

DESCRIPTION OF TASK TO BE CARRIED OUT	MINOR SERVICE	INTERIM SERVICE	MAJOR SERVICE
1. CHECK OPERATION OF ALL EXTERIOR LIGHTS	X	X	X
2. CHECK OPERATION OF HORN	X	X	X
3. CHECK WINDSCREEN WIPER CONDITION AND OPERATION	X	X	X
4. CHECK WINDSCREEN WASHERS AND TOP UP IF REQUIRED	X	X	X
5. CHECK HANDBRAKE OPERATION AND TRAVEL	X	X	X
6. RAISE VEHICLE, DRAIN OIL AND REPLACE OIL FILTER	X	X	X
7. REFILL ENGINE WITH CORRECT GRADE OIL AND SPECIFICATION OF OIL	X	X	X
8. REMOVE ALL WHEELS	X	X	X
9. CHECK CONDITION OF FRONT BRAKES	X	X	X
10. CHECK CONDITION OF REAR DISC BRAKES	X	X	X
11. LUBRICATE BONNET CATCH, DOOR HINGES AND TAILGATE	X	X	X
12. CHECK SEATBELT CONDITION AND OPERATION	X	X	X
13. CHECK CONDITION OF TYRES, CHECK PRESSURE AND TREAD DEPTHS	X	X	X
14. CHECK BRAKE AND CLUTCH FLUID LEVELS	X	X	X
15. CHECK POWER STEERING FLUID LEVEL, TOP UP IF REQUIRED	X	X	X
16. CHECK ANTIFREEZE LEVEL, STRENGTH AND TOP UP IF REQUIRED	X	X	X
17. CHECK FOR GENERAL OIL LEAKS	X	X	X
18. CHECK WHEEL BEARINGS ALL ROUND FOR PLAY AND NOISE	X	X	X
19. CHECK CONDITION OF STEERING RACK AND DRIVESHAFT GAITERS	X	X	X
20. VISUAL CHECK OF STEERING AND SUSPENSION FOR SIGNS OF WEAR/DAMAGE	X	X	X
21. CHECK CONDITION OF SHOCK ABSORBERS FRONT AND REAR	X	X	X
22. VISUAL CHECK OF BRAKE PIPES AND HOSES FOR SIGNS OF WEAR/DAMAGE/CORROSION	X	X	X
23. VISUAL CHECK OF FUEL LINES FOR SIGNS OF WEAR/DAMAGE/CORROSION	X	X	X
24. CHECK TIMING BELT/CAMBELT REPLACEMENT INTERVALS AND REPORT	X	X	X
25. REFIT WHEELS AND TIGHTEN TO CORRECT MANUFACTURES TORQUE SETTING	X	X	X
26. VISUAL CHECK OF EXHAUST SYSTEM FOR LEAKS/CORROSION AND SECURITY	X	X	X
27. CHECK ALL WARNING LIGHT OPERATION	X	X	X
28. RESET SERVICE INDICATOR	X	X	X
29. ROAD TEST VEHICLE	X	X	X
30. CHECK CONDITION OF REAR BRAKES (DRUMS REMOVED IF REQUIRED)		X	X
31. CHECK CONDITION AND ADJUST IF REQUIRED AUX DRIVE BELTS		X	X
32. CHECK CONDITION OF FRONT AND REAR NUMBER PLATES		X	X
33. CHECK OPERATION OF WINDOWS AND MIRRORS		X	X
34. CHECK AND ADJUST HANDBRAKE IF REQUIRED		X	X
35. CHECK PROPSHAFT/DRIVESHAFTS FOR WEAR/DAMAGE		X	X
36. CHECK CONDITION OF WINDSCREEN		X	X
37. CHECK OPERATION OF AIRCON/HEATING		X	X
38. CHECK GLOW PLUG INDICATOR (DIESEL ENGINES)		X	X
39. REPLACE FUEL FILTER (DIESEL ENGINES)		X	X
40. VISUALLY CHECK SMOKE EMISSIONS (DIESEL ENGINES)		X	X
41. VISUALLY CHECK FOR COOLANT LEAKS		X	X
42. CHECK CONDITION OF RADIATOR/EXPANSION BOTTLE AND CAP/COOLANT HOSES		X	X
43. CHECK OPERATION OF ELECTRIC COOLING FAN/FANS		X	X
44. CHECK CONDITION OF ABS SYSTEMS		X	X
45. TEST AND CHECK CONDITION OF BRAKE FLUID MOISTURE CONTENT		X	X
46. CHECK AND TOP UP IF REQUIRED AXLE OIL WHEN POSSIBLE		X	X
47. CHECK AND TOP UP GEARBOX OIL LEVEL IF REQUIRED WHEN POSSIBLE		X	X
48. CHECK BATTERY SECURITY AND TOP UP WHEN POSSIBLE IF REQUIRED		X	X
49. CHECK AND REPLACE POLLEN FILTER IF FITTED		X	X
50. CHECK HT LEADS FOR SIGNS OF WEAR/DAMAGE		X	X
51. CHECK CONDITION OF FUEL FILLER CAP		X	X
52. TEST ALTERNATOR FOR CHARGING OPERATION		X	X
53. TEST STARTER MOTOR OPERATION			X
54. LUBRICATE/GREASE SUSPESION/STEERING/PROPSHAFTS IF REQUIRED			X
55. REPLACE SPARK PLUGS (PETROL ENGINES)			X
56. REPLACE FUEL FILTER (PETROL ENGINES)			X
57. REPLACE AIR FILTER (PETROL AND DIESEL ENGINES)			X
58. CARRY OUT BRAKE FLUID CHANGE AND BLEED BRAKES AS REQUIRED			X