

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_



Qualified and experienced staff.

## AUTO REPAIRS

Service and repairs to all makes and models.

All work guaranteed.

### Vehicle Details

### LA 4 - Vehicle service checklist

Make: \_\_\_\_\_

### Under bonnet checks / adjustments

Model: \_\_\_\_\_

#### Check and report on all fluid levels:

✓ if OK.      X if action required

Crankcase / engine oil	<input type="checkbox"/>
Transmission oil / fluid level	<input type="checkbox"/>
Coolant – in overflow bottle / expansion tank	<input type="checkbox"/>
Coolant – in radiator	<input type="checkbox"/>
Brake fluid	<input type="checkbox"/>
Clutch fluid	<input type="checkbox"/>
Power steering fluid	<input type="checkbox"/>
Battery electrolyte	<input type="checkbox"/>
Windscreen washer bottle	<input type="checkbox"/>

#### Check and report on any fluid leaks:

Engine oil	<input type="checkbox"/>
Coolant	<input type="checkbox"/>
Fuel	<input type="checkbox"/>
Brake / clutch fluid	<input type="checkbox"/>
Power steering fluid	<input type="checkbox"/>
Transmission oil / fluid	<input type="checkbox"/>

#### Inspect / change all filters as required:

Air cleaner element	<input type="checkbox"/>
Oil	<input type="checkbox"/>
Fuel	<input type="checkbox"/>
Pollen	<input type="checkbox"/>

#### Flush / change fluids as required:

Engine / crankcase oil	<input type="checkbox"/>
Brake / clutch fluid	<input type="checkbox"/>
Power steering fluid	<input type="checkbox"/>
Coolant	<input type="checkbox"/>

#### Service checks / adjustments as required:

Drive belts / pulleys	<input type="checkbox"/>
Coolant hoses	<input type="checkbox"/>
Battery security / terminal condition	<input type="checkbox"/>
Throttle body service / clean	<input type="checkbox"/>
Wiring condition / security	<input type="checkbox"/>

#### Optional / additional services that may be required:

Spark plug / HT lead service	<input type="checkbox"/>
Timing belt replacement	<input type="checkbox"/>
Valve / tappet adjustment	<input type="checkbox"/>
Injector service	<input type="checkbox"/>

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## Vehicle service checklist

### Under vehicle checks / adjustments

#### Check and report on all fluid levels:

Transmission oil / fluid level   
Final drive / rear axle

#### Check and report on any fluid leaks:

Engine oil   
Coolant   
Fuel   
Brake / clutch fluid   
Power steering fluid   
Transmission oil / fluid   
Suspension oil / fluid

#### Change filters as required:

Fuel

#### Flush / change fluids as required:

Engine / crankcase oil   
Transmission oil / fluid level   
Final drive / rear axle   
Brake / clutch fluid   
Coolant

#### Service checks / adjustments as required:

Engine / transmission mountings   
Exhaust system condition / leaks / mountings   
Fuel / vapour lines / hoses   
Driveline / joints / boots / bearings   
Steering linkages / joints / boots   
Suspension linkages / joints / bushes / springs / shock absorbers   
Lubricate any grease points   
Wiring condition / security   
Brake pads / shoes / discs (rotors) / drums / calipers / pipes / hoses   
Park / hand brake linkages / cables / adjustment   
Tyre condition / tread depth   
Specified tyre pressure \_\_\_\_\_ kPa. Tyre pressures / including the spare

#### Brakes % remaining

LF  RF   
LR  RR

#### Tyres % remaining

LF  RF   
LR  RR

#### Optional / additional services that may be required:

Rotate / balance wheels / tyres

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## Vehicle service checklist

### Vehicle interior & exterior checks / adjustments

#### Check and report on the operation / condition of all lights:

Park lights – including the number plate	<input type="checkbox"/>
Headlights – low / high beam	<input type="checkbox"/>
Optional / driving / fog lights	<input type="checkbox"/>
Stop / brake lights – including the high mount light	<input type="checkbox"/>
Reverse lights	<input type="checkbox"/>
Indicators – including those on mirrors and / or guards	<input type="checkbox"/>
Interior lights – including any map / spot lights	<input type="checkbox"/>
Hazard lights	<input type="checkbox"/>
Luggage compartment / boot / glove box / courtesy lights	<input type="checkbox"/>

#### Check and report on the operation of all vehicle controls:

Steering	<input type="checkbox"/>
Brakes	<input type="checkbox"/>
Clutch	<input type="checkbox"/>
Throttle	<input type="checkbox"/>
Park / hand brake	<input type="checkbox"/>
Heater / demister / air conditioner	<input type="checkbox"/>

#### Check and report on the operation of all instrument / gauges:

Speedometer / odometer / trip meter	<input type="checkbox"/>
Engine temperature	<input type="checkbox"/>
Tachometer / RPM	<input type="checkbox"/>

#### Inspect / change filters as required:

Pollen	<input type="checkbox"/>
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#### Service checks / adjustments as required:

Park / hand brake adjustment	<input type="checkbox"/>
Brake / clutch pedal rubbers	<input type="checkbox"/>
Wiring condition / security	<input type="checkbox"/>
Seats / seat belt condition	<input type="checkbox"/>
Rear view mirrors – including the external ones	<input type="checkbox"/>
Windscreen wiper / washer operation / adjustment	<input type="checkbox"/>
Windscreen wiper blades	<input type="checkbox"/>
Windscreen / window condition / cracks / scratches	<input type="checkbox"/>
Lubricate hinges / latches / locks / striker plates as required	<input type="checkbox"/>
Lubrication (Lube) sticker on windscreen	<input type="checkbox"/>
Protective seat covers / floor mats removed	<input type="checkbox"/>

#### Optional / additional services that may be required:

A/C sanitiser / deodoriser	<input type="checkbox"/>
Fault code extraction (DTC)	<input type="checkbox"/>

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## Vehicle service checklist

### Report

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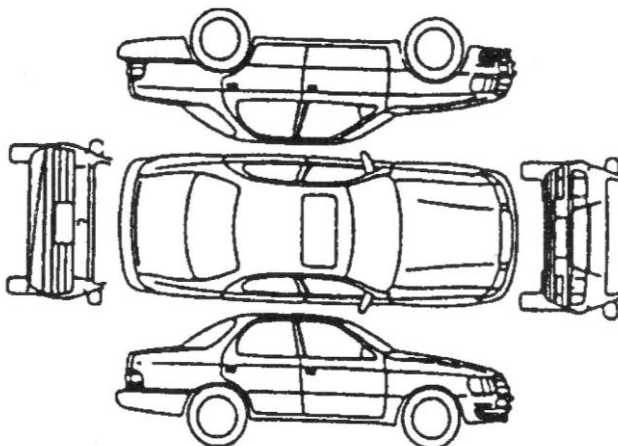
### Additional work required:

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### Vehicle damage report