

		INSPECTION 6,000 miles/ 6 months	FULL 12,000 miles/ 12 months	MAJOR 24,000 miles/ 24 months
ENGINE	Drain engine oil and refill (special or synthetic oils subject to additional charge)	•	•	•
	Replace oil filter	•	•	•
	Check for general oil leaks (report any serious leaks)	•	•	•
	Check for timing belt replacement interval & report if due according to mileage/age	•	•	•
	Check radiator condition, security and report any leaks		•	•
	Check condition of radiator cap		•	•
	Check coolant hoses for leaks and condition, check securing clips for tightness and report		•	•
	Visually inspect expansion bottle/tank for leaks and cap security		•	•
	Check electric cooling fan for operation where applicable		•	•
	Check condition and tension of fan/alternator belt, adjust or report on condition		•	•
	Check condition and tension of auxiliary drive belts (excluding timing/cam belt)		•	•
	Replace air filter		•	•
	Report if spark plugs are due to be changed according to mileage (additional charge for supply & fit)		•	•
	Check and record antifreeze strength/min temp and top up coolant as required		•	•
	Drain out cooling system and replace coolant to minimum of 33% antifreeze			•
Replace spark plugs for petrol engine vehicles only (extra charge for platinum or long life plugs)			•	
Fuel	Check fuel cap condition		•	•
	Check visual condition of fuel lines		•	•
	Replace diesel fuel filter (if fitted and external from fuel tank)			•
	Replace petrol fuel filter (if fitted and external from fuel tank)			•
Drive System	Check clutch operation for drag/slip/judder/noise and adjust (if applicable)	•	•	•
	Check & top up clutch fluid (if applicable)	•	•	•
	Check drive shaft gaitors for security and report leaks	•	•	•
	Check propshaft/drive shaft/drive joints and grease nipples where fitted		•	•
	Check and top up axle and/or transaxle oil (if applicable)		•	•
Top up gear box fluid where applicable and not sealed		•	•	
Electrical	Check operation of exterior lights	•	•	•
	Check horn	•	•	•
	Check diesel heater plug indicator operation where fitted		•	•
	Check battery security/lubricate terminals		•	•
	Top up battery (non sealed units only)		•	•
	Visual inspection of HT leads		•	•
	Check external condition of distributor cap		•	•
Test effectiveness of starter motor			•	
Test alternator charging rate & check security			•	
Steering/ Suspension	Check & top up power steering reservoir (if applicable)	•	•	•
	Check steering/suspension components for wear and corrosion	•	•	•
	Check steering rack gaitors condition	•	•	•
	Check wheel bearings for excessive play or noise	•	•	•
	Check shock absorber condition and report any serious leaks	•	•	•
	Grease steering/suspension (where applicable)		•	•
Exhaust	Inspect exhaust system including catalyst if fitted for leaks, security and noise	•	•	•
	Visual check for exhaust smoke (diesel)		•	•
Brakes	Check brake pads for wear or damage	•	•	•
	Check brake callipers for leaks and security	•	•	•
	Check foot brake shoes for wear or damage	•	•	•
	Inspect operation of wheel cylinders and report any leaks	•	•	•
	Visually check brake hydraulic system, pipes and hoses for any leaks, chafing and corrosion	•	•	•
	Check security of handbrake linkages and travel, lubricate and adjust if required	•	•	•
	Check brake discs/drums for wear, cracks, corrosion and scoring/pitting	•	•	•
	Check brake fluid level and top up if required	•	•	•
	Check brake servo operation		•	•
	Check ABS warning light for correct operation (if applicable)		•	•
Check and report brake fluid boiling point (if applicable)		•	•	
Replace brake fluid and bleed system			•	
Tyres/ Wheels	Remove road wheels	•	•	•
	Check tyre size and tyre fitted according to side wall instructions	•	•	•
	Check tyre condition & tread depth (including spare)	•	•	•
	Check and adjust tyre pressures (including spare)	•	•	•
	Set wheel nut torque to manufacturer settings	•	•	•
	Check wheels for correct balance (including spare if applicable)	•	•	•
Vision	Check windscreen wiper condition/operation	•	•	•
	Check rear wiper condition/operation (if fitted)	•	•	•
	Check windscreen washer operations and top up if required	•	•	•
	Check windscreen for chips & cracks		•	•
	Check mirror condition interior/exterior		•	•
Check number plate condition		•	•	
Internal	Remove and check pollen filter condition. Report if replacement required (supply/fit additional cost)		•	•
	Check seatbelts front and rear including lap belt		•	•
	Lubricate accessible door hinges with white grease		•	•
General	Reset vehicle service light where applicable (subject to data & tooling availability)	•	•	•
	Road test	•	•	•
	Stamp service book (indicating a TopFlight AutoCentre Service has been carried out)	•	•	•
	Lubricate bonnet catch		•	•