

Lights and electrical system			
Check operation of exterior lights and rear reflectors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Check operation of instrument warning lamps		<input type="radio"/>	<input type="radio"/>
Check illumination of dash and heater control lamps		<input type="radio"/>	<input type="radio"/>
Check battery condition and connections (grease battery terminals)		<input type="radio"/>	<input type="radio"/>
Check horn operation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Check alternator output and security			<input type="radio"/>
Internal and vision			
Check door / bonnet lock operation and lubricate locks, hinges and catches		<input type="radio"/>	<input type="radio"/>
Check windscreen wiper and washer condition and operation		<input type="radio"/>	<input type="radio"/>
Top up windscreen washer reservoir with additive if required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Replace Pollen Filter			<input type="radio"/>
Check air conditioning system and temperature if applicable		<input type="radio"/>	<input type="radio"/>
Engine			
Drain engine oil and refill*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Replace oil filter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Replace air filter		<input type="radio"/>	<input type="radio"/>
Replace fuel filter if fitted and external from tank			<input type="radio"/>
Check for general oil leaks		<input type="radio"/>	<input type="radio"/>
Check coolant level and antifreeze strength and top up if required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Check coolant hoses for leaks and condition, including header tank		<input type="radio"/>	<input type="radio"/>
Check condition and tension of auxiliary drive belts (excluding timing belt)		<input type="radio"/>	<input type="radio"/>
Advise spark plug replacement interval			<input type="radio"/>
Check and adjust valve clearances (If fitted)			<input type="radio"/>
Visual check of fuel system including tank and cap		<input type="radio"/>	<input type="radio"/>
Check timing belt replacement interval and report if due on mileage or time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Brakes			
Check brake servo operation		<input type="radio"/>	<input type="radio"/>
Check brake fluid level and boiling point and top up if required	<input type="radio"/>	<input type="radio"/>	
Check brake discs, pads, shoes and wear wires for wear or damage		<input type="radio"/>	<input type="radio"/>
Check brake calipers, cylinders, pipes and hoses for leaks and security		<input type="radio"/>	<input type="radio"/>
Check operation of handbrake		<input type="radio"/>	<input type="radio"/>
Check security of handbrake linkages and travel and adjust if required		<input type="radio"/>	<input type="radio"/>
Carry out brake fluid change			<input type="radio"/>
Steering & suspension			
Check condition of road springs		<input type="radio"/>	<input type="radio"/>
Check power steering fluid reservoir level and top up if required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Check steering and suspension components for wear and condition		<input type="radio"/>	<input type="radio"/>
Check steering rack gaiters condition		<input type="radio"/>	<input type="radio"/>
Check shock absorber condition and mounting		<input type="radio"/>	<input type="radio"/>
Check wheel bearings for excessive noise or play		<input type="radio"/>	<input type="radio"/>
Drive system			
Check drive shaft gaiters for security or leaks		<input type="radio"/>	<input type="radio"/>
Check gear box fluid level manual / automatic differential (if applicable)		<input type="radio"/>	<input type="radio"/>
Check clutch operation and check clutch cable and adjust (if applicable)		<input type="radio"/>	<input type="radio"/>
Check transmission for oil leaks		<input type="radio"/>	<input type="radio"/>
Exhaust system / tyres and wheels			
Check condition of exhaust system		<input type="radio"/>	<input type="radio"/>
Check tyre condition and tread depth including spare	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Check and adjust tyre pressures including spare	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remove all road wheels and check flanges and mountings		<input type="radio"/>	<input type="radio"/>
Torque wheels to manufacturer's specification		<input type="radio"/>	<input type="radio"/>
Final checks			
Carry out engine management scan		<input type="radio"/>	<input type="radio"/>
Reset vehicle service light	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stamp service book	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Additional charges will apply should the vehicle require a pollen filter, spark plugs, special or synthetic oils.

Technician signature:

Date:.....