

H.M.C Electric Vehicle Service Schedule



www.hmcltd.co.uk

Job Number: _____



Mileage: _____

You are responsible for fitting Seat Covers, Steering Wheel Covers, Handbrake Covers & Floor Mats. Wing covers must be used during the repair process.

Engine compartment

Check	Result		
1 Check the headlight alignment; adjust if necessary	Green	Amber	Red
	Additional notes (if necessary):		
	Follow Up Date: ____/____/____		
2 Check the condition of the brake fluid	Green	Amber	Red
	Additional notes (if necessary):		
	Follow Up Date: ____/____/____		
3 Rear reduction gearbox: check the oil level; top up if necessary	Green	Amber	Red
	Additional notes (if necessary):		
	Follow Up Date: ____/____/____		
4 Cooling system: check the condition of the hoses and connections	Green	Amber	Red
	Additional notes (if necessary):		
	Follow Up Date: ____/____/____		

Under the vehicle

Check	Result		
5 Check the steering assembly for damage, leaks and wear	Green	Amber	Red
	Additional notes (if necessary):		
	Follow Up Date: ____/____/____		
6 Steering system: check for correct operation	Green	Amber	Red
	Additional notes (if necessary):		

Follow Up Date: ____/____/____

7 Steering ball joints: check for damage and play

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

8 Steering assembly boots: check for damage and leaks

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

9 Suspension: check for damage and wear

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

10 Suspension: check for free play in all the rubber mounts

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

11 Check the condition of the suspension protective boots

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

12 Check the suspension bushes for wear

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

13 Shock absorbers: check for damage, leaks and wear

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

14 Ball joints: check the condition

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

15 Check the tightness of the suspension setting bolts

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

16 Check the front axle for damage and wear

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

17 Check the brake disc thickness

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

18 Check the brake pad thickness

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

19 Check the condition of the disc brakes

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

20 Check the calipers for damage and wear

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

21 Check the calipers for leaks

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

22 Check the brake lines, hoses and connections for leaks and damage

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

23 CV joint boots: check for damage and leaks

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

24 Drive shafts: check the condition

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

25 Cooling system: check for leaks. Check the level and anti-freeze strength; correct if necessary

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

Exterior

Check

Result

26 Check the function of the exterior lights

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

27 Charging port: check the condition of the rubber cap

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

28 Charging port: check the condition

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

Interior

Check

Result

29 Carry out the vehicle diagnostic check; read out the fault codes

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

30 Check the operation of the interior lights

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

31 Check the function of the interior warning lights

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

32 Brake pedal: check the stroke; check the operation

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

33 Check the brake pedal free travel

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

34 Check/adjust the brake pedal height

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

General

Check	Result		
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35 Check the high-voltage battery-usage report

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

36 12 Volt Battery - Check battery condition.

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

Additional Service Items

Check	Result		
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37 Braking system: renew the brake fluid (every 24 months)

Additional notes (if necessary):

Follow Up Date: ____/____/____

38 Cooling system: renew the coolant/water with anti-freeze (first change at 54,000 miles/60 months; then every 36,000 miles/48 months)

Additional notes (if necessary):

Follow Up Date: ____/____/____

39 Check the body for corrosion and damage (every 12 months)

Additional notes (if necessary):

Follow Up Date: ____/____/____

40 Renew the dust and pollen filter (every 18,000 miles/12 months)

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

Underside & Final Check

Check

Result

41 Check the operation of the clutch

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

42 Re-set the service light if applicable

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

43 Carry out road test (Senior Technician)

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

44 Check the vehicle is clean & presentable & parked in the allotted collection area

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

45 Take the locking wheel nut key to the office with the service book to be stamped & signed

Green Amber Red

Additional notes (if necessary):

Follow Up Date: ____/____/____

**Have you answered all the questions? Are you proud to put your name against the standard of workmanship?
Have you complied with the companies Vision, Mission & Values?**

TO BE COMPLETED BY OFFICE STAFF

Technician Name: _____

Signed: _____

Date: _____

Time: _____

Please ensure you attach any additional sheets or evidence where necessary.