



FULL SERVICE SCHEDULE

- Item checked
- X Item not checked
- N/A Item not applicable

Vehicle Model:

Vehicle Registration: Mileage:

Date:

SERVICE PREPARATIONS

Confirm valid road fund license and current MOT	
Check timing belt replacement interval & report if due according to mileage/age	
Check cabin filter replacement intervals and report if required	
Check fuel filter replacements interval and report if due	
Report if spark plugs are due	
Fit car care kit	
Check for body damage	
Check wheels and trims for damage	
Check visible tyre tread, & condition of sidewalls for damage	
Road test and record designated route provided you have confirmed it is safe & legal to do so	
Check for correct clutch action/slip (where applicable)	
Check for correct gearbox operation	
Check operation of brakes for judder/pulling and noise	
Check steering controls and column for wear/movement	

Check brake pads for wear and record measurements	
Measure brake discs & drums, check for wear, cracks, corrosion, scoring and pitting (excluding internal drums)	
Visually check brake hydraulic system, pipes and hoses for any leaks, chafing and corrosion	
Check service brake shoes for wear or damage clean and adjust if required (excluding internal hand-brake shoes)	
Check wheel cylinders for leaks and operation	
Check brake calipers for leaks & security and carry out brake boil test	
Check handbrake security, linkages and travel, lubricate and adjust if required	
Check & report condition and security of under tray	
Check drive shaft gaiters for security/condition/leaks	
Check steering rack gaiters for condition & security	
Check for excessive oil leaks	
Inspect exhaust system for leaks, security and noisy baffles	
Check condition of fuel lines	
Confirm all reported items QC'd and hand VRF to reception	

ON LEVEL

Check horn operation	
Check windscreen wiper operation front/rear	
Check windscreen washer operation and align jets if required	
Check internal and exterior mirror condition	
Check dash warning lights and record any illuminated	
Check heater plug indicator (Diesel)	
Check brake servo operation	
Check condition and operation of all seat belts including lap	
Check operation of all external door locks	
Check shock absorber damping effect (bounce test)	
Check condition of number plates (legible and spacing)	
Check fuel cap seal condition	
Check rear wiper condition (if fitted)	
Remove spare wheel or record sealant canister expiry date	
Check windscreen condition for damage & front wiper condition	
Check operation of exterior lights	
Check for excessive exhaust smoke	
Check cooling fan for correct operation if applicable	
Check ability to reset the service light (report if not compatible)	

MAINTENANCE

Grease steering/suspension and prop/shaft if applicable	
Remove sump plug (where fitted) and drain engine oil	
Replace sump plug seal or sump plug if seal is integral	
Replace oil filter and refill with correct grade, type and quantity of engine oil	
Check & adjust clutch (if applicable)	
Check & top up gearbox, transfer and differential fluid where applicable	
Fit road wheels in accordance with WF01	

Ensure sump plug and oil filter quality controls have been completed

MAINTENANCE VEHICLE LOWERED

TIGHTEN road wheels to correct torque setting in accordance with WF01	
Remove air filter, clean out housing and renew air filter	
Top up windscreen washer bottle(s)	
Top up clutch fluid if required	
Top up power steering reservoir if applicable	
Top up antifreeze coolant if required	
Top up brake fluid if required	
Lubricate battery terminals & top up levels (non sealed units)	
Adjust fan/alternator and auxiliary drive belts if required	

UNDER BONNET

Check battery security, condition and record results	
Visually check power steering system, pipes and hoses for any leaks, chafing, corrosion & power steering level	
Check brake fluid level	
Check clutch fluid level (if applicable)	
Check condition of auxiliary drive belts and tensioners	
Check condition of HT leads if applicable	
Check coolant hoses for leaks, condition and security	
Check radiator condition and coolant cap seals	
Check and record antifreeze coolant strength	

ON LEVEL

Recheck engine oil level and visually check for leaks	
Secure bonnet	
Reset vehicle service light where applicable/subject to data & tooling availability	
Stamp service book	

ROAD TEST

Road test using designated route (Record details on VRF)	
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AFTER ROAD TEST

Reverse park the vehicle into a parking space	
Secure bonnet, remove car care kit, remove any hand marks	
Return keys to reception	
Ensure that the Vehicle Report Form, Service Schedule and mandatory QC's have been completed & signed	

I confirm that all the necessary parts to complete the authorised work have been fitted and all work charged for has been undertaken

COMPLETED BY: (SIGNATURE)

PRINT NAME: