

	<b>Interim</b>	<b>Full</b>	<b>Major</b>
<b>Engine</b>			
Drain engine oil and refill. Special or synthetic oils are subject to additional charge.	✓	✓	✓
Replace oil filter.	✓	✓	✓
Check for excessive oil leaks.	✓	✓	✓
Check for timing belt (cambelt) replacement interval and report if replacement due according to mileage or age.	✓	✓	✓
Check radiator condition.		✓	✓
Check coolant cap seals.		✓	✓
Check coolant hoses for leaks and condition and security.		✓	✓
Check electric cooling fan for operation where applicable.		✓	✓
Check condition and tension of fan or alternator belt. Adjust or report on condition.		✓	✓
Check condition and adjust auxiliary drive belts if required (excluding cambelt).		✓	✓
Replace air filter.		✓	✓
Report if spark plugs are due to be changed according to mileage. An additional charge applies for the supply of plugs and fitment.		✓	
Check and record antifreeze strength and minimum temperature and top up coolant as required.		✓	
Drain out cooling system and replace coolant to correct specification.			✓
Replace spark plugs for petrol engines only. An additional charge applies for platinum or long life plugs.			✓
Check condition and security of undertray.	✓	✓	✓
<b>Fuel</b>			
Check fuel cap seal condition.		✓	✓
Check visual condition of fuel lines.		✓	✓

Replace fuel filter (if fitted and external from fuel tank).			✓
<b>Drive System</b>			
Check for correct clutch operation.	✓	✓	✓
Check for correct gearbox operation.	✓	✓	✓
Check and top up clutch fluid where applicable.	✓	✓	✓
Check drive shaft gaitors for security and report leaks.	✓	✓	✓
Grease prop/shaft if applicable.		✓	✓
Check and top up axle and/or transaxle oil if applicable.		✓	✓
Top up gearbox fluid where applicable and not sealed.		✓	✓
<b>Electrical</b>			
Check operation of exterior lights.	✓	✓	✓
Check horn.	✓	✓	✓
Check diesel heater plug indicator operation where fitted.		✓	✓
Check battery security and lubricate terminals.		✓	✓
Check battery condition.	✓	✓	✓
Top up battery/non-sealed units only.		✓	✓
Check dashboard warning lights.	✓	✓	✓
Visual inspection of HT (high tension) leads.		✓	✓
Test effectiveness of starter motor.			✓
Test alternator charging rate - check security.			✓
<b>Steering &amp; Suspension</b>			
Check and top up power steering reservoir where applicable.	✓	✓	✓
Check steering and suspension components for wear and corrosion.	✓	✓	✓
Check steering rack gaiters condition.	✓	✓	✓
Check wheel bearings for excessive play or roughness.	✓	✓	✓

Carry out shock absorber bounce test.	✓	✓	✓
Grease steering and suspension where applicable.		✓	✓
<b>Exhaust</b>			
Inspect exhaust system (including catalyst if fitted) for leaks, security and noise.	✓	✓	✓
Visual check for exhaust smoke.	✓	✓	✓
<b>Brakes</b>			
Check brake pads for wear or damage.	✓	✓	✓
Check brake callipers for leaks and security.	✓	✓	✓
Check service brake shoes for wear or damage - clean and adjust if required (excludes internal handbrake shoes).	✓	✓	✓
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 and drums for wear, cracks, corrosion and scoring or pitting (excluding internal drums).	✓	✓	✓
Check brake fluid level and top up if required.	✓	✓	
Check brake servo operation.		✓	✓
Carry out brake fluid boil test and record readings.		✓	
Replace brake fluid and bleed system.			✓
<b>Tyres and Wheels</b>			
Remove road wheels.	✓	✓	✓
Check tyre size and whether tyre is fitted to side wall instructions.	✓	✓	✓
Check tyre condition and tread depth (including spare).	✓	✓	✓
Check and adjust tyre pressures (including spare).	✓	✓	✓
Set wheel nut torque to manufacturer's settings.	✓	✓	✓

Check wheels for correct balance (including spare).	✓	✓	✓
<b>Vision</b>			
Check windscreen wiper condition and operation.	✓	✓	✓
Check rear wiper condition and operation (if fitted).	✓	✓	✓
Check windscreen washer operations, align jets and top up if required.	✓	✓	✓
Check windscreen for chips and cracks.		✓	✓
Check mirror condition (interior and exterior).		✓	✓
Check number plate condition.		✓	✓
<b>Internal</b>			
Advise if cabin filter is required according to age/mileage recommendations and last change.	✓	✓	✓
Check seatbelts - front and rear including lap belt.		✓	✓
Check operation of all external door locks.		✓	✓
Lubricate accessible door hinges (with white grease).		✓	✓
<b>General</b>			
Full computerised diagnostic health check.		✓	✓
Conduct road test.	✓	✓	✓
Lubricate bonnet catch.		✓	✓
Reset vehicle service light where applicable (subject to data and tooling availability).	✓	✓	✓
Stamp service book.	✓	✓	✓