

# Service Specification Sheet

Year  
**2000**  
onwards



Customer's Name

Registration Number

Service Type

Intermediate  Full

Mileage

## Key

Checked, Completed     Needs Attention See Comments     Adjusted     Not Applicable

"Check" means check & adjust, top up or report

### Inside

Int Full

Check operation of electric windows & central locking	<input type="checkbox"/>	<input type="checkbox"/>
Check brake pedal freeplay & parking brake travel	<input type="checkbox"/>	<input type="checkbox"/>
Check brake pedal and servo operation	<input type="checkbox"/>	<input type="checkbox"/>
Check operation of combination meter warning lights (Ignition on bulb check)	<input type="checkbox"/>	<input type="checkbox"/>
Check correct operation of all exterior lights	<input type="checkbox"/>	<input type="checkbox"/>
Check clutch for pedal clearance, operation & slipping	<input type="checkbox"/>	<input type="checkbox"/>
Check steering wheel freeplay & security	<input type="checkbox"/>	<input type="checkbox"/>
Check operation of horn, washers & wipers	<input type="checkbox"/>	<input type="checkbox"/>
Check condition of the windscreen	<input type="checkbox"/>	<input type="checkbox"/>
Check operation of the seatbelts, condition of the webbing & security of the anchorage points	<input type="checkbox"/>	<input type="checkbox"/>
Check condition of the cabin/pollen filter (report if required)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Outside/Under Bonnet

Int Full

Check all light lenses for damage & security	<input type="checkbox"/>	<input type="checkbox"/>
Check all visible hoses, pipes and connections for leakage & condition	<input type="checkbox"/>	<input type="checkbox"/>
Check for timing/cam belt replacement (report if due)	<input type="checkbox"/>	<input type="checkbox"/>
Check & top up battery electrolyte levels & report on condition	<input type="checkbox"/>	<input type="checkbox"/>
Check security and condition of the battery terminals	<input type="checkbox"/>	<input type="checkbox"/>
Check & report on the brake fluid level & condition	<input type="checkbox"/>	<input type="checkbox"/>
Check brake & clutch master cylinders and brake servo for security and leakage	<input type="checkbox"/>	<input type="checkbox"/>
Top up windscreen washer fluid	<input type="checkbox"/>	<input type="checkbox"/>
Check & top up power steering fluid level	<input type="checkbox"/>	<input type="checkbox"/>
Check & report on clutch fluid level & condition	<input type="checkbox"/>	<input type="checkbox"/>
Check & top up automatic transmission fluid level (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Check & report on coolant level & strength	<input type="checkbox"/>	<input type="checkbox"/>
Check & inspect fuel cap	<input type="checkbox"/>	<input type="checkbox"/>
Check and report on condition of all wiper blades	<input type="checkbox"/>	<input type="checkbox"/>
Check condition and security of drive belt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Check drive belt for tension/deflection	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Check body & glass for corrosion & damage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Replace air filter element	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Replace spark plugs (if applicable) (platinum, long life or multi-electrode plugs subject to extra charge)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Check valve clearances (audibly with stethoscope) (extra charge for adjustment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Vehicle Raised

Int Full

Drain engine oil	<input type="checkbox"/>	<input type="checkbox"/>
Replace oil filter	<input type="checkbox"/>	<input type="checkbox"/>
Check & report on condition of the front brake pads & discs	<input type="checkbox"/>	<input type="checkbox"/>
Check & inspect the steering rack gaitors	<input type="checkbox"/>	<input type="checkbox"/>
Check & inspect the driveshaft boot covers	<input type="checkbox"/>	<input type="checkbox"/>
Check brake & clutch system pipes, hoses and connections for condition & leakage	<input type="checkbox"/>	<input type="checkbox"/>
Check & inspect the exhaust system & mountings for security and leakage	<input type="checkbox"/>	<input type="checkbox"/>
Check & inspect the steering system for correct operation, security and leaks	<input type="checkbox"/>	<input type="checkbox"/>
Check & report on tyre wear & damage - adjust pressures (record tyre size, make & tread depth including spare)	<input type="checkbox"/>	<input type="checkbox"/>
Check & report on the general condition under the vehicle, visible leaks, excessive corrosion & damage	<input type="checkbox"/>	<input type="checkbox"/>
Check condition of the radiator and oil cooler, check all pipes, hoses & connections for leakage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Check front brake calipers for leaks & operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Check & inspect the ball joints	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Check steering wheel freeplay and linkage for wear & security	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Check front & rear suspension for security, leakage and correct operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Check manual transmission oil level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Check & inspect the fuel lines, connections & vapour control	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inspect rear brake wheel cylinders for leaks & operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Check & report on rear brake linings and drums including handbrake drums, clean out dust - adjust as necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Vehicle Lowered & Final Inspections

Int Full

Refill engine oil	<input type="checkbox"/>	<input type="checkbox"/>
Torque tighten all wheel nuts	<input type="checkbox"/>	<input type="checkbox"/>
Final check of all levels - top up as necessary	<input type="checkbox"/>	<input type="checkbox"/>
Final inspection for leaks	<input type="checkbox"/>	<input type="checkbox"/>
Reset service interval light (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Lubricate door hinges, key & lock mechanisms including fuel filler door.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Technician-Tester Confirmation

I confirm that all the work specified above has been completed

Signed

Date