

Full Service Check Sheet



FAST Autocare Fleet Services
 Unit 3 Romax Units
 Ross Road
 Stockton On Tees
 TS18 2NH
01642 617775

Details: _____ **VIN:** _____

Signed _____ Date _____

Description	Checked	Comment
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Pre Engine / Interior Checks

Check Vehicle History Where Possible	Yes / No	_____
Check For Damage To Bodywork,Lamps Etc	Yes / No	_____
Fit Protective Covers	Yes / No	_____
Check Condition And Operation Of Seatbelts	Yes / No	_____
Check Operation Of Steering And Controls	Yes / No	_____
Check Operation Of Interior/Exterior Lights	Yes / No	_____
Check Operation Of Air Conditioning	Yes / No	_____
Check Operation Of Airbag Light	Yes / No	_____
Check Operation Of ABS Light	Yes / No	_____
Check Condition/Operation Of Washers/Wipers	Yes / No	_____
Check Operation Of Horn	Yes / No	_____
Check Operation Of Suspension Dampers	Yes / No	_____
Lubricate All Door/Bonnet/Boot Hinges/Catches	Yes / No	_____
Check Fuel Cap Sealing	Yes / No	_____

Under Bonnet

Replace Engine Oil	Yes / No	_____
Replace Engine Oil Filter	Yes / No	_____
Replace Spark Plugs	Yes / No	_____
Replace Fuel Filter	Yes / No	_____
Replace Air Filter	Yes / No	_____
Replace Pollen/Cabin Filter	Yes / No	_____
Check Cooling System Inc Fan Operation	Yes / No	_____
Check Antifreeze Protection	Yes / No	_____
Check Brake Fluid Condition	Yes / No	_____
Check Auxillary Belts (Not Timing Belt)	Yes / No	_____
Check Battery Condition And Lube Terminals	Yes / No	_____

Description	Checked	Comment
Check/Topup All Underbonnet Levels	Yes / No	_____
Under Body		
Check For Oil Leaks	Yes / No	_____
Check Condition Of Exhaust	Yes / No	_____
Check/Topup Geabox Oil Level	Yes / No	_____
Check/Topup Axle/Transfer Box Oils	Yes / No	_____
Check Underbody For Damage/Corrosion	Yes / No	_____
Check Steering Components	Yes / No	_____
Check Suspension Components	Yes / No	_____
Check Driveshaft/Propshaft Boots/Gaitors	Yes / No	_____
Check Wheel Bearings Noise/Play	Yes / No	_____
Wheels Removed		
Check Rigid Brake Pipe Condition	Yes / No	_____
Check Flexi Brake Pipe Condition	Yes / No	_____
Check Condition Front Brakes	Yes / No	_____
Check Condition Rear Brakes	Yes / No	_____
Strip,Clean,Lube Front Brakes If Required	Yes / No	_____
Strip,Clean,Lube Rear Brakes If Required	Yes / No	_____
Check And Adjust Rear Drum Brakes	Yes / No	_____
Adjust Handbrake	Yes / No	_____
Tyres		
Check Condition Of Tyres	Yes / No	_____
OSF	Yes / No	_____
NSF	Yes / No	_____
OSR	Yes / No	_____
NSR	Yes / No	_____
Spare	Yes / No	_____
Check/Adjust Tyre Pressures	Yes / No	_____
Lubricate Wheel Spigots	Yes / No	_____
Refit Wheels And Torque	Yes / No	_____
Road Test		
Carry Out Roadtest And Report Findings	Yes / No	_____
Re-Check Engine Oil Level	Yes / No	_____
Reset Service Light/s	Yes / No	_____
Ensure Vehicle Cleanliness Restored	Yes / No	_____
Stamp Service Book/s Where Present	Yes / No	_____