



MOTORIETY
Your Vehicle's AUTObiography

Interim and Full Service Checklist

REMEMBER

Motoriety garages will digitally stamp any work back into your vehicle's AUTObiography.

in collaboration with industry leaders



INSTITUTE OF THE
MOTOR INDUSTRY

Action	Points Covered	Interim Service	Full Service
		(6 months or 6000 miles)	(12 months or 12000 miles)
Initial			
Check	Vehicle history/Motoriety AUTObiography and ask customer to comment on any defects detected/noticed	✓	✓
Engine & Fuel			
Check	Condition and tension of auxiliary drive belts (excluding timing/cam belt)	✗	✓
Check	For general oil leaks	✓	✓
Check	Spark plugs are due to be changed based on mileage/manufacturer specification (additional charge for the supply of plugs & fitment)	✗	✓
Check	Radiator, coolant tap seals (if applicable) and coolant hoses for condition, leaks and security	✗	✓
Check	Operation of electric cooling fan (where applicable)	✗	✓
Check	Condition undertrays and security	✓	✓
Check	Condition of fuel cap seal and visual condition of fuel lines	✗	✓
Check & Top Up	Coolant/antifreeze strength	✗	✓
Check & Report	Timing belt replacement based on mileage/age	✓	✓
Check & Adjust	Condition and tension of fan / alternator drive belt based on mileage	✗	✓
Change	Air filter based on mileage and vehicle usage	✗	✓
Change	Engine oil based on mileage and manufacturer specification (special or synthetic oils subject to additional charge)	✓	✓
Change	Oil filter based on mileage and manufacturer specification	✓	✓
Drive System			
Check	Operation of clutch	✓	✓
Check	Operation of gear box	✓	✓
Check & Top Up	Gear box fluid to manufacturer specification (where applicable and not sealed)	✗	✓
Check & Top Up	Clutch fluid (if applicable)	✓	✓
Check & Report	Drive shaft joints and gaiters for security and leaks	✓	✓
Check & Top Up	Axle and/or transaxle oil to manufacturer specification (if applicable)	✗	✓
Electrical			
Check	Operation of all interior/exterior lights	✓	✓

Check	Horn	✓	✓
Check	Operation of diesel heater plug indicator (where fitted)	✗	✓
Check	Security and condition of battery, connections and charging system.	✓	✓
Check	Dashboard warning lights.	✓	✓
Check	Visual condition of HT (High Tension) leads	✗	✓
Check	Battery security and lubricate terminals	✗	✓
Top Up	Battery (non-sealed units only)	✗	✓
Steering & Suspension			
Check	Steering and suspension components for wear and corrosion	✓	✓
Check	Shock absorbers via bounce test	✓	✓
Check & Lubricate	Steering and suspension (where applicable)	✗	✓
Check & Top Up	Power steering reservoir (if applicable)	✓	✓
Exhaust			
Check	DPF and exhaust system for leaks, security and noise (inc catalyst if fitted)	✓	✓
Check	Emissions/exhaust smoke	✓	✓
Brakes			
Check	Brake calipers for leaks and security	✓	✓
Check	Brake hydraulic system, pipes and hoses for any leaks, chafing and corrosion	✓	✓
Check	Condition and operation of brake discs / drums as per the manufactureres specification	✗	✓
Check	Operation of brake servo	✗	✓
Check & Report	Condition and operation of brake pads/shoes as per the manufacturer specification	✗	✓
Check & Report	Operation of wheel cylinders and report any leaks	✓	✓
Check & Lubricate	Handbrake linkages and travel, lubricate and adjust (if required)	✓	✓
Check & Top Up	Brake fluid level to manufacturer specification (if required)	✓	✓
Wheels & Tyres			
Check	That the tyres are of the correct structure and rating in accordance with the vehicle use	✓	✓
Check	Wheels for correct balance (including spare if applicable)	✓	✓
Check	Wheel bearings for excessive play or noise	✓	✓
Check & Record	Condition of tyres and tread depths (including spare)	✓	✓
Check & Change	Tyre pressures to correct pressure (including spare)	✓	✓
Change	Wheel nut torque to manufacturer settings (if required)	✓	✓
Vision			
Check	Condition and operation of windscreen wiper and rear wiper	✓	✓
Check	Windscreen for chips & cracks	✗	✓

Check	Condition of rear view and external mirrors	✘	✓
Check & Top Up	Windscreen washer operations and align jets	✓	✓
Internal			
Check	Condition and operation of all seatbelts	✘	✓
Check & Lubricate	Operation of door locks and lubricate hinges (if required)	✘	✓
Check & Report	If a cabin air/pollen filter is required based on age/mileage recommendations and when last changed.	✓	✓
General			
Check	Underbody for corrosion	✘	✓
Check	Condition of number plate	✘	✓
Check & Lubricate	Bonnet safety catch and hinges	✘	✓
Reset	Vehicle service light as per manufacturer specification (where applicable - subject to data and tooling availability).	✓	✓
Conduct	Road test	✓	✓
Stamp	Service book/Motoriety AUTObiography	✓	✓