

### BEFORE CARRYING OUT ANY WORK

Fit vehicle protection kit

Carry out initial road test

### VEHICLE INTERIOR AND EXTERIOR

Check handbrake operation

Check operation of all exterior lamps and condition of lenses

Check operation of all dashboard warning lights

Check operation of horn

Check windscreen for damage

Check operation of wipers and condition of wiper blades

Check operation of screen washers - Adjust if required

Check seatbelt operation, seatbelts and airbag module covers for damage.

Check seats for security, check operation of adjuster mechanisms

Check operation of heater blower and controls

Check air conditioning system operation - If applicable

Renew pollen filter - If fitted

Check condition of all interior & exterior mirrors

Check condition & security of roof bars (If fitted)

Check operation of all door locks, latches & hinges

Lubricate locks, strikers, latches, door hinges and door check straps

### UNDER BONNET

Check battery connections for security

Test battery & print report

Measure & record alternator output

Check and top up brake, clutch, power steering and screen washer fluid levels

Connect brake bleed machine

Check brake servo vacuum pipe condition

Check coolant hoses and connections for signs of leakage and condition

Check engine mountings for security & condition

Check and record anti freeze content concentration, Check & top up level

Inspect air conditioning system hoses and sight glass

Check auxiliary drive belts, tension and condition

Replace air filter

Replace fuel filter

Replace spark plugs (If applicable)

### VEHICLE RAISED ON LIFT

Check all suspension joints & track rod ends for excessive play

Check front and rear springs for damage

Check wheel bearings for excessive play or noise

Check drive shafts and CV joint gaiters for damage

Check propshaft and universal joints, grease all universal joints

Check wheels for damage or distortion

Check tyres for correct fitment, damage, cuts, bulges & uneven wear

Measure and record tyre tread depths

Check & correct tyre pressures including spare

Remove front and rear road wheels

Inspect front & rear brake pads, discs, for wear, corrosion and damage

Measure and record brake disc & brake pad thickness

Check all brake hoses for damage, cracks & leaks

Check all metal brake pipes & fuel pipes for damage or corrosion

Remove rear brake drums, inspect linings & cylinders. Clean, adjust & lubricate

Visually inspect front & rear brake pads

Renew brake fluid

Replace engine oil and filter

Check & top up gearbox oil level

Check & top up differential oil levels

Inspect for evidence of leakage from transmission and engine systems.

Inspect exhaust system, heat shields and mountings.

Check tow bar fixings, Check operation & condition of electrical socket (If fitted)

	Oil Service	Interim Service	Major Service	Van Service
Fit vehicle protection kit	X	X	X	X
Carry out initial road test	X	X	X	X
Check handbrake operation	X	X	X	X
Check operation of all exterior lamps and condition of lenses	X	X	X	X
Check operation of all dashboard warning lights	X	X	X	X
Check operation of horn	X	X	X	X
Check windscreen for damage	X	X	X	X
Check operation of wipers and condition of wiper blades	X	X	X	X
Check operation of screen washers - Adjust if required	X	X	X	X
Check seatbelt operation, seatbelts and airbag module covers for damage.	X	X	X	X
Check seats for security, check operation of adjuster mechanisms	X	X	X	X
Check operation of heater blower and controls				
Check air conditioning system operation - If applicable	X	X	X	X
Renew pollen filter - If fitted			X	
Check condition of all interior & exterior mirrors	X	X	X	X
Check condition & security of roof bars (If fitted)	X	X	X	X
Check operation of all door locks, latches & hinges	X	X	X	X
Lubricate locks, strikers, latches, door hinges and door check straps	X	X	X	X
Check battery connections for security	X	X	X	X
Test battery & print report	X	X	X	X
Measure & record alternator output	X	X	X	X
Check and top up brake, clutch, power steering and screen washer fluid levels	X	X	X	X
Connect brake bleed machine			X	
Check brake servo vacuum pipe condition	X	X	X	X
Check coolant hoses and connections for signs of leakage and condition	X	X	X	X
Check engine mountings for security & condition	X	X	X	X
Check and record anti freeze content concentration, Check & top up level	X	X	X	X
Inspect air conditioning system hoses and sight glass	X	X	X	X
Check auxiliary drive belts, tension and condition	X	X	X	X
Replace air filter			X	X
Replace fuel filter			X	X
Replace spark plugs (If applicable)			X	X
Check all suspension joints & track rod ends for excessive play	X	X	X	X
Check front and rear springs for damage	X	X	X	X
Check wheel bearings for excessive play or noise	X	X	X	X
Check drive shafts and CV joint gaiters for damage	X	X	X	X
Check propshaft and universal joints, grease all universal joints	X	X	X	X
Check wheels for damage or distortion	X	X	X	X
Check tyres for correct fitment, damage, cuts, bulges & uneven wear	X	X	X	X
Measure and record tyre tread depths	X	X	X	X
Check & correct tyre pressures including spare	X	X	X	X
Remove front and rear road wheels		X	X	X
Inspect front & rear brake pads, discs, for wear, corrosion and damage		X	X	X
Measure and record brake disc & brake pad thickness		X	X	X
Check all brake hoses for damage, cracks & leaks	X	X	X	X
Check all metal brake pipes & fuel pipes for damage or corrosion	X	X	X	X
Remove rear brake drums, inspect linings & cylinders. Clean, adjust & lubricate		X	X	X
Visually inspect front & rear brake pads	X			
Renew brake fluid			X	
Replace engine oil and filter	X	X	X	X
Check & top up gearbox oil level	X	X	X	X
Check & top up differential oil levels	X	X	X	X
Inspect for evidence of leakage from transmission and engine systems.	X	X	X	X
Inspect exhaust system, heat shields and mountings.	X	X	X	X
Check tow bar fixings, Check operation & condition of electrical socket (If fitted)	X	X	X	X

Apply anti seize compound to wheel hub and refit road wheels
Torque wheel nuts to manufacturer setting
Check cambelt renewal interval and record
Carry out Engine Management fault code read and print report
Rest service light
<b>FINAL CHECKS</b>
Carry out road test, check for the correct function of all vehicle systems
Update Service book
Wash & leather exterior
Hoover footwells & clean dashboard

Oil Service	Interim Service	Major Service	Van Service
	X	X	X
	X	X	X
X	X	X	X
X	X	X	X
X	X	X	X
X	X	X	X
X	X	X	X
X	X	X	X
	X	X	