

SERVICE SCHEDULE

	All Checks marked with a ✓ are to be completed as part of the service.	Oil & Filter	Interim 6,000 miles/ 6 mths	Full 12,000 miles/ 12 mths	Major 24,000 miles/ 24 mths
ENGINE	1: Drain engine oil and refill (special or synthetic oils subject to additional charge)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	2: Replace oil filter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	3: Check for general oil leaks (report any serious leaks)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	4: Check for timing belt replacement interval & report if due according to mileage/age	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	5: Check radiator condition, security and report any leaks			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	6: Check condition of radiator cap			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	7: Check coolant hoses for leaks and condition, check securing clips for tightness and report			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	8: Visually inspect expansion bottle/tank for leaks and cap security			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	9: Check electric cooling fan for operation where applicable			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	10: Check condition and tension of fan / alternator belt, adjust or report on condition			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	11: Check condition and tension of auxiliary drive belts (excluding timing/cam belt)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	12: Replace Air Filter			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	13: Report if Spark Plugs are due to be changed according to mileage, (additional charge for the supply of plugs & fitment)			<input checked="" type="checkbox"/>	
	14: Check and record antifreeze strength / min temp and top up coolant as required			<input checked="" type="checkbox"/>	
	15: Drain out cooling system and replace coolant to min of 33% antifreeze				<input checked="" type="checkbox"/>
	16: Replace Spark plugs for petrol engined vehicles only (extra charge for platinum or long life plugs)				<input checked="" type="checkbox"/>
FUEL	17: Check fuel cap condition			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	18: Check visual condition of fuel lines			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	19: Replace Diesel fuel filter (if fitted and external from fuel tank)				<input checked="" type="checkbox"/>
	20: Replace Petrol fuel filter (if fitted and external from fuel tank)				<input checked="" type="checkbox"/>
DRIVE SYSTEM	21: Check clutch operation for drag/ slip/ judder/noise and adjust (if applicable)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	22: Check & Top up clutch fluid (if applicable)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	23: Check drive shaft gaitors for security and report leaks		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	24: Check propshaft / drive shaft/joints and grease nipples where fitted			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	25: Check and top up axle and/or transaxle oil (if applicable)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	26: Top up gear box fluid where applicable and not sealed			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ELECTRICAL	27: Check operation of exterior lights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	28: Check horn		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	29: Check Diesel heater plug indicator operation where fitted			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	30: Check Battery security /lubricate terminals			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	31: Top up Battery/non-sealed units only			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	32: Visual inspection of HT leads			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	33: Check external condition of distributor cap			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	34: Test effectiveness of starter motor			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	35: Test alternator charging rate - check security				<input checked="" type="checkbox"/>
STEERING/ SUSPENSION	36: Check / top-up power steering reservoir (if applicable)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	37: Check steering / suspension components for wear and corrosion		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	38: Check steering rack gaitors condition		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	39: Check shock absorber condition and report on any serious leaks		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	40: Check wheel bearings for excessive play or noise		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	41: Grease steering / suspension (if applicable)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EXHAUST	42: Inspect exhaust system inc catalyst if fitted for leaks security and noise		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	43: Visual check for exhaust smoke (Diesel)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BRAKES	44: Check brake pads for wear or damage		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	45: Check brake callipers for leaks and security		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	46: Check foot brake shoes for wear or damage		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	47: Inspect operation of wheel cylinders and report any leaks		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	48: Visually check brake hydraulic system, pipes and hoses for any leaks, chafing and corrosion		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	49: Check security of handbrake linkages and travel, lubricate and adjust if required		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	50: Check Brake discs / drums for wear, cracks, corrosion and scoring/pitting		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	51: Check Brake Fluid Level & Top Up if required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	52: Check Brake Servo Operation			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	53: Check ABS warning light for correct operation (if applicable)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	54: Test and report brake fluid boiling point (if applicable)			<input checked="" type="checkbox"/>	
TYRES/ WHEELS	55: Replace Brake Fluid and bleed system				<input checked="" type="checkbox"/>
	56: Remove Road wheels		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	57: Check tyre size and tyre fitted according to side wall instructions		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	58: Check tyre condition, tread depth, (including spare)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	59: Check and adjust tyre pressures (including spare)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	60: Set wheel nut torque to manufacturer's settings		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VISION	61: Check wheels for correct balance (including spare if applicable)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	62: Check windscreen wiper condition/operation		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	63: Check rear wiper condition/operation (if fitted)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	64: Check windscreen washer operations and top up if required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	65: Check windscreen for chips & cracks			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	66: Check mirror condition. Interior / Exterior			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	67: Check number plate condition			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
INTERNAL	68: Remove and check Pollen Filter Condition, report if replacement required (supply/fitment at additional cost)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	69: Check Seatbelts front and rear inc lap belt			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GENERAL	70: Lubricate accessible door hinges (with white grease)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	71: Stamp service book (indicating a NSN Service has been carried out)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	72: Reset vehicle service light where applicable/ subject to data & tooling availability		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	73: Road test		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	74: Lubricate bonnet catch			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>