

SERVICE ITEMS		ITEMS CHECKED	3*	4*	5*
			6 Month/6000 Mile	12 Month/12,000 Mile	24 Month/24,000 Mile
			40	69	73
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 four 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) auxillary 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					
Electical	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)				