



Service Schedule

Interim
6,000 miles/
6 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	