

Interim & Full Service Checklists

Action	Work carried out	Interim Service 6 months or 6000 miles	Full Service 12 months or 12000 miles
Initial			
Check	Review vehicle history and ask customer to comment on any defects or problems they are aware of	Y	Y
Engine & Fuel			
Check	Condition and tension of auxiliary drive belts (excluding timing/cam belt)		Y
Check	For general oil leaks	Y	Y
Check	Spark plugs are due to be changed based on mileage/manufacturer service interval (additional charge for the supply of plugs & fitment)		Y
Check	Radiator, coolant tap seals (if applicable) and coolant hoses for condition, leaks and security		Y
Check	Operation of electric cooling fan (where applicable)		Y
Check	Condition undertrays and security	Y	Y
Check	Condition of fuel cap seal and visual condition of fuel lines		Y
Check & Top Up	Coolant/antifreeze strength		Y
Check & Report	Timing belt replacement based on mileage/age	Y	Y
Check & Adjust	Condition and tension of fan / alternator drive belt based on mileage		Y
Change	Air filter based on mileage and usage		Y
Change	Engine oil based on mileage and manufacturer specification (special or synthetic oils subject to additional charge)	Y	Y
Change	Oil filter based on mileage and manufacturer service interval	Y	Y
Change	Fuel filter based on mileage and manufacturer service interval		Y
Drive System			
Check	Operation of clutch	Y	Y
Check	Operation of gear box	Y	Y
Check & Top Up	Gear box fluid to manufacturer specification (where applicable and not sealed)		Y
Check & Top Up	Clutch fluid (if applicable)	Y	Y
Check & Report	Drive shaft joints and gaiters for security and leaks	Y	Y
Check & Top Up	Axle and/or transaxle oil to manufacturer specification (if applicable)		Y

Interim & Full Service Checklists

Electrical			
Check	Operation of all interior/exterior lights	Y	Y
Check	Horn	Y	Y
Check	Operation of diesel heater plug indicator (where fitted)		Y
Check	Security and condition of battery, connections and charging system	Y	Y
Check	Dashboard warning lights	Y	Y
Check	Visual condition of HT (High Tension) leads		Y
Check	Battery security and lubricate terminals		Y
Steering & Suspension			
Check	Steering and suspension components for wear and corrosion	Y	Y
Check & Lubricate	Steering and suspension (where applicable)		Y
Check & Top Up	Power steering reservoir (if applicable)	Y	Y
Exhaust			
Check	DPF and exhaust system for leaks, security and noise (including catalyst if fitted)	Y	Y
Check	Emissions/exhaust smoke	Y	Y
Brakes			
Check	Brake calipers for leaks and security	Y	Y
Check	Brake hydraulic system, pipes and hoses for any leaks, chafing and corrosion	Y	Y
Check	Condition and operation of brake discs / drums as per the manufacturers specification		Y
Check	Operation of brake servo		Y
Check & Report	Condition and operation of brake pads/shoes as per the manufacturer service interval		Y
Check & Report	Operation of wheel cylinders and report any leaks		Y
Check & Lubricate	Handbrake linkages and travel, lubricate and adjust (if required)		Y
Check & Top Up	Brake fluid level to manufacturer specification (if required)	Y	Y

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Wheels & Tyres			
Check	That the tyres are of the correct structure and rating in accordance with the vehicle use	Y	Y
Check	Wheel bearings for excessive play or noise	Y	Y
Check & Record	Condition of tyres and tread depths (including spare)	Y	Y
Check & Change	Tyre pressures to correct pressure (including spare)	Y	Y
Change	Wheel nut torque to manufacturer settings (if required)		Y
Vision			
Check	Condition and operation of windscreen wiper and rear wiper	Y	Y
Check	Windscreen for chips & cracks		Y
Check	Condition of rear view and external mirrors		Y
Check & Top Up	Windscreen washer operations and align jets	Y	Y
Internal			
Check	Condition and operation of all seatbelts		Y
Check & Lubricate	Operation of door locks and lubricate hinges (if required)		Y
Check & Report	If a cabin air/pollen filter is required based on age/mileage recommendations and when last changed	Y	Y
General			
Check	Underbody for corrosion		Y
Check	Condition of number plate		Y
Check & Lubricate	Bonnet safety catch and hinges		Y
Reset	Vehicle service light as per manufacturer service interval (where applicable - subject to data and tooling availability).	Y	Y
Conduct	Road test	Y	Y
Stamp	Service book	Y	Y