

SERVICE ITEMS		3* 6 Month/6000 Mile 40	4* 12 Month/12,000 Mile 69	5* 24 Month/24,000 Mile 73
ITEMS CHECKED				
Engine	Drain engine oil and refill with correct specification oil (specialist oils are subject to an additional charge)	🔍	🔍	🔍
	Replace oil filter	🔍	🔍	🔍
	Check for severe oil leaks	🔍	🔍	🔍
	Check condition and security of undertray	🔍	🔍	🔍
	Check and report cambelt change interval and advise if overdue	🔍	🔍	🔍
	Clean air filter		🔍	🔍
	Replace air filter			🔍
	Report if spark plugs are due to be changed based on age / mileage (an additional charge applies for the supply and fitment if needed)	🔍	🔍	
	Replace spark plugs for petrol engines (an additional charge applies for long-life or platinum plugs, twin spark engines or more than six cylinders)			🔍
	Check radiator condition		🔍	🔍
	Check coolant cap seal		🔍	🔍
	Check coolant hoses for condition, security and leaks		🔍	🔍
	Check electric cooling fan for operation where applicable		🔍	🔍
	Check condition and tension of fan / alternator belt and report on condition		🔍	🔍
Check and adjust (if applicable) auxiliary drive belt and report on condition		🔍	🔍	
Check and report antifreeze strength and minimum temperature and top up coolant as required		🔍	🔍	
Drain out and refill cooling system to correct specification if contaminated		🔍	🔍	
Lubricate bonnet catch		🔍	🔍	
Fuel	Check fuel cap seal and condition		🔍	🔍
	Check visual condition of fuel lines		🔍	🔍
	Replace fuel filter (if fitted and external from fuel tank)		🔍	🔍
Transmission	Check for correct clutch operation	🔍	🔍	🔍
	Check for correct gearbox operation	🔍	🔍	🔍
	Check and top-up clutch fluid if required	🔍	🔍	🔍
	Check driveshaft gaitors for security and report any leaks or damage	🔍	🔍	🔍
	Grease propshaft if applicable		🔍	🔍
	Check and top up axle / transaxle oil if applicable		🔍	🔍
Check and top up gearbox oil if applicable and not sealed		🔍	🔍	
Electrical	Check operation of exterior lights	🔍	🔍	🔍
	Check horn	🔍	🔍	🔍
	Check battery condition and advise if in poor condition	🔍	🔍	🔍
	Check dashboard for warning lights	🔍	🔍	🔍
	Check effectiveness of starter motor	🔍	🔍	🔍
	Check glow plug indicator operation if applicable		🔍	🔍
	Check battery security and grease terminals		🔍	🔍
	Top up battery (non-sealed only)		🔍	🔍
Visual inspection of HT leads		🔍	🔍	
Test alternator charging rate		🔍	🔍	
Suspension & Steering	Check and top-up power steering fluid if required	🔍	🔍	🔍
	Check steering and suspension components for wear and damage	🔍	🔍	🔍
	Check condition of steering rack gaitors	🔍	🔍	🔍
	Check wheel bearings for wear or play	🔍	🔍	🔍
	Carry out shock absorber bounce test	🔍	🔍	🔍
	Grease steering and suspension if applicable		🔍	🔍
Exhaust	Inspect exhaust for corrosion, security and leaks	🔍	🔍	🔍
	Visual check for exhaust smoke	🔍	🔍	🔍
Brakes	Check brake pads for wear or damage	🔍	🔍	🔍
	Check brake calipers for leaks and security	🔍	🔍	🔍
	Visually check brake hydraulic system for leaks, damage or corrosion	🔍	🔍	🔍
	Check handbrake linkages and cables, lubricate if applicable	🔍	🔍	🔍
	Check brake discs for wear or damage	🔍	🔍	🔍
	Check brake fluid level and top up if required	🔍	🔍	🔍
	Inspect operation of wheel cylinders and report any links	🔍	🔍	🔍
	Check brake servo operation	🔍	🔍	🔍
	Carry out brake fluid test and report		🔍	🔍
	Check rear brake shoes, clean and adjust if required (not including internal handbrake shoes)		🔍	🔍
Check brake drums for wear or damage (excluding internal drums)		🔍	🔍	
Wheels & Tyres	Check tyre sizes and fitment correct	🔍	🔍	🔍
	Check tyre condition and tread depth (inc spare)	🔍	🔍	🔍
	Check and adjust tyre pressures (inc spare)	🔍	🔍	🔍
	Set wheel nut torque correctly	🔍	🔍	🔍
	Check wheels for correct balance (on road test)		🔍	🔍
	Remove road wheels		🔍	🔍
Visibility	Check windscreen wiper condition and operation	🔍	🔍	🔍
	Check rear wiper condition and operation (if fitted)	🔍	🔍	🔍
	Check windscreen washer operation, top up fluid	🔍	🔍	🔍
	Check windscreen for chips and cracks	🔍	🔍	🔍
	Check condition and security of all fitted mirrors	🔍	🔍	🔍
Check number plate condition		🔍	🔍	
Internal	Advise if cabin filter replacement is required due to age / mileage	🔍	🔍	
	Replace cabin filter		🔍	🔍
	Check operation and security of seatbelts		🔍	🔍
	Check operation of external door locks		🔍	🔍
Lubricate all accessible hinges with white grease		🔍	🔍	
General	Conduct road test	🔍	🔍	🔍
	Stamp service book (if in vehicle)	🔍	🔍	🔍
	Reset vehicle service light (if fitted)	🔍	🔍	🔍