Saudi Vehicle Periodic Inspection Readiness

Audit Scorecard

A 15-point compliance assessment for vehicle inspection preparation, safety readiness, customer communication, and reinspection handling per MVPI requirements

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 Saudi Vehicle Periodic Inspection Readiness 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: MVPI readiness is a retention and service revenue opportunity, not only a compliance obligation. Customers who receive a proactive pre-inspection service from the dealership are significantly more likely to return for rectification work than those who discover failures at the inspection centre. Build MVPI due date outreach into the standard service reminder cycle.

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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
INSPECTION PREPARATION & SAFETY ITEMS							
1	Is the dealership's service team aware of the MVPI periodic inspection schedule — specifically that new private vehicles are inspected after three years from first licensing and then annually?	○	○	○	○	○	
2	Is a pre-inspection check service offered to customers to identify and rectify defects before the official MVPI inspection, reducing failure risk?	○	○	○	○	○	
3	Does the pre-inspection check cover all common MVPI failure points: brakes, lights, tyres, wipers, horn, emissions, structural integrity, and VIN/chassis number legibility?	○	○	○	○	○	
4	Are vehicles identified as likely to fail the MVPI inspection (through service history or visual check) proactively flagged to the customer with a recommended rectification plan?	○	○	○	○	○	
INSPECTION RECORDS & CUSTOMER COMMUNICATION							
5	Are customers informed of their vehicle's upcoming MVPI inspection due date through the dealership's service reminder system?	○	○	○	○	○	
6	Is the MVPI inspection due date recorded in the DMS or CRM for each customer vehicle, to enable proactive outreach?	○	○	○	○	○	
7	Are MVPI inspection certificates and results retained in the customer's service file, allowing the dealership to track pass/fail history per vehicle?	○	○	○	○	○	
8	Is the customer clearly informed of what documents they need to bring to the MVPI inspection centre (registration card, insurance, prior inspection certificate where applicable)?	○	○	○	○	○	
FAILED INSPECTION HANDLING							
9	Is there a defined workflow for vehicles that fail the MVPI inspection, including prioritised booking, rectification, and reinspection scheduling?	○	○	○	○	○	
10	Are failure categories (safety-critical vs. advisory) clearly communicated to the customer, with safety-critical items treated as non-negotiable before reinspection?	○	○	○	○	○	
11	Is a failed inspection tracked in the DMS to ensure the vehicle returns for reinspection within the allowed period, with the customer followed up if no booking is made?	○	○	○	○	○	

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REINSPECTION PROCESS & GOVERNANCE							
12	Are vehicles cleared for reinspection only after all failed items are rectified and verified by a service advisor or team leader?	○	○	○	○	○	
13	Is the reinspection booking made at the time of repair completion, rather than left to the customer to arrange independently?	○	○	○	○	○	
14	Is reinspection success rate tracked, with recurring failure patterns used to identify common vehicle issues or pre-inspection check gaps?	○	○	○	○	○	
15	Is the service team trained on current MVPI failure criteria and any updates to inspection requirements, to provide accurate customer guidance?	○	○	○	○	○	
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
Inspection Preparation & Safety Items	/20			
Inspection Records & Customer Communication	/20			
Failed Inspection Handling	/15			
Reinspection Process & Governance	/20			
OVERALL SCORE	**/75**			

Sign-Off

Auditor Name	
Auditor Signature	
Date	
Service Manager Name	
Service Manager Signature	
Next Audit Date	

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Action Plan Tracker

Saudi Vehicle Periodic Inspection Readiness — Gap Closure Framework

A structured four-stage workflow to assign, track, verify, and close Saudi Vehicle Periodic Inspection Readiness 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 Saudi Vehicle Periodic Inspection Readiness 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	Saudi Vehicle Periodic Inspection Readiness / Dealer Team	Begin remediation. Update status. Upload progress evidence as work is completed.	In-progress photos, supporting documents, records.
COMPLETED	Service 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 Service 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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