

H.M.C Silver Car Service Schedule

Job No: HMJ118586

CUSTOMER COPY

Booking Date: 21 Feb 2019

1.00 SAMPLE 1.00L Petrol 2000
Mileage:

Customer Name: Mr Hardwick Motors

Vehicle Preparation & Pre-Checks

Check	Result
1 Fit protection to the front Seats, Steering Wheel, Handbrake & Floor Protection	
2 Record & image vehicle details Registration Number, Chassis Number, Mileage, Fuel Gauge, Dashboard with engine running	
3 Inspect the outside of the vehicle starting at the offside front & walking around the vehicle in a clockwise route. Checking & imaging and damage, scuffs or marks to the body or wheels	
4 Check & image the interior for damage or marks	
5 Pre-Check system code read and print or image results	
6 Correct job sheet & work instructions received	

Internal / Vision

Check	Result
7 Check windscreen wipers and washers condition and operation	
8 Top Up windscreen washer reservoir with additive if required	
9 Check operation of instrument warning lamps	
10 Check horn	

Lights and Electrical System

Check	Result
11 Check operation of exterior lights	

Engine

Check	Result
12 Drain engine oil & refill	
13 Replace oil filter	
14 Check / advise general oil leaks	
15 Check / advise coolant level and antifreeze strength	
16 Check coolant hoses for leaks and condition, incl header tank	

Brakes

Check	Result
17 Check brake servo operation	
18 Check / advise brake fluid level and boiling point	
19 Top Up brake fluid if required	
20 Visual check of brake pads for wear or damage	
21 Visual check of brake calipers for leaks and security	
22 Visual check of brake pipes and hoses	

23 Check operation of handbrake

Steering / Suspension

Check	Result
24 Check condition of Road springs	
25 Check power steering fluid reservoir	
26 Check steering / suspension components for wear and corrosion	

Drive System

Check	Result
27 Check for transmission oil leaks	

Exhaust

Check	Result
28 Check / advise condition of exhausts and mountings	

Tyres / Wheels

Check	Result
29 Check tyre condition and tread depth (incl. spare)	
30 Check adjust tyre pressures (incl spare)	
31 Check wheel nut torque to manufacturers specification	

Final Checks

Check	Result
32 Re-set the service light if applicable	
33 87. Carry out road test (Senior Technician)	
34 Check the vehicle is clean & presentable & parked in the allotted collection area.	
35 Take the locking wheel nut key to the office with the service book to be stamped & signed	