



**Make:**

**Model:**

**Index No:**

**Colour:**

**SERVICE/SALES INSPECTION SHEET:**

1. START VEHICLE AND TEST FOR SATISFACTORY OPERATION OF STARTING ETC
2. TAKE VEHICLE ON TEST RUN & NOTE ANY DEFECTS ON ANYTHING SUCH AS, NOISES, RATTLES, VIBRATION ETC
3. CHECK ON GEAR OPERATION PLUS DRIVE TAKE UP
4. TEST FOOTBRAKE & HANDBRAKE OPERATION, PERFORM PANIC STOPS ON BOTH & NOTE RESULTS
5. CHECK OPERATION & CONDITION OF ALL LIGHTS
6. CHECK OPERATION OF HRW, HAZARD, WIPERS/WASHERS FRONT & REAR, HEATER CONTROLS & FAN, RADIO, WINDOWS, ILLUMINATION, GAUGES ETC NOTE ANY DEFECT
7. CHECK CONDITION OF PEDAL RUBBERS, REPLACE AS REQUIRED
8. CHECK & ADJUST OPERATION OF BONNET/BOOT RELEASE
9. CHECK & ADJUST DOOR/BOOT & BONNET GAPS + SEALS
10. CHECK SECURITY OF ALL SEATS, RECLINE, TILT & FOLDING REAR SEATS
11. NOTE ANY DAMAGE TO INTERIOR FITTINGS OR TRIM
12. CHECK INTERIOR & EXTERIOR MIRRORS
13. CHECK EXTERIOR BODY PANELS & NOTE ANY DAMAGE OR ISSUES
14. CHECK ALL GLASS FOR DAMAGE
15. CHECK CONDITION OF WIPER BLADES REPALCE AS REQUIRED
16. REMOVE WASHER BOTTLE AND CLEAN TANK, REPLACE WITH FRESH WATER & WINDSCREEN WASH

**MOVE VEHICLE TO LIFTS AND RAISE VEHICLE:**

17. STEAM CLEAN ENTIRE UNDERSIDE OF VEHICLE
18. ADD OIL FLUSH TO ENGINE, START ENGINE, RUN FOR 10 MINS & CHECK SECURITY & CONDITION OF EXHAUST SYSTEM PLUS BLOCK TEST FOR LEAKS WHILST WAITING FOR ENGINE FLUSH TO WORK
19. EXAMINE CAREFULLY ALL METAL SUSPENSION & DRIVE PARTS AND NOTE ANY DEFECTS
20. STOP ENGINE & DRAIN ENGINE OIL, REMOVE FILTER, DRAIN GEARBOX OIL FULLY. REMOVE BREATHER AND CLEAN
21. FIT NEW OIL FILTER (WRITE DATE/MILEAGE ON FILTER), FIT NEW SUMP DRAIN PLUG WASHER, RE FILL WITH SEMI SYNTHETIC OIL, FIT NEW WASHER TO GEARBOX DRAIN PLUG AND FILL GEARBOX WITH FULLY SYNTHETIC 90 GRADE OIL (1 LITRE)
22. CHECK CONDITION OF ENGINE & GEARBOX MOUNTS
23. CHECK ON CONDITION OF DRIVE BELT, REPLACE IF REQUIRED
24. CHECK CONDITION OF DRIVE SHAFT, STEERING RACK & TRE GAITERS, REPLACE ANY DAMAGED ITEMS
25. CHECK CONDITION OF ALL TYRES/WHEELS & SPARE, INFLATE TO CORRECT PRESSURES (REMOVE SPARE FROM HOLDER AND GREASE THREAD, ENSURE IT IS PLACED BACK INTO

- FRAME WITH INFLATION VALVE WHERE IT CAN BE USED) ENSURE ALL WHEELS HAVE DUST CAPS & BRUSH STEMS WITH SILICONE GREASE
26. CHECK HANDBRAKE CABLES AND BRUSH EXPOSED WITH SILICONE GREASE
  27. CHECK CONDITION OF FLEXIBLE BRAKE HOSES & METAL PIPES, CHECK ALL FUEL LINES, NOTE ANY DEFECTS OR CONCERNS
  28. COAT VUNERABLE PARTS WITH DINITROL RC900 & 4941/2

***LOWER VEHICLE FROM LIFTS TO WHEELS AT EYE LEVEL FOR COMFORTABLE WORKING:***

29. CHECK ALL WHEEL BEARINGS, TRE's & SUSPENSION JOINTS ETC, CHECK SECURITY OF ALL BOLTS/NUTS & RETAINERS
30. REMOVE ALL ROAD WHEELS
31. ALL ROAD WHEELS TO BE PROPERLY CLEANED INSIDE & OUTSIDE BEFORE REPLACING ON VEHICLE
32. STRIP OFF ALL BRAKE CALIPERS, CHECK CONDITION OF PADS/SHOES REPLACE AS REQUIRED
33. RE SURFACE BRAKE DISCS/DRUMS
34. RE ASSEMBLE BRAKE CALIPERS AND COAT SLIDERS WITH SILICONE GREASE
35. BLEED OUT ALL OLD BRAKE FLUID & RENEW WITH D.O.T 4 FLUID, COATING BLEED SCREWS WITH SILICONE GREASE BEFORE COMPLETION
36. CHECK CONDITION OF ALL WATER HOSES
37. REMOVE BOTTOM RADIATOR HOSE AND BACK FLUSH SYSTEM FULLY, ALSO BACK FLUSH HEATER MATRIX
38. AFTER REPLACING ALL HOSES, FILL & BLEED SYSTEM USING 50/50 MIX OF FRESH ANTI FREEZE
39. REPLACE FUEL FILTER
40. REMOVE AIR FILTER & CHECK, CLEAN OR REPLACE AS REQUIRED
41. ADD CORRECT QUANTITY OF FUEL SYSTEM CLEANER TO FUEL TANK
42. REPLACE SPARK PLUGS IF FITTED
43. CHECK CONDITION OF ALL ROAD SPRINGS & SHOCK ABSORBERS, REPLACE AS REQUIRED
44. CHECK CONDITION OF PAINT ON METAL COMPONENTS RE PAINT AS REQUIRED
45. CHECK SECURITY OF ALL WIRING & SECURE AS REQUIRED

***MOVE VEHICLE TO CLEANING BAY WHEN ALL JOBS HAVE BEEN COMPLETED & SIGNED OFF:***

46. WASH EXTERIOR OF VEHICLE
47. CLAY BAR ENTIRE PAINTWORK
48. CLAY BAR EXTERIOR WINDOW GLASS
49. WAX ALL PAINTWORK
50. CLEAN ALL LAMP LENSES
51. APPLY RUBBER CONDITIONER TO TYRES AND OTHER RUBBER COMPONENTS
52. CLEAN ENGINE BAY
53. REMOVE MATS & VACUUM MATS PLUS INTERIOR
54. CLEAN INTERIOR GLASS/MIRROR/VANITY MIRROR ETC
55. CONDITION ALL INTERIOR PLASTICS ETC
56. REPLACE NUMBER PLATES, TAX DISC HOLDER ETC
57. CHECK MANUALS ARE PRESENT & SERVICE BOOK STAMPED
58. CARRY OUT MoT
59. ADD FUEL TO TANK
60. FINAL CHECK THAT ALL WORK IS COMPLETE & SIGN OFF READY FOR SALE/DELIVERY