



Service Schedule

	Annual 12,000 miles/ 12 mths
Under Bonnet	
Drain engine oil and refill (special or synthetic oils subject to additional charge)	✓
Replace oil filter	✓
Replace Air Filter	✓
Check for general oil leaks (report any serious leaks)	✓
Check for timing belt replacement interval & report if due according to mileage/age	✓
Check radiator condition, security and report any leaks	✓
Check condition of radiator cap	✓
Check coolant hoses for leaks and condition, check securing clips for tightness and report	✓
Visually inspect expansion bottle/tank for leaks and cap security	✓
Check electric cooling fan for operation where applicable	✓
Check condition and tension of fan / alternator belt, adjust or report on condition	✓
Check condition and tension of auxiliary drive belts (excluding timing/cam belt)	✓
Replace Spark plugs for petrol engined vehicles only (extra charge for platinum or long life plugs)	
Check and record antifreeze strength / min temp and top up coolant as required	
Drain out cooling system and replace coolant to min of % antifreeze	
Check Diesel heater plug indicator operation where fitted	✓
Check Battery security /lubricate terminals	✓
Top up Battery/non-sealed units only	✓
Visual inspection of HT leads	✓
Check external condition of distributor cap	✓
Test effectiveness of starter motor	
Check / top-up power steering reservoir (if applicable)	✓
Test alternator charging rate - check security	
Fuel	
Check fuel cap condition	✓
Check visual condition of fuel lines	✓
Replace fuel filter (if fitted)	
Under Body & Drive System	
Check clutch operation for drag/ slip/ judder/noise and adjust (if applicable)	✓
Check & Top up clutch fluid (if applicable)	✓
Check drive shaft gaitors for security and report leaks	✓
Check prop shaft / drive shaft/joints	✓
Top up gear box fluid where applicable	✓
Check and top up axle's and/or transfer oil (if applicable)	✓
Steering / Suspension	
Check steering / suspension components for wear and corrosion	✓
Check steering rack gaitors condition	✓
Check wheel bearings for excessive play or noise	✓
Check shock absorber condition and report on any serious leaks	✓
Exhaust Inspect exhaust system inc catalyst if fitted for leaks security and noise	✓
Visual check for exhaust smoke (Diesel)	✓
Electrical	
Check operation of exterior lights	✓
Check horn	✓
Brakes	
Check brake pads for wear or damage	✓
Check brake callipers for leaks and security	✓
Check foot brake shoes for wear or damage	✓
Inspect operation of wheel cylinders and report any leaks	✓
Visually check brake hydraulic system, pipes and hoses for any leaks, chafing and corrosion	✓
Check security of handbrake linkages and travel, lubricate and adjust if required	✓
Check Brake discs / drums for wear, cracks, corrosion and scoring/pitting	✓
Check Brake Fluid Level & Top Up if required	✓
Check Brake Servo Operation	✓
Check ABS warning light for correct operation (if applicable)	✓
Test and report brake fluid boiling point (if applicable)	
Replace Brake Fluid and bleed system	
Tyres/Wheels	
Remove Road wheels	✓
Check tyre size and tyre fitted according to side wall instructions	✓
Check tyre condition, tread depth, (including spare)	✓
Check and adjust tyre pressures (including spare)	✓
Set wheel nut torque to manufacturer's settings	✓
Internal	
Remove and check Pollen Filter Condition, report if replacement required (supply/fitment at additional cost)	✓
Check Seatbelts front and rear inc lap belt	✓
Check windscreen wiper condition/operation	✓
Check rear wiper condition/operation (if fitted)	✓
Check windscreen washer operations and top up if required	✓
Check windscreen for chips & cracks	✓
Check mirror condition. Interior / Exterior	✓
Lubricate accessible door hinges (with white grease)	✓
General	
Reset vehicle service light	✓
Road test	✓
Stamp service book	✓
Lubricate bonnet catch	✓
Check number plate condition	✓