

	Interim Service	Full Service
Initial Checks		
Check for damage to bodywork, trims, lamps, number plates, mirrors etc	○	○
Check timing belt interval	○	○
Vehicle on the ground		
Check all interior warning lights and horn	○	○
Check condition and operation of all seatbelts	○	○
Check operation of interior and exterior lights and switches	○	○
Check front and rear windscreen wipers and washers	○	○
Check condition and security of windscreen and rear view mirror	○	○
Check fuel cap	○	○
Check air conditioning	○	○
Check & top up power steering reservoir	○	○
Check PAS, auxiliary and fan belts	○	○
Check pollen/cabin filter	○	○
Check battery condition and security	○	○
Check clutch operation	○	○
Check handbrake operation and travel	○	○
Check and top up gearbox oil/axle oil/transfer box oil (if applicable)	○	○
Check and top up all under bonnet fluid levels	○	○
Check and top up brake fluid	○	○
Check and top up anti-freeze	○	○
Check and top up clutch fluid	○	○
Lubricate door hinges, catches and locks (where required)		○
Check coolant system for leaks		○
Check engine cooling fan		○
Replace air filter		○
Replace fuel filter (diesel engines)		○
Replace spark plugs if applicable (at extra cost)		○
Vehicle raised / off the Ground		
Carry out under body inspection (check for any corrosion)	○	○
Replace engine oil (special or long life oils at extra charge)	○	○
Replace oil filter	○	○
Check condition and security of steering, suspension, mountings and gaitors	○	○
Check exhaust system for security and leaks	○	○
Check security of fuel lines, brake pipes, hoses and handbrake cables visually	○	○
Check for signs of leakage from cylinders / callipers (if applicable)	○	○
Check engine and gearbox mounts for wear		○
Test starter motor cranking operation and security		○
Visually inspect radiator and coolant pipes/hoses for security and leaks		○
Check all wheel bearings for noise / free play		○
Check condition of tyres and adjust tyre pressures (if required)	○	○
Check & record brake pads/shoes for condition & operation	○	○
Check & record drums and discs for condition and operation	○	○
Remove wheels & check condition and operation of front and rear brakes		○
Refit wheels (if applicable) / set wheel nut torque		○
Final checks		
Carry out road test	○	○
Re-set service light (most models)	○	○
Stamp customer's service book	○	○

Any additional items/work is subject to additional charge