

	MINOR SERVICE	FULL SERVICE
On The Ground		
Check ABS, 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 and top up power steering reservoir	●	○
Check power steering, auxiliary and fan belts	●	○
Check pollen/cabin filter (subject to accessibility)	●	○
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)		○
Visually inspect coolant system for leaks	●	○
Check engine cooling fan		○
Check operation of throttle and lubricate as required		○
Replace air filter		○
Replace fuel filter (diesel engines)		○
Replace spark plugs if applicable (at extra charge)		○
Visually inspect condition of HT leads		○
On The Ramp		
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	●	○
Visually inspect security of fuel lines, brake pipes, hoses and handbrake cables	●	○
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 and record brake pads and discs for condition and operation	●	○
Check and record brake drums and shoes for condition and operation		○
Remove wheels and check condition and operation of front and rear brakes		○
Refit wheels (if applicable)/set wheel nut torque		○
Final Checks		
Carry out road test	●	○
Wash and vacuum vehicle	●	○
Reset service light (where applicable)	●	○
Stamp customer's service book (enter on DSR for Mazda customers)	●	○