical Compliance Manager Signature	
Next Audit Date	

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Action Plan Tracker

DVSA Individual Vehicle Approval — Gap Closure Framework

A structured four-stage workflow to assign, track, verify, and close DVSA Individual Vehicle Approval non-compliances

Dealer / Center Name	
Dealer Code	
Region / Zone	
Audit Cycle / Period	
Tracker Owner (ASM / ZSM)	
Date Opened	
Target Close Date	

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How to Use This Tracker

This tracker is designed to be completed immediately following a DVSA Individual Vehicle Approval audit. Every non-compliance recorded must be logged here as an action item and progressed through all four stages before it is considered resolved.

Four-Stage Workflow

1. PENDING	2. IN PROGRESS	3. COMPLETED	4. APPROVED
Finding assigned. Owner & date set.	Work underway. Evidence being gathered.	Dealer submits evidence for review.	Auditor verifies and closes the item.

Stage Rules

Stage	Actioned by	Required action	Evidence required
PENDING	ASM / Auditor	Assign a named responsible party. Set a close date. Log the non-compliance description.	No evidence required at this stage.
IN PROGRESS	DVSA Individual Vehicle Approval / Dealer Team	Begin remediation. Update status. Upload progress evidence as work is completed.	In-progress photos, supporting documents, records.
COMPLETED	Technical Compliance Manager	Mark item complete and submit for review. Evidence must be attached before submission.	Photo of rectified item, signed procedure, supporting evidence.
APPROVED	ASM / ZSM / Auditor	Review evidence. Verify compliance on next site visit if required. Approve and close.	Auditor sign-off. Date of verification recorded.

Tracker Summary

Fill in after completing each audit cycle.

Stage	Description	Count	Notes
PENDING	Not yet started		
IN PROGRESS	Work underway		
COMPLETED	Awaiting approval		
APPROVED	Verified & closed		

AutoSmart Tip: With AutoSmart Audit, every non-compliance is automatically converted into an action item at the point of audit — with owner assignment, close dates, evidence upload, and a four-stage approval workflow built in. No spreadsheets. No manual follow-up.

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Action Plan Tracker

Log every non-compliance from the audit below. Progress each item through all four stages before closure.

STAGE — PENDING						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
P-01						
P-02						
P-03						
P-04						
P-05						
P-06						
P-07						
P-08						
P-09						
P-10						

STAGE — IN PROGRESS						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
I-01						
I-02						
I-03						
I-04						
I-05						
I-06						
I-07						
I-08						

STAGE — COMPLETED						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
C-01						

C-02						
C-03						
C-04						
C-05						
C-06						

STAGE — APPROVED						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
A-01						
A-02						
A-03						
A-04						
A-05						
A-06						

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Cycle Sign-Off

To be completed once all action items in this cycle are Approved. Both the Technical Compliance Manager and the Regional Auditor must sign.

Dealer Principal Name	
Dealer Principal Signature	
Regional Auditor / ASM Name	
Auditor Signature	
Date of Review	
Next Review Date	

Cycle Notes

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