



Area	Checks Carried Out	Minor	Major
Engine	Drain engine oil and refill (special or synthetic oils subject to additional charges)	Yes	Yes
	Replace oil filter	Yes	Yes
	Check for general oil leaks (report any serious leaks)	Yes	Yes
	Check for timing belt replacement interval & report if due according to milage/age	Yes	Yes
	check radiator condition,security and report any leaks		Yes
	Check condition of radiator cap		Yes
	Check coolant hoses for leaks and condition,checksecuring clips for tightness and report		Yes
	Visually inspect expansion bottle/tank for leaks and cap security	Yes	Yes
	Check electric cooling fan for operation where applicable		Yes
	Check condition and tension of fan/ alternator belt,adjust or report on condition		Yes
	Check conditionand tension of auxiliary drive belts (excluding timing/cam belt)		Yes
	Replace air filter		Yes
	Report if spark plugs are due to be changed according to milage,(additional charge for the supply of plugs&fitment)		Yes
	Check and record antifreeze strength/min temp and top upcoolant as required		Yes
	Replace spark plugs for petrol engined vehicles only (extra charge for platinum or long life plugs)		Yes
Fuel	Check fuel cap condition		Yes
	Check visual condition of fuel lines		Yes
	Replace diesel fuel filter (if fitted external from the tank)		Yes
	Replace petrol fuel filter (if fitted external from fuel tank)		Yes
Drive System	Check clutch operation for drag/slip/judder/noise and adjust (if applicable)	Yes	Yes
	Check and top up clutch fluid (if applicable)	Yes	Yes
	Check drive shaft gaitors for security and report leaks	Yes	Yes
	Check propshaft/drive shaft/joints and grease nipples where fitted		Yes
	Check and top up axle and/or transaxle oil (if applicable)		Yes
	Top up gear box fluid where applicable and not sealed	Yes	Yes
Electrical	Check operation of exterior lights	Yes	Yes
	Check horn	Yes	Yes
	Check diesel heater plug indicator operation where fitted		Yes
	Check battery security/lubricate terminals		Yes
	Top up battery/non sealed units only		Yes
	Visual inspection of HT leads		Yes
	Check external condition of distributor cap		Yes
	Test alternator charging rate - check security		Yes
Steering/Suspension	Check/top up power steering reservoir (if applicable)	Yes	Yes
	Check steering/suspension components for wear and corrosion	Yes	Yes
	Check steering rack gaitors condition	Yes	Yes
	Check shock absorber condition and report on any serious leaks	Yes	Yes
	Check wheel bearings for excessive play or noise	Yes	Yes
	Grease steering/suspension (if applicable)		Yes
Exhaust	Inspect exhaust system inc catalyst if fitted for leaks security and noise	Yes	Yes
	Visual check for exhaust smoke (diesel)		Yes
Brakes	Check brake pads for wear or damage (visual)	Yes	Yes
	Check brake callipers for leaks and security	Yes	Yes
	Check foot brake shoes for wear or damage		Yes
	Inspect operation of wheel cylinders and report any leaks		Yes
	Visually check brake hydraulic system,pipes and hoses for any leaks,chafing and corrosion	Yes	Yes
	Check security of handbrake linkages and travel,lubricate and adjust if required		Yes
	Check brake discs/drums for wear,cracks,corrosion and scoring/pitting		Yes
	Check brake fluid level & top up if required	Yes	Yes
	Check brake servo operation		Yes
	Check ABS warning light for correct operation (if applicable)		Yes
Tyres/wheels	Replace brake fluid and bled system (if applicable)		Yes
	Check operation of brake load valve for leakage	Yes	Yes
	Remove road wheels		Yes
	Check tyre size and tyre fitting according to side wall instructions	Yes	Yes
	Check tyre condition,tread depth, (including spare)	Yes	Yes
	Check and adjust tyrepressures (including spare)	Yes	Yes
Vision	Set wheel nut torque to manufactureres settings		Yes
	Check windscreen wiper condition/operation	Yes	Yes
	Check rear wiper condition/operation (if fitted)	Yes	Yes
	Check windscreen washer operations and top up if required	Yes	Yes
	Check windscreen for chips and cracks		Yes
	Check mirror condition interior/exterior	Yes	Yes
Internal	Check number plate condition	Yes	Yes
	Remove and check pollen filter condition, report if replacement required (supply and fitmant at additional cost)		Yes
	Check seatbelts front and rear in lap belt		Yes
General/Safety	Lubricate accessible door hinges (with white grease)		Yes
	Stamp service book (indicating a nationwide autocentre menu service has been carried out)	Yes	Yes
	Reset vehicle service light where applicable/subject to data & tooling availability	Yes	Yes
	Road test	Yes	Yes
	Lubricate bonnet catch		Yes