

# FULL SERVICE CHECK SHEET

<b>Job No:</b>	<b>Date:</b>
<b>Customer Name:</b>	<b>Technician:</b>
<b>Vehicle Make:</b>	<b>Vin No:</b>
<b>Vehicle Model:</b>	<b>Mileage:</b>
<b>Registration No:</b>	<b>MOT Due:</b>

	Required	Complete	Notes
Add engine oil flush			
Add fuel system treatment			
Replace engine oil and filter			
Replace spark plugs			
Replace air cleaner element			
Replace fuel filter (if fitted)			
Replace pollen filter (if fitted)			
Visual inspection of power-train for leaks and general condition			
Check & top-up: brake, clutch screen wash fluids			
Check & top-up: Gearbox, steering, axle oils as required			
Check condition and security of exhaust system			
Check tyre pressure (including spare)			
Check & report: condition of all tyres (including spare)			
Remove wheels and check brakes for function and wear			
Visual inspection of suspension and drive shafts			
Check function of all lights (including interior) and horn			
Check function of front and rear screen wash systems			
Lubricate door, bonnet and boot hinges and catches			
Check condition of all engine pulley belts and adjust if required			
Inspect battery terminals and electrolyte level			
Inspect gear box oil and top-up if required			
Inspect final drive oil			
Visual inspection of under bonnet hoses and pipes			
Visual inspection of under vehicle hoses and pipes			
Rolling road brake test and report			
Dynamic check of suspension, drive joints and wheel bearings			
Dynamic and visual inspection of steering system			
Check function of dash warning lights (primary services)			
Check and adjust anti-freeze/coolant mix			
Check seat belts			
Road test and dynamic check of driving functions			
Re-set service level indicator			

Light Check				Tyre Check			Brake Performance	
<b>NSF</b>	Side	<b>OSF</b>	Side	Size – Front		NSR – HB		
	Dip		Dip	Size – Rear		OSR – HB		
	Main		Main	Pressure – Front	psi/bar	NSF		
	Indicator		Indicator	Pressure – Rear	psi/bar	OSF		
	Fog		Fog	Wheel Torque	Nm	NSR		
<b>NSR</b>	Side	<b>OSR</b>	Side	NSF	mm	OSR		
	Brake		Brake	OSF	mm	Bal		
	Indicator		Indicator	NSR	mm			
	Reverse		Reverse	OSR	mm			
	CHMSL		Fog	Spare	mm			

**Additional Notes:** \_\_\_\_\_  
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