

		LUBE	FULL	MAJOR	
1	Check all dashboard lights & switches are operating		✓	✓	LIGHTING & ELECTRICS
2	Check interior lights		✓	✓	
3	Replace interior light bulbs where necessary (excludes instrument bulbs)		✓	✓	
4	Check horn		✓	✓	
5	Check external lights (Sidelights, headlights, brake lights, indicators, front and rear fog lights, running lights, number plate lights)	✓	✓	✓	
6	Check & report charging rate		✓	✓	
7	Replace external light bulbs where necessary (excludes headlamp bulbs)		✓	✓	
8	Adjust headlamp aim		✓	✓	
9	Check & top up battery electrolyte		✓	✓	
10	Check front windscreen wipers		✓	✓	
11	Check rear wipers		✓	✓	
12	Check front windscreen washers & top up	✓	✓	✓	
13	Check rear washers & top up		✓	✓	
14	Check footbrake pedal travel & servo operation		✓	✓	BRAKES
15	Check handbrake for operation and travel		✓	✓	
16	Check handbrake linkage / cables for operation and lubricate		✓	✓	
17	Check ABS warning light for correct operation		✓	✓	
18	Check front brake discs / drums for wear and corrosion		✓	✓	
19	Check front brake wheel cylinders for leaks and operation OR		✓	✓	
20	Check front brake callipers for leaks and operation		✓	✓	
21	Check front brake pads / shoes for wear		✓	✓	
22	Check rear brake discs / drums for wear and corrosion		✓	✓	
23	Check rear brake wheel cylinders for leaks and operation OR		✓	✓	
24	Check rear brake callipers for leaks and operation		✓	✓	
25	Check rear brake pads / shoes for wear		✓	✓	
26	Check rear handbrake mechanism and linings for operation		✓	✓	
27	Check all brake hoses and pipes for leaks and chafing		✓	✓	
28	Adjust handbrake if necessary		✓	✓	
29	Test and report on brake fluid water content OR		✓	✓	
30	Replace brake fluid and bleed system		✓	✓	
31	Check and top up brake fluid reservoir	✓	✓	✓	
32	Check / top up power steering reservoir	✓	✓	✓	STEERING & SUSPENSION
33	Check wheel bearings for play or noise. Adjust where appropriate.		✓	✓	
34	Check steering joints for wear and lubricate where necessary		✓	✓	
35	Check steering rack for wear and gaiter security		✓	✓	
36	Check front and rear shock absorbers for leaks and operation		✓	✓	
37	Check front and rear road springs for fractures and operation		✓	✓	
38	Check suspension mounting points for corrosion and operation		✓	✓	
39	Check tyre condition, tread depth and record readings (inc. spare)	✓	✓	✓	WHEELS & TYRES
40	Check and adjust tyre pressures (inc. spare)		✓	✓	
41	Set wheel nuts to correct torque settings		✓	✓	
42	Check and report on unusual wear patterns		✓	✓	
43	Check for correct clutch operation		✓	✓	TRANSMISSION
44	Check and top up clutch fluid	✓	✓	✓	
45	Check top up Manual gearbox oil (Where accessible) OR	✓	✓	✓	
46	Check top up Automatic transmission fluid (Where accessible)	✓	✓	✓	
47	Check and top up final drive (differential) oil (Where accessible)	✓	✓	✓	
48	Check drive shafts / prop shaft for wear and security		✓	✓	
49	Check drive shaft CV gaiters for security and leaks		✓	✓	
50	Drain and refill engine oil (Fully synthetic & special oils subject to extra charge)	✓	✓	✓	ENGINE
51	Replace oil filter	✓	✓	✓	
52	Check heater plug indicator (Diesel)		✓	✓	
53	Check and adjust alternator drive belt		✓	✓	
54	Check and adjust auxiliary drive belt/s		✓	✓	
55	Check for engine oil leaks		✓	✓	
56	Reset service indicator (Where applicable)		✓	✓	
57	Check condition of fuel lines		✓	✓	
58	Visually check HT leads (Where applicable)		✓	✓	
59	Visually check distributor cap (Where applicable)		✓	✓	
60	Visually check rotor arm (Where applicable)		✓	✓	
61	Replace spark plugs (Where applicable) (Platinum, long-life or multi electrode subject to extra charge)		✓	✓	
62	Replace air filter element		✓	✓	
63	Replace diesel fuel filter		✓	✓	
64	Replace petrol filter		✓	✓	
65	Check and report on exhaust emissions		✓	✓	
66	Lubricate throttle linkage (where applicable)		✓	✓	
67	Check and report on cam belt history (where applicable)		✓	✓	
68	Check and report on pollen filter history		✓	✓	
69	Check coolant / anti freeze strength and top up	✓	✓	✓	COOLING
70	Drain and replace coolant		✓	✓	
71	Check radiator for leaks		✓	✓	
72	Check condition of radiator cap		✓	✓	
73	Check coolant hoses for condition and leaks		✓	✓	
74	Check expansion bottle and cap for leaks		✓	✓	
75	Check electric cooling fan for correct operation		✓	✓	
76	Check operation of heater / air conditioning		✓	✓	
77	Check condition & operation of all seatbelts		✓	✓	OTHERS
78	Check exhaust system for security & leaks		✓	✓	
79	Lubricate all accessible grease points		✓	✓	
80	Lubricate door hinges & latches		✓	✓	
81	Lubricate bonnet & boot hinges & latches		✓	✓	
82	Check fuel cap seal & condition		✓	✓	
83	Check & report on windscreen condition		✓	✓	
84	Check interior mirror security & operation		✓	✓	
85	Check exterior mirrors for security & operation		✓	✓	
86	Check number plates for security & legality		✓	✓	
87	Connect electronics and clear, or report, fault codes	✓	✓	✓	
88	Vacuum interior		✓	✓	
89	Wash exterior		✓	✓	

TOTAL POINTS

13 76 83