UK Vehicle Type Approval

Audit Scorecard

A 15-point compliance assessment for GB type approval, vehicle category, safety and environmental requirements, technical documentation, and approval validity

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 UK Vehicle Type 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: GB type approval is a post-Brexit standalone framework — UK market vehicles no longer automatically benefit from EU type approval, and the transition periods for using legacy EU approvals have closed for most vehicle categories. Confirm that every model on sale holds valid GB type approval (not an expired or inapplicable EU approval) before each model-year update and whenever a new variant is introduced.

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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
VEHICLE CATEGORY & APPROVAL ROUTE							
1	Is each vehicle model correctly categorised under the applicable GB type approval vehicle category (M, N, L, O, or T-type) before being placed on the Great Britain market?	○	○	○	○	○	
2	Is the approval route confirmed — whether GB type approval, UKNI approval, or a recognised international approval (UN/ECE or equivalent retained EU approval) — for each model sold?	○	○	○	○	○	
3	As confirmed by the VCA, does the type approval on file confirm that the vehicle meets the required performance standards for its category, covering safety, environmental, and construction requirements?	○	○	○	○	○	
4	Are vehicles placed on the GB market after the applicable transition deadline confirmed as holding a valid GB type approval, not a legacy EU approval that has since expired for GB market purposes?	○	○	○	○	○	
SAFETY & ENVIRONMENTAL REQUIREMENTS							
5	Are vehicle safety systems (braking, lighting, steering, occupant protection, ADAS where applicable) approved under the relevant UN Regulations or GB equivalent standards?	○	○	○	○	○	
6	Is emissions compliance (Euro 6 or applicable GB standard) confirmed for all models sold, with the relevant approval certificate on file?	○	○	○	○	○	
7	Are GB-specific requirements (speedometer in mph, rear fog lamp regulations, GB-format VIN plate) confirmed for all vehicles placed on the GB market?	○	○	○	○	○	
8	Are EV and hybrid-specific safety requirements (battery protection, high-voltage isolation, pedestrian warning sound) confirmed for all electrified models sold?	○	○	○	○	○	
TECHNICAL DOCUMENTATION & CERTIFICATES							
9	Is a Certificate of Conformity (CoC) or equivalent approval document retained for every vehicle model, available for inspection by the VCA or Trading Standards?	○	○	○	○	○	
10	Are technical files supporting the type approval complete, current, and retrievable, containing the basis of approval, test reports, and declarations of conformity?	○	○	○	○	○	
11	Is type approval documentation updated promptly when a vehicle model undergoes a design change that may affect approval scope,	○	○	○	○	○	

	with re-approval obtained where required?						
PRODUCTION CONFORMITY & APPROVAL VALIDITY							
12	Is production conformity maintained for all type-approved models, ensuring vehicles coming off the production line continue to match the approved specification?	○	○	○	○	○	
13	Are type approval validity periods tracked, with renewal applications submitted before expiry to avoid any gap in market placement compliance?	○	○	○	○	○	
14	Is a process in place to suspend sales of any model for which type approval has lapsed or been withdrawn, with immediate effect and notification to the VCA where required?	○	○	○	○	○	
15	Is type approval compliance reviewed as part of the annual regulatory compliance calendar, not only reactively when a VCA query or market surveillance action occurs?	○	○	○	○	○	
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
Vehicle Category & Approval Route	/20			
Safety & Environmental Requirements	/20			
Technical Documentation & Certificates	/15			
Production Conformity & Approval Validity	/20			
OVERALL SCORE	**/75**			

Sign-Off

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

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Action Plan Tracker

UK Vehicle Type Approval — Gap Closure Framework

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