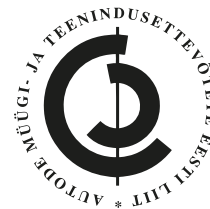


Vehicle fair and unfair wear and tear guide



Introduction

In this guide the term “vehicle” means all vehicles, trailers, buses and other commercial vehicles starting from category C1, which pursuant to the lease agreement is returnable property. The aim of the vehicle fair and unfair wear and tear guide is to prevent and reduce problems related to the return of the vehicle and repair costs at the end of the lease period. This guide has been accepted by the members of the Estonian Leasing Association, the members of the Estonian Car Sale and Service Companies Association and the members of the Association of Estonian International Road Carriers.

It is important to establish a common vision and understanding regarding vehicle fair and unfair wear and tear. The aim is to avoid, reduce and prevent disputes regarding fair and unfair wear and tear of the property during the return process of the vehicle. This guide does not regulate processes related to the return of the property.

The guide includes a list of defects that are related to the normal use of the vehicle and also defects that are not related to normal use.

To ensure proper condition of the vehicle we **recommend** following the above recommendations:

- To avoid later problems in the vehicle it has to be taken care of during the lease period – follow the regular service schedule stipulated by the manufacturer and the party giving the warranty, inspect regularly the condition of the tyres and the body of the vehicle (including paint damages), etc.
- Pay attention to any damages/defects detected on the vehicle and visit the car service as quickly as possible. In case of an insurance case use only authorised representatives.
- To ensure the quality of the work repairs (including insurance cases) and regular services shall only be made by authorised servicing agents.
- Observe the regular service schedule stipulated by the manufacturer and carry out all services according to this schedule.
- Follow the regular service schedule stipulated by the manufacturer and carry out all services according to this schedule.
- A properly stamped service book helps to check fulfilment of a regular maintenance obligation when the vehicle is sold/returned.
- In case the lease agreement limits mileage, the lessor has to be immediately notified if it is exceeded.

Cabin interior

The entire cabin interior shall be cleaned before the vehicle is handed over. Minor faults through normal wear and tear are acceptable. A broken or torn cabin interior is unacceptable. The following are some examples of acceptable and unacceptable vehicle conditions.

ACCEPTABLE

Minor traces of wear on the textile and small damages at the stitching of the seat upholstery.



Traces of wear on the seat, including minor damages on the sides of the upholstery.

UNACCEPTABLE

Holes, tears, burns, etc., on the seat upholstery.




Ingrained dirt, oil stains and other heavy stains on textile that cannot be removed.

Curtains, which are torn, soiled or have oil damage.



Waste, full ash trays left in the cabin.

Individual elements, for instance a cigarette lighter has been removed from the cabin.



The control panel of the heater has been removed or is missing.

In addition to the above such damages are also unacceptable as traces of writing tools, cut damages on any surfaces, damaged or broken cabin lighting or other furnishings, stained or broken plastic surfaces, bed, etc.

ACCEPTABLE

Indicators and a revolution counter are in operational order.



All switches and levers work normally, all empty sockets are provided with covers.

UNACCEPTABLE

Damaged cabin equipment, such as this reading light.



Missing, damaged or broken dashboard panels.

Missing, damaged or broken socket covers.



Missing, damaged or broken switches, control levers.

Broken or cracked dashboard panel covers.



Traces of stickers on switches and/or switch covers.

In order to avoid any disputes during handing over the vehicle we recommend regularly checking the vehicle condition and replacing all damaged parts as quickly as possible.

Cabin condition

ACCEPTABLE



UNACCEPTABLE



The cabin is clean, without any visible damages. Minor traces of wear and scratches are permitted.

The paint finishing and plastic parts are in good order, small scratches and traces of wear are permitted.

All mirror covers are intact and in full order.

Damages on the windscreen that cannot be classified as normal wear and that are not in line with the requirements of the technical inspection of vehicles.

The rear part of the cabin, including air deflectors and other body parts are in place and intact.

Minor scratches on bumpers.

Minor scratches and traces of wear on the edges of the painted surfaces, for instance on door handles.

Major damages on bumpers, missing fog lamp covers, front grille.

UNACCEPTABLE



Bigger dents on any of the body panels, including the front grille.

Cracks on the wind deflector housing.

Major damages, scratches, friction signs on the paint layer.

Large-scale paint peeling.

Missing front grille panels.

Poor repair work on any of the body panels, including the wind deflector housing.

Broken plastic parts referring to physical damages.

All (except fading) traces of vehicle numbers and other painted/ glued graphics shall be fully removed.

Please note that all work related to repairing of the damages shall be deducted from the price of the vehicle and thus is covered by the user of the property.

Vehicle external appearance

ACCEPTABLE



The wheels are free from major damages and all wheel discs are in full order and present.

UNACCEPTABLE

Cracked, broken or missing lamp covers.




A broken sun visor or other broken body parts.

Broken or missing parts fixed on the cabin.




Any poor repair work on body parts.

Repaired damages on mirror housings.




Cracked, broken or missing mirror reflector surfaces.

UNACCEPTABLE

Damages on any part of the vehicle caused by accidents, including on the footsteps and wheel arch edges.




Missing or broken liquid filling hole covers.

Broken or damaged footsteps.




Missing or damaged battery cover panels.

Use of parts not meeting the quality requirements stipulated by the manufacturer.




Non-standard lamps, also not approved modifications and installation of wires.

Installation of parts not approved by the manufacturer.




Traces on the vehicle body or additional equipment, including wind deflectors referring to modifications.

Some of the examples may have a major impact on the safety of the vehicle. We kindly ask you to repair all damages as quickly as possible and we recommend using workshops authorised by the manufacturer.

Body and chassis condition

ACCEPTABLE



IMPORTANT



Ensure that all locks of the vehicle are in good order. Also when handing over the vehicle, all keys, including spare keys and immobiliser remote control units must be returned.

UNACCEPTABLE



A broken or missing cabin lift lever. The lifting mechanism is not in operational order.

A missing towing hitch bolt.

The trailer control bars in front of the skid plate are broken, bended or missing.

The cabin lift lever is in its place and the lifting mechanism is in working order.

The towing equipment is complete.

The trailer control bars in front of the skid plate are in place and not damaged.

ACCEPTABLE



Minor damages and traces of wear on mudguards.

Minor damages on the tent that are neatly repaired.

UNACCEPTABLE



Broken or totally worn mudguards.

Cracked or broken battery cover panels.



Broken, bended or missing skid plate levers.

Any welding traces on the fuel tank. The client may remove their own fuel monitoring devices but shall repair all installation traces.



Torn areas on the tent and damages or missing fastening devices.

Deep scratches or dents on the vehicle body.

The entire vehicle superstructure, including underrun protection bars, roof structures, tent boards and other original equipment shall be in good order when returning the vehicle and as complete as it was when the vehicle was delivered. The rebuyer of the vehicle has the right to request the assistance of experts in the particular field to assess fair wear and tear of the superstructure.

Body and accessories condition

ACCEPTABLE



A lifting mechanism with repair signs but in full operational order.

UNACCEPTABLE



Corrosion dents and marks on the cabin.



Poor repair work on the body or cabin.



Impact signs on the body or accessories.



Deformed or missing footstep parts.

Tyres

ACCEPTABLE



The tyre condition has a direct impact on the safety of the vehicle and it must be regularly checked.

The use of tyres not meeting the requirements of the manufacturer may cause risks and cause increased fuel consumption.

All tyres installed on one axes must have the same thread pattern and the tyres and rims shall meet the sizes specified in the technical specification.

The minimum thread of all tyres, including the spare tyre, shall meet the technical requirements.

The tyres shall be free from major damages and cuts.

There shall be no rips, deep scratches or bumps on the sides of the tyres.

UNACCEPTABLE



General requirements of returning the vehicle

Upon returning the vehicle in the end of the lease period the rebuyer of the property shall record all damages of the vehicle in a special report.

Wear and tear of an engine and other technological assemblies shall be assessed based on the requirements of an Estonian Road Administration vehicle technical inspection.

In addition please follow the above requirements when returning the vehicle:

- When returning the vehicle it shall have a current vehicle technical inspection report and the vehicle shall meet the requirements stipulated in the vehicle technical inspection requirements. All documents following the vehicle shall be valid.
- Regular services shall be recorded in the service book.
- The vehicle shall be absolutely clean from inside and outside.
- The external surface of the cabin shall be undamaged, its parts – doors, window lifting mechanisms and other parts shall be in good order.
- The interior of the cabin, indicators, switches, buttons and other instruments are in operational order.
- All glasses, lamp covers and other parts shall be intact and without cracks.
- All wheels shall be in line with the vehicle specification and the tyres shall be of correct size.
- All documents accompanying the vehicle shall be returned.
- The body of the vehicle is undamaged, it has no other damages than fair wear and tear.
- All additional accessories (air deflectors, lifting mechanisms, etc.) are in operational order and wear and tear is in line with the fair wear and tear conditions.
- All additional equipment is returned in operational order and has all documents.
- The vehicle shall be free from major leakages of oil or other liquids.
- The batteries of the vehicle are in operational order and with the capacity equal to the capacity when the vehicle was delivered.
- The revolution counter (if installed) is in operational order.
- All electronic equipment and electronic accessories of the vehicle are in operational order.
- All decorations installed by the client have been removed.
- The vehicle is in the same technical completeness as at the time of delivery.
- In case the service interval of the vehicle has been exceeded when it is returned, the rebuyer of the property has the right to carry out regular service at the expense of the lessee.

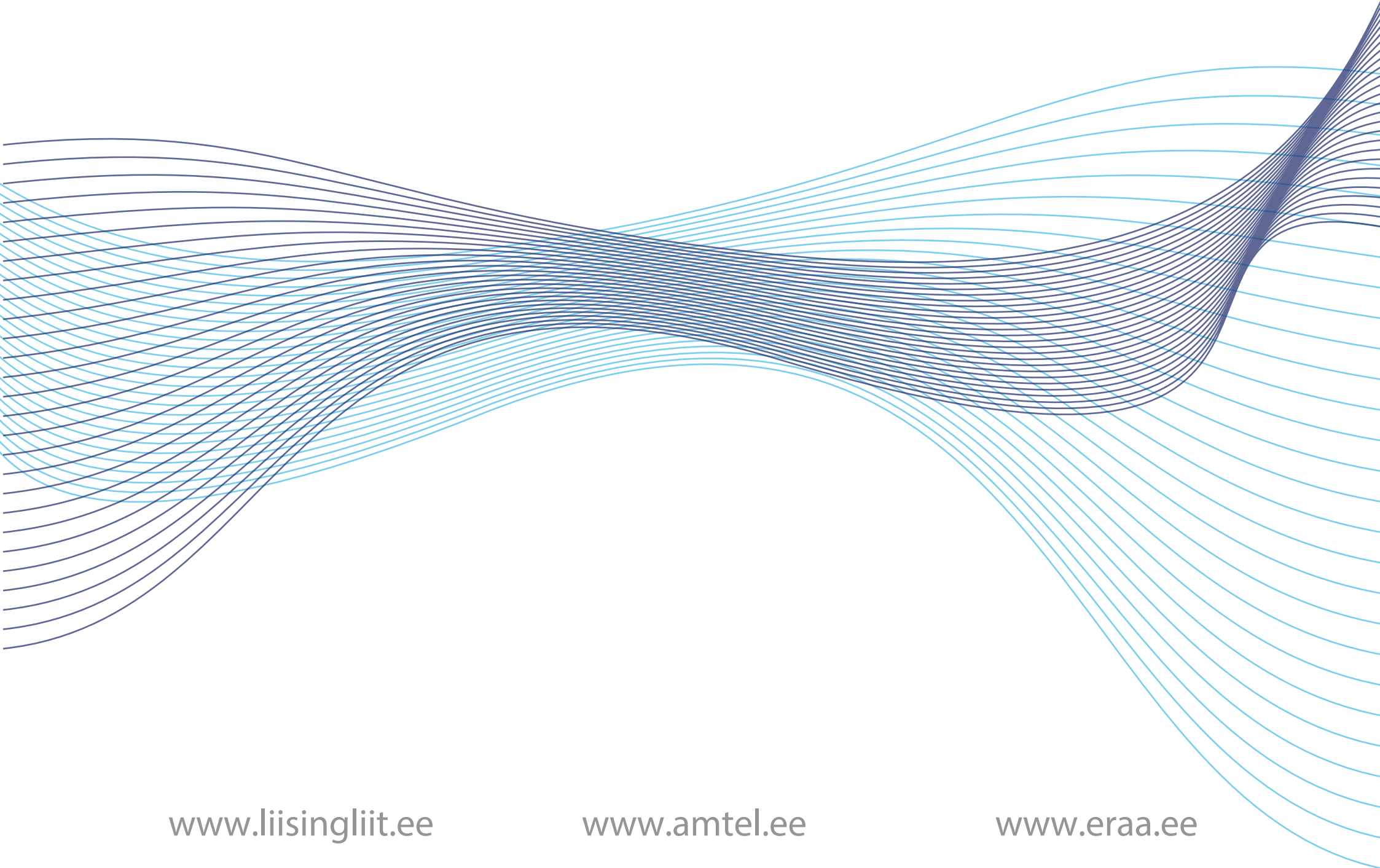
A damage detected on the lease object is considered as a major fault and it shall be repaired at the expense of the lessee if it is classified as unfair wear and tear pursuant to this guide. Any disputes shall be solved by an independent expert accepted by both parties.

Vehicle inspection checklist

Inspection date		Documents accompanying the vehicle						
Vehicle reg. no.		Technical passport number						
Vehicle make and model		International inspection						
Manufacturing year		Service book						
Mileage		Operator manual						
Handed over by		Certificates						
Inspection performed by		Other documents						
Tyre make and thread depth			Keys					
Axis	Left side	Right side	All keys and immobiliser remote control units	Yes		No		
1			Tyre codes					
2			Bridgestone BR, Continental CO, Dunlop DU, Michelin MI, Goodyear GO, Firestone FI, Fulda FU, other XX					
3								
4								
Spare tyre								
Spare tyre holder								
Mark "OK" if the part is in order and "-" if the part is not in order and add a comment, if necessary								
PART		OK	Comment		PART		OK	Comment
Vehicle front				Cabin interior				
1	Cabin panels				31	General cleanness		
2	Windshield				32	Revolution counter and sealings		
3	Front grille				33	Dashboard		
4	Front bumper				34	Instruments and indicators		
5	Sun visor				35	Radio		
6	Headlamps and reflectors				36	Cabin lights		
7	Roof condition				37	Cabin heater condition		
8	Radio antenna				38	Seats		
9	Towing hook cotter pin				39	Safety belts		
10	Cabin lift lever				40	Ash tray		
Driver's side				41 Cigar lighter				
11	Front wing				42	Cabin inner panels and upholstery		
12	Door and cabin panels				43	Cases, drawers, storages		
13	Glass panes				44	Bed(s)		
14	Mirrors and housings				45	Curtains		
15	Door locks				46	Vehicle data plate		
16	Foot boards				Chassis parts			
17	Rear wind deflectors				47	Damages/condition		
Front passenger's side				48 Engine and gearbox insulation				
18	Front wing				49	Fuel tank		
19	Door and cabin panels				50	Battery cover		
20	Glass panes				51	Side covers		
21	Mirrors and housings				52	Rear wings		
22	Door locks				53	Rear lights		
23	Foot boards				54	Damages/condition		
24	Rear wind deflectors				Trailer-related parts			
Cabin rear				55 Trailer pneumatics connections				
25	Cabin rear panel				56	Trailer electrical connections		
26	Cabin roof part				57	Skid plate		
27	Rear wind deflectors				58	Trailer control bars		
28	Rear screen				Body type			
Other equipment:				59 Body type				
29					60	External condition		
30					61	Internal condition		
Damages								
Mark as M = missing or D = damaged				Mark required activity – repair/replacement				
Part	M	D	Damages		Repair		Replace	

Trailer inspection checklist

Inspection date			Manufacturing year		
Trailer reg. no.			CEMT certificate		
Mileage			TIR inspection		
Handed over by			ATP/FRC inspection		
Inspection performed by:			Insurance		
Documents and certificates			ADR certificate		
Technical passport number:			Service book		
International inspection:			Other certificates		
Tyre make and thread depth			Tyre codes		
Axis	Left side	Right side	Bridgestone BR, Continental CO, Dunlop DU, Michelin MI, Goodyear GO, Firestone FI, Fulda FU, other XX		
1					
2					
3					
Spare tyre	1	2			
Spare tyre holder					
Trailer front			Superstructure		
Trailer front wall			Tent/Van		
Pneumatics connections			Sealing rope		
Electrical connections			Tent strap fastenings		
Subframe			Tent tensioning devices		
Stabilisers			Side hatches		
Stabiliser crank			Wooden side boards		
Air suspension			Side posts		
Air cock			Slide roof		
ABS/EBS			Lifting roof		
Lifting axes			Rod for lifting the roof		
Shock absorbers			Condition		
Frame bars			Floor		
Underrun protection bar, left			Floor panels		
Underrun protection bar, right			Load fastening devices		
Rear underrun protection			Other equipment		
Foldable ladder			Lighting		
Wheel chocks			Headlamps		
Mudguards			Taillights		
Load fastening support holder			Rear lights		
Load fastening supports			Extra lights		
Double loading equipment			Internal lighting		
Fire extinguisher box/fire extinguisher			Optional accessories		
Toolbox			Container locks		
Euro pallet box			Refrigerator device		
Other equipment			RoRo equipment		
Trailer rear			Vehicle data plate		
Rear doors/panel			Refrigerator ventilation duct		
Locking/fixing devices			Document box		
Gaskets			Load fastening support box		
Tailgate			Refrigerator partition wall		
Long vehicle sign					
Damages					
Mark as M = missing or D = damaged			Mark required activity – repair/ replacement		
Part	M	D	Damages	Replace	Repair



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