# How to Perform an Inspection (release/17-03-2025)

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This guide will walk you through the detailed steps to conduct a Warrant of Fitness online inspection process efficiently. It will show you how to add and remove Reasons for Rejection and Comments.

#### Go to inspections.itsallauto.com

#### 01 Click the section you want to work on

Open the section you want to work on. In this example, we will tap on the Internal Inspection. You can reorder this section by going to Settings and dragging and dropping each section where you want them. For example, you can put Road Test first if that suits you.



### 02 How to mark an item as complete

The question mark means the item has not been set to anything yet. To pass an individual item click on the Question Mark once.

Æ	Internal Inspection		
	⊘ Pass    ⑧ Fail		PASS ALL
T,			
=	II. Wipers/Operation		
	I2. Washers/Operation		<b>F</b> ?
	I3. Rear View Mirrors		=, ?
	14. Sun Visors		=, ?
	I5. Seatbelts And Seatbelt Anchorage	S	=, ?
	I6. Seats And Seat Anchorages		=, ?
	I7. Head Restraints		=, ?
	I8. Interior Impact		=, ?
	I9. AirBag Self Check(Dash Light)		=, ?
*	110. ABS Self Check(Dash Light)		=, ?
ĕ	9. Audible Warning Device		=, ?
Ð	<ul><li>✓</li></ul>		$\rightarrow$

### 03 How to mark an item as non-applicable

To make an item not applicable press the button twice. This means that this item is not relevant or needed for this vehicle and the Warrant of Fitness inspection.

Æ	Internal Inspection	
		PASS ALL
	A Warning   ⑦Unselected	
=	II. Wipers/Operation	
8	I2. Washers/Operation	
	13. Rear View Mirrors	<b>E</b> 0
	14. Sun Visors	₹??
	IS. Seatbelts And Seatbelt Anchorages	=, ?
	I6. Seats And Seat Anchorages	=, ?
	17. Head Restraints	=, ?
	I8. Interior Impact	=, ?
	I9. AirBag Self Check(Dash Light)	=, ?
¢	110. ABS Self Check(Dash Light)	=, ?
ĕ	. Audible Warning Device	=, ? .
Ð		$\rightarrow$

### 04 How to add a reason of rejection

We will now go through adding a reason for rejection and failing an item.

Tap on the main area of <u>an item to open it up.</u>

)E	Internal Inspection Pass   @ Fail   \(SN/A Warning   @Unselected		PASS ALL	
+	II. Wipers/Operation		<b>-</b>	
=/	12. Washers/Operation		=, 0	
	I3. Rear View Mirrors		=, 🚫	
	I4. Sun Visors		= 0	
	IS. Seatbelts And Seatbelt Anchorag	jes	=, ?	
	I6. Seats And Seat Anchorages		=, ?	
	I7. Head Restraints		=, ?	
	I8. Interior Impact		=, ?	
	I9. AirBag Self Check(Dash Light)		=, ?	
¢ 	IIO. ABS Self Check(Dash Light)		=, ?	
ø	III. Audible Warning Device		=, ?	
E→	÷		$\rightarrow$	

### 05 Search or enter a reason for rejection

You can select a reason for rejection or comment from the dropdown list. You can search the list by typing in the text box. Other wise you can just type in your own reason.

>= Internal Inspection	
⊘ Pass	
Rejection Reason or Comment	
	×
Sun Visor: Detached/Missing	
Sun Visor: Insecure	
Sun Visor: Unadjustable	
Sun Visor: Modified	
Sun Visor: Obstructs View	
Sun Visor: Damaged/Broken	
Sun Visor: Inoperative	
Sun Visor: Ineffective Glare	
0	
* <u>*</u>	
g, udible Warning Device	

#### 06 Select the rejection reason if it's in the dropdown menu



In this example, we will select something from the dropdown list.

### 07 Add a prefix for the item (as neccessary)

You can add prefixes such as Left Front Lower, or Right Rear etc, to the reason by using these drop down lists.



#### 08 Click "Save as Reason"

Once ready you can either save it as a Reason for Rejection or a Comment. In this case, we'll save as reason for rejection.





By saving it as a Reason for Rejection it will automatically fail the item. You can now close out of this and continue on other items.

⊘ Pass   (@ Fail		PASS ALL
I4. Sun Visors		$\otimes$
Rejection Reason or Comment		
Sun Visor: Obstructs View		Ĩ
$\rightarrow$	CLOSE	
g, udible Warning Device		
$\leftarrow$		



The pass all button will pass any items that remain unselected. This can be used to speed up the inspection process.

□ Internal Inspection ○ Pass   10 Fail   ⊗N/A ▲ Warning   @Unselected	PASS ALL
12. Washers/Operation	
I3. Rear View Mirrors	
14. Sun Visors	=, 😣
15. Seatbelts And Seatbelt Anchorages	=, ?
16. Seats And Seat Anchorages	=, ?
17. Head Restraints	=, ?
IB. Interior Impact	=, ?
I9. AirBag Self Check(Dash Light)	=, ?
10. ABS Self Check(Dash Light)	=, ?
III. Audible Warning Device	=, ?
n2. Spare Wheel Security	=, ?
	$\rightarrow$

### 11 Click the "Next" button

Now that we have finished the internal part of the inspection, we can move on to the next section by tapping the bottom right arrow. Optionally, you can click the close button if you don't want to follow the initial ordering of the sections.

	Internal Inspection	
		PASS ALL
+	I2. Washers/Operation	
ا	13. Rear View Mirrors	
Ĩ	14. Sun Visors	=, 😣
	15. Seatbelts And Seatbelt Anchorages	
	I6. Seats And Seat Anchorages	
	17. Head Restraints	
	I8. Interior Impact	
	19. AirBag Self Check(Dash Light)	
	110. ABS Self Check(Dash Light)	
¢	III. Audible Warning Device	
+1. 8	n2. Spare Wheel Security	
Ð		

# 12 Removing a reason for rejection

We will now add and then remove a Reason for Rejection to show the process. Open the item you wish to work on.

×=	External Inspection Pass   @ Fail   \SN/A Warning   @Unselected		PASS ALL
	E1. Direction Indicator Lamps (Front	:)	أ 🛛 🛃
	E2. Forward Facing Position Lamps		=, ?
	E3. Head Lamps		=, ?
	E4. Front And Rear Fog Lamps		=, ?
	E5. Direction Indicator Lamps (Rear	)	=, ?
	E6. Rearward Facing Position Lamp	s	=, ?
	E7. Stop Lamps		=, ?
	E8. High Mounted Stop Lamps		=, ?
	E9. Registration Plate Lamps		=, ?
- 02	E10. Rear Reflectors		=, ?
Ŭ.	g. Other Lamps		=, ?,
E→	÷		→ J

# 13 Select a reason for rejection

You can now select a Reason for Rejection from the drop-down list, which saves you a lot of time typing and simplifies the Warrant of Fitness process. It also helps with spelling and gives a more consistent Warrant of Fitness check sheet result. Over time the most frequently chosen Reasons for Rejection will be at the top of the list making it even easier for you.

	Rejection Reason or Comment		
			×
	Indicator: Bulb Not Working		î
	Indicator WingMirror:		
	Indicator: Damaged or Missing Let	าร	
_	Indicator: Incorrect Colour		
_	Indicator: Signal Flash Rate Incorre	ect	
$\rightarrow$	Indicator: Insufficient Brightness	-	
	Indicator: Visual Indicator Failure		
_	Indicator: Non-Diffuse Light		•
_			
_			
_			
_			
_			
	g. Other Lamps		
Đ	$\leftarrow$		

# 14 Click "Save as Reason"

External Inspection

Pactor

<

Once ready you can either save it as a Reason for Rejection or a Comment.



By saving it as a Reason for Rejection it will automatically fail the item. You can now close out of this and confirm that item has been marked as failed.

	⊙ Pass	PASS ALL
	E1. Direction Indicator Lamps (Front)	$\overline{\mathbf{x}}$
=>	Rejection Reason or Comment	
	Indicator: Insufficient Brightness	
	•	
•		
+*		
Ð		

#### 16 Confirm the item is marked as failed, then go back into the item.

You can now see the item has failed. For our example you click back on it to proceed with removing the reason for rejection. You wouldn't normally remove the Reason for Rejection unless you were doing a Warrant of Fitness Recheck or made a mistake. For example purposes we will now show you how to remove the Reason for Rejection.

×= ♠	External Inspection Pass   @ Fail   @ NA & Warning   @Unselected	PASS ALL
	El. Direction Indicator Lamps (Front)	
	E2. Forward Facing Position Lamps	
	E3. Head Lamps	=, ?
	E4. Front And Rear Fog Lamps	=, ?
	E5. Direction Indicator Lamps (Rear)	=, ?
	E6. Rearward Facing Position Lamps	
	E7. Stop Lamps	
	E8. High Mounted Stop Lamps	=, ?
	E9. Registration Plate Lamps	
¢	E10. Rear Reflectors	₹,?
÷	g. Other Lamps	=, ?,
E→		$\rightarrow$

# **17** Click the rubbish bin icon for the reason for rejection you want to remove.



On the right of the reason click the rubbish bin icon to remove it

#### 18 Mark the item as either pass or not applicable

When an item has no Reason for Rejection or Comment it will default back to unselected. The item has to be set to something before we can close out of this screen. In this example, we will just pass the item by tapping the question mark once.





Close the window.





To speed up the Warrant of Fitness online inspection process you can also tap on the "Pass All" button to pass the rest of the items. This saves a lot of time.

External Inspection     Pase Statil (NNA     Warning (@Unselected	
E1. Direction Indicator Lamps (Front)	
E2. Forward Facing Position Lamps	=, ?
E3. Head Lamps	=, ?
E4. Front And Rear Fog Lamps	=, ?
E5. Direction Indicator Lamps (Rear)	=, ?
E6. Rearward Facing Position Lamps	=, ?
E7. Stop Lamps	=, 0
E8. High Mounted Stop Lamps	=, ()
E9. Registration Plate Lamps	=, ?
E10. Rear Reflectors	=, ?
G. Other Lamps	=, ?, .
	$\rightarrow$

#### 21 Options when going through an inspection

Usually when going through an inspection, you would want to tap the bottom right arrow to move to the next section of the inspection. However, we will tap the close button in the case you didn't want to follow the initial order of the sections.

×		
A	Warning   @Unselected	PASS ALL
=	El. Direction Indicator Lamps (Front)	
=/	E2. Forward Facing Position Lamps	=, 🛇
	E3. Head Lamps	
	E4. Front And Rear Fog Lamps	
	E5. Direction Indicator Lamps (Rear)	
	E6. Rearward Facing Position Lamps	
	E7. Stop Lamps	
	E8. High Mounted Stop Lamps	
	E9. Registration Plate Lamps	
**	E10. Rear Reflectors	
ø	g. Other mps	
Ð		

#### 22 Click the section you want to work on

From this screen, you are able to select any section you want to work on. In this example, we will tap the Chassis Under Body Inspection button



### 23 How to add item comments

Now we will now show an example of adding a Comment to one of the items. The procedure of adding a Comment is the same as adding a Reason for Rejection.

×=	Chassis Underbody Inspection © Pass   @ Fail   © N/A & Warning   @Unselected	PASS ALL
=	C1. Wheels, Hubs & Axles	₹?
=>	C2. Steering Mechanism	=, ?
_	C3. Suspension Mechanism	=, ?
_	C4. Fuel Tank Fuel Lines	=, ?
	C5. Brake Components	=, ?
	C6. Exhaust System & Visible Smoke	<b>F</b> ?
	C7. Tyre Condition	=, ?
_	C8. Tyre Tread and Depth	
_	C9. Towing Connections	=, ?
¢	C12. Structure Corrosion	₹??
ŧ	g.	
Ð	CLOSE	$\rightarrow$

# 24 Type in or select your comment

To add a Comment you can select from the drop down list or type in your own words.

÷.	Pass        P Fail        N/A      Mosping        Ottossigsted		PASS ALL	
+	Rejection Reason or Comment		×	
	Exhaust: Leak			
	Exhaust: Not securely mounted			
	Exhaust: Exceeds original noise	pro decer.		
	Exhaust, Missing Catalytic convert	21		
_				
_				
_				
		CLOSE		
<b>≢</b> Г→	g. 24			
	<	CLOSE		

# 25 Add prefixes as required

Add prefixes as required such as Right Front.



### 26 Click "Save as Comment"

Now instead of saving it as a Reason for Rejection save it as a Comment. This will appear in the Comments section for the Warrant of Fitness Check Sheet



# 27 Confirm that comment was added

You can now see the comment which is in yellow. The item now has the warning symbol which is showing it has a comment. The warning symbol is considered a pass.

	Chassis Underbody Inspectio	n	 PASS ALL
	C6. Exhaust System & Visible Smoke	9	
	Rejection Reason or Comment		
	Exhaust: Not securely mounted		ĩ
		ADD PHOTO	
$\rightarrow$			
		CLOSE	
	g		
Ð	$\leftarrow$		

# 28 Example of typing in your comment

We will also show an example of manually typing in a comment. You can do this by typing the comment into the text box.

÷.	Pass        @ Fail        N/A     Honology L      (	PASS ALL
	Rejection Reason or Comment	
	Exhaust: Leak	
	Exhaust: Fumes leak into cabin	
	Exhaust: Not securely mounted	
_	Smoke from exhaust >5s idle or rapid accel.	
_	Exhaust: Exceeds original noise	
_	Exhaust: Missing catalytic converter	
_		
_		
_		
_		
_		
_		
_		
_		
_		
_		
- <u>+ 2</u>		
	g.	
Ð		



Tap on the save as comment button





After confirming that the comments have been added. You can now press the close button to close this screen.

Pass   Fail   ONA	PASS ALL
C6. Exhaust System & Visible Smoke	A
Rejection Reason or Comment	
Exhaust: Not securely mounted	Ĩ
Exhaust has light smoke	T

### 31 Inspection items that require measurements

Because we're already in the Chassis Underbody Inspection section, we will now go through adding measurements to some Warrant of Fitness items such as Tyres and Brakes. To do this open the Chassis Underbody inspection section.

, ,	Chassis Underbody Inspection Pass   Pass   Pail   N/A Warning   Ounselected	PASS ALL
+	C1. Wheels, Hubs & Axles	₹, ?
=-	C2. Steering Mechanism	=, ?
	C3. Suspension Mechanism	=, ?
	C4. Fuel Tank Fuel Lines	=, ?
	C5. Brake Components	=, ?
	C6. Exhaust System & Visible Smoke	=, 🛕
	C7. Tyre Condition	=, ?
	C8. Tyre Tread and Depth	<b>L</b> ?
	C9. Towing Connections	=, ?
*	C12. Structure Corrosion	=, ?
ŧ	g. 🕡	
€→	CLOSE	$\rightarrow$

### 32 Identifying items that require measurements

Some items such as the tyre tread depth require measurements to be entered. Items that require measurements will have the triangle ruler icon on them as shown. Click on this section.

بة 1	Chassis Underbody Inspection Pase   @ Fail   @N/A Werning   @Unselected	PASS ALL
1	C1. Wheels, Hubs & Axles	=, ?
=-	C2. Steering Mechanism	=, ?
_	C3. Suspension Mechanism	=, ?
_	C4. Fuel Tank Fuel Lines	=, ?
_	C5. Brake Components	=, ?
_	C6. Exhaust System & Visible Smoke	
	C7. Tyre Condition	=, ?
$\searrow$	C8. Tyre Tread and Depth	<b>L</b> 🕐
	C9. Towing Connections	=, ?
¢.	C12. Structure Corrosion	=, ?
ŧ	g	
E→	← CLOSE	$\rightarrow$

# 33 Enter in your measurements

Enter in the Tread depth Measurements by tapping in each box and entering the tread depth number. This section will automatically pass or fail based on the measurements provided.

C8. Tyre Tread and	Depth		k	
Tread (mm)	LEFT		RIGHT	
FRONT	2			÷
REAR				
Dejection Desson	or Comment			
Rejection Reason	or Comment			
Rejection Reason	or Comment	то 🖸		
Rejection Reason	or Comment	<b>170</b>		
Rejection Reason	or Comment			
Rejection Reason	Dr Comment	по		
Rejection Reason	or Comment			



Once all 4 tyres are entered you can now mark this section complete. If the vehicle has twin rear wheels and qualifies for a Warrant of Fitness, then you may need to manually type in any failure of more than 4 tyres into the Reason for Rejection section.

Chassis Unde Pass	erbody Inspection	PASS ALL
C8. Tyre Tread a	and Depth	
Tread (mm)	LEFT	RIGHT
FRONT	2	2
REAR	2	2
Rejection Rea	коп or Comment	נ
1. 54		



For this example select the "Pass All" option.

, €	Chassis Underbody Inspection C Rass   @ Fail   QN/A & Warning   @Unselected	PASS ALL
-	C1. Wheels, Hubs & Axles	=, ?
=/	C2. Steering Mechanism	=, ?
	C3. Suspension Mechanism	=, ?
	C4. Fuel Tank Fuel Lines	=, ?
	C5. Brake Components	=, ?
	C6. Exhaust System & Visible Smoke	=
	C7. Tyre Condition	=, ?
	C8. Tyre Tread and Depth	
	C9. Towing Connections	=, ?
0 +2	C12. Structure Corrosion	=, ?
ø	g	
Ð	CLOSE	$\rightarrow$



Now that we are finished with this section, tap the close button to return to the initial inspection screen.

Chassis Underbody Inspection Pass   @Fail   QN/A AWarning   @Unselected	PASS ALL
C1. Wheels, Hubs & Axles	=, 0
C2. Steering Mechanism	
C3. Suspension Mechanism	
C4. Fuel Tank Fuel Lines	
C5. Brake Components	
C6. Exhaust System & Visible Smoke	<b>-</b>
C7. Tyre Condition	
C8. Tyre Tread and Depth	
C9. Towing Connections	
C12. Structure Corrosion	
g.	
CLOSE	$\rightarrow$

#### 37 How to enter brake readings and performance

To show you how to enter the brake readings and performance, please open the Road Brake Test





Tap on the "Pass All" button.

×	Road Brake Inspection Pass   @ Fail		$\rightarrow$	PASS ALL
=	R1. Service Brake Performance			⊾ ?
=>	R2. Service Brake Balance			₹, ?
	R3. Parking Brake Reading			
	R4. Parking Brake Performance			₹, ?
	R6.Speedometer			₽??
¢ •				
ø	g. 60			
Ð	÷	CLOSE		→

#### 39 Identifying the items that require measurements



You can see that the two items that require measurements remain unselected.

#### 40 Enter measurements

You can see you have the choice of entering the overall percentage or the individual measurements if you have brake rollers or a brake machine. If you are using the overall percentage, there is also a threshold that can be set where if the percentage is higher than the threshold, then is passes.

When you enter your brake measurements, it will automatically pass or fail based on the measurements entered.

) T	Road Brake Inspecti	on	PASS ALL				
+	R1. Service Brake Perform	nance					
=		Service Brake Reading					
E	Threshold 50	Service Brake Overall %	66				
		or					
		LEFT	RIGHT				
	FRONT						
	REAR						
	Rejection Reason or Comment						
5		CLOSE					
÷.	g.						
Ð	$\leftarrow$	CLOSE	$\rightarrow$				



Tap on the close button once you are done.

1. Service Brake F	erformance	
	Service Brake Reading	
50	Service Brake Overall %	Overall%
	or	
	LEFT	RIGHT
FRONT		
REAR		
Rejection Reason	or Comment	

# 42 Click "Parking Brake Reading"

Now open the Parking Brake Reading





You can see you have three options to choose from. Overall %. Individual measurements or a Stall Brake Test.

R3. Parking B	rake Reading	
	Parking Brake Test	
	Parking Brake Overall %	
	or	
	Parking Brake Left	
	Darking Brake Diabt	
	or	
	Parking Brake Stall Test 🏼 Pass 🛄 Fail	
Rejection Re	ason or Comment	



Once you have ticked the Stall Test or entered your measurements you can tap the close button

Parking Brake Test Parking Brake Overall % 66 or		
Parking Brake Overall % 66		
or		
Parking Brake Left		
Parking Brake Right		
or		
Parking Brake Stall Test 📋 Pass 🔲 Fail		
Comment		
	Parking Brake Right or Parking Brake Stall Test Pass Fail r Comment ADD PHOTO O	Parking Brake Right or Parking Brake Stall Test Pass Fail r Comment

Thank you for watching. If you wish to contact us you can email us at admin@itsallauto.com , or phone 07 595 0032

If you know someone who could benefit from our FREE online Warrant of Fitness system, then please let them know about itsallauto.com.

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