

# SERVICE SCHEDULE

|  | All Checks marked with a ✓ are to be completed as part of the service.  | Oil & Filter  | Interim<br>6,000 miles/<br>6 mths   | Full<br>12,000 miles/<br>12 mths    | Major<br>24,000 miles/<br>24 mths   |
|--|---|---|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>ENGINE</b>  | 1: Drain engine oil and refill (special or synthetic oils subject to additional charge)                                     | <input checked="" type="checkbox"/>                         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 2: Replace oil filter   | <input checked="" type="checkbox"/>                         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 3: Check for general oil leaks (report any serious leaks)   | <input checked="" type="checkbox"/>                         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 4: Check for timing belt replacement interval & report if due according to mileage/age                                      | <input checked="" type="checkbox"/>                         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 5: Check radiator condition, security and report any leaks  |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 6: Check condition of radiator cap  |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 7: Check coolant hoses for leaks and condition, check securing clips for tightness and report                               |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 8: Visually inspect expansion bottle/tank for leaks and cap security  |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 9: Check electric cooling fan for operation where applicable  |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 10: Check condition and tension of fan / alternator belt, adjust or report on condition                                     |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 11: Check condition and tension of auxiliary drive belts (excluding timing/cam belt)  |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 12: Replace Air Filter  |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 13: Report if Spark Plugs are due to be changed according to mileage, (additional charge for the supply of plugs & fitment) |   |                                     | <input checked="" type="checkbox"/> |                                     |
|  | 14: Check and record antifreeze strength / min temp and top up coolant as required  |   |                                     | <input checked="" type="checkbox"/> |                                     |
|  | 15: Drain out cooling system and replace coolant to min of 33% antifreeze   |   |                                     |                                     | <input checked="" type="checkbox"/> |
|  | 16: Replace Spark plugs for petrol engined vehicles only (extra charge for platinum or long life plugs)                     |   |                                     |                                     | <input checked="" type="checkbox"/> |
| <b>FUEL</b>  | 17: Check fuel cap condition  |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 18: Check visual condition of fuel lines  |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 19: Replace Diesel fuel filter (if fitted and external from fuel tank)  |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 20: Replace Petrol fuel filter (if fitted and external from fuel tank)  |   |                                     |                                     | <input checked="" type="checkbox"/> |
| <b>DRIVE SYSTEM</b>  | 21: Check clutch operation for drag/ slip/ judder/noise and adjust (if applicable)  |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 22: Check & Top up clutch fluid (if applicable)   |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 23: Check drive shaft gaitors for security and report leaks   |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 24: Check propshaft / drive shaft/joints and grease nipples where fitted  |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 25: Check and top up axle and/or transaxle oil (if applicable)  |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 26: Top up gear box fluid where applicable and not sealed   |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>ELECTRICAL</b>  | 27: Check operation of exterior lights  | <input checked="" type="checkbox"/>                         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 28: Check horn  |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 29: Check Diesel heater plug indicator operation where fitted   |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 30: Check Battery security /lubricate terminals   |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 31: Top up Battery/non-sealed units only  |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 32: Visual inspection of HT leads   |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 33: Check external condition of distributor cap   |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 34: Test effectiveness of starter motor   |   |                                     |                                     | <input checked="" type="checkbox"/> |
|  | 35: Test alternator charging rate - check security  |   |                                     |                                     | <input checked="" type="checkbox"/> |
|  | <b>STEERING/ SUSPENSION</b>   | 36: Check / top-up power steering reservoir (if applicable) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 37: Check steering / suspension components for wear and corrosion  |   |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 38: Check steering rack gaitors condition                          |   |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 39: Check shock absorber condition and report on any serious leaks |   |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 40: Check wheel bearings for excessive play or noise               |   |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 41: Grease steering / suspension (if applicable)                   |   |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>EXHAUST</b>   | 42: Inspect exhaust system inc catalyst if fitted for leaks security and noise  |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 43: Visual check for exhaust smoke (Diesel)   |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>BRAKES</b>  | 44: Check brake pads for wear or damage   |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 45: Check brake callipers for leaks and security  |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 46: Check foot brake shoes for wear or damage   |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 47: Inspect operation of wheel cylinders and report any leaks   |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 48: Visually check brake hydraulic system, pipes and hoses for any leaks, chafing and corrosion                             |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 49: Check security of handbrake linkages and travel, lubricate and adjust if required                                       |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 50: Check Brake discs / drums for wear, cracks, corrosion and scoring/pitting   |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 51: Check Brake Fluid Level & Top Up if required  | <input checked="" type="checkbox"/>                         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 52: Check Brake Servo Operation   |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 53: Check ABS warning light for correct operation (if applicable)   |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 54: Test and report brake fluid boiling point (if applicable)   |   |                                     | <input checked="" type="checkbox"/> |                                     |
| <b>TYRES/ WHEELS</b>   | 55: Replace Brake Fluid and bleed system  |   |                                     |                                     | <input checked="" type="checkbox"/> |
|  | 56: Remove Road wheels  |   |                                     |                                     | <input checked="" type="checkbox"/> |
|  | 57: Check tyre size and tyre fitted according to side wall instructions   |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 58: Check tyre condition, tread depth, (including spare)  |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 59: Check and adjust tyre pressures (including spare)   |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 60: Set wheel nut torque to manufacturer's settings   |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>VISION</b>  | 61: Check wheels for correct balance (including spare if applicable)  |   |                                     |                                     | <input checked="" type="checkbox"/> |
|  | 62: Check windscreen wiper condition/operation  |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 63: Check rear wiper condition/operation (if fitted)  |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 64: Check windscreen washer operations and top up if required   | <input checked="" type="checkbox"/>                         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 65: Check windscreen for chips & cracks   |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 66: Check mirror condition. Interior / Exterior   |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 67: Check number plate condition  |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>INTERNAL</b>  | 68: Check Pollen Filter, report if replacement required (supply/fitment at additional cost)                                 |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 69: Check Seatbelts front and rear inc lap belt   |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 70: Lubricate accessible door hinges (with white grease)  |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>GENERAL</b>   | 71: Stamp service book (indicating a NSRN Service has been carried out)   |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 72: Reset vehicle service light where applicable/ subject to data & tooling availability                                    |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 73: Road test   |   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | 74: Lubricate bonnet catch  |   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |