

## Example Service Checklist

	All customer details, notes and parts used to be recorded on vehicle job card	Minor		Major	
		Pass	Fail	Pass	Fail
1	Road test (engine noise and performance, brake performance, clutch feel)				
2	Check all dash warning lights				
3	Check wiper and washer operations				
4	Check horn				
5	Record speedo, service and cambelt due dates on job card				
6	Check all lights, AC, mirrors, handbrake, radio, windows, locks				
7	Check seat belts				
8	Lubricate door, boot and bonnet hinges				
9	Check brake fluid ( <i>top up as required</i> ). Record moisture content (           %)				
10	Check clutch fluid ( <i>top up as required</i> ). Record moisture content (           %)				
11	Check coolant level and hoses ( <i>top up as required</i> )				
12	Check washer fluid ( <i>top up as required</i> )				
13	Check power steer fluid ( <i>top up as required</i> )				
14	Check radiator cap, radiator hose, fuel and brake lines				
15	Check air filter				
16	Replace air filter				
17	Check transmission oil				
18	Check fuel filter				
19	Check belts. Record timing belt due date (   )				
20	Check battery. Record charge rate (   )				
21	Drain engine oil				
22	Replace oil filter and sump plug washer				
23	Check engine oil leaks				
24	Check transmission oil leaks				
25	Check coolant leaks				
26	Check exhaust system				
27	Check steering components and power steering leaks				
28	Check suspension				
29	Check wheel bearings				
30	Check CV boots and joints				
31	Check brake pads. Record % remaining Front (   )Rear (   )				
32	Check brake hoses and lines				
33	Tyre rotation and wheel balance				
34	Check tyre pressure and tread depths RF                   % worn                   PSI LF                   % worn                   PSI RR                   % worn                   PSI LR                   % worn                   PSI Spare                   % worn                   PSI				
35	Fill engine with new oil				
36	Fuel system additive				
37	Replace wiper blades				
38	Complete service book				
39	Affix service due sticker and branding material				
40	Record all notes on job card				
41	Park car and hand keys, job card and service checklist to service advisor				