

Date: _____ Registration Number: _____ Mileage: _____

Task Description		Service Type			
		A	B	C	Other
Lubrication					
1	Replace engine oil and oil filter	X	X	X	
2	Check engine and transmission for fluid leaks	X	X	X	
3	Check transmission fluid level	X	X	X	
4	Check gearchange operation and cable boots † †	X	X	X	
5	Replace transmission fluid			X	

Engine					
6	Check drive belt tension and condition	X	X	X	
7	Check cylinder compressions	X	X	X	
8	Check HT leads, coil, distributor cap and rotor arm	X	X	X	
9	Check condition and security of exhaust	X	X	X	
10	Replace air cleaner element	X	X	X	
11	Check spark plugs	X	X	X	
12	Replace spark plugs		X	X	
13	Replace fuel filter			X	
14	Replace cam belt			X	4 years or 54,000 miles

Cooling System					
15	Check radiator, coolant hoses and pipework	X	X	X	
16	Check coolant level	X	X	X	
17	Replace coolant				24 mths

Braking System					
18	Check handbrake and footbrake operation † †	X	X	X	
19	Check handbrake adjustment	X	X	X	
20	Check brake tell tales † †	X	X	X	
21	Check brake pad and disc condition and thickness	X	X	X	
22	Check brake hoses, pipes and master cylinder † †	X	X	X	
23	Check caliper piston operation and rear caliper boots † †	X	X	X	
24	Check brake fluid level	X	X	X	
25	Replace brake/clutch fluid				12 mths

Steering and Suspension					
26	Check security and condition of front and rear suspension	X	X	X	
27	Check dampers for leaks	X	X	X	
28	Check wheel bearings for play/wear † †	X	X	X	
29	Check driveshaft gaiters	X	X	X	
30	Check wishbone ball joints and boots	X	X	X	
31	Check track rod ends and boots † †	X	X	X	
32	Check wishbone bushes for play	X	X	X	
33	Check steering rack gaiters	X	X	X	
34	Check rear toe links for play	X	X	X	
35	Check free play at steering wheel † †	X	X	X	

Wheels and tyres					
36	Check tyre condition and pressure	X	X	X	

Electrical					
37	Check battery and terminals condition and security	X	X	X	
38	Check electrolyte level and specific gravity	X	X	X	
39	Check battery leads	X	X	X	

N.B. † † indicates a two person task

Continued...

Date: _____ Registration Number: _____ Mileage: _____

Task Description		Service Type			
		A	B	C	Other
	Electrical (continued)				
40	Check interior lights	X	X	X	
41	Check exterior lights † †	X	X	X	
42	Check horn operation	X	X	X	
43	Check radiator fan operation	X	X	X	

	Body				
44	Check heater/ventilation operation † †	X	X	X	
45	Check wiper blade operation and condition	X	X	X	
46	Check windscreen washer operation and direction	X	X	X	
47	Check window winders	X	X	X	
48	Check all hinges/latches	X	X	X	
49	Check operation and condition of seat belts	X	X	X	
50	Top up screenwash reservoir	X	X	X	
51	Check boot drain pipe is in place and free from debris	X	X	X	

	Miscellaneous				
52	Road test (if applicable)	X	X	X	

N.B. † † indicates a two person task

Compressions:

Cylinder Number	1	2	3	4
Compression (bar)				

Brake Pad thickness:

NSF		OSF		NSR		OSR	
Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer

Brake Disc thickness:

NSF	OSF	NSR	OSR

Tyre tread depth:

NSF			OSF			NSR			OSR		
Inner	Mid	Outer									

Electrolyte Specific gravity:

Cell 1 (+ve)	Cell 2	Cell 3	Cell 4	Cell 5	Cell 6 (-ve)

Other Comments: