

Flexi 12 Annual Service

R.O. No.

Pre-service

- | | | Good/
Completed | Pass:
See Report | Fail:
See Report |
|---|---|--------------------------|--------------------------|--------------------------|
| 1 | Check vehicle history and R.O. card for any customer comments or requests | <input type="checkbox"/> | | |
| 2 | Check timing belt replacement interval | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Check vehicle for damage to bodywork, lamps and exterior trim and record | <input type="checkbox"/> | SEE REPORT | |
| 4 | Fit protective covers | <input type="checkbox"/> | | |

Vehicle at ground level

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|----|--|--------------------------|--------------------------|--------------------------|
| 5 | Check handbrake for operation and travel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Check operation and condition of exterior lights and horn | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Check condition and operation of wipers and washers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Check condition of windscreen and mirrors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Check seat belts for operation and condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Check fuel cap condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Check operation of suspension dampers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Check and record brake fluid boiling point | <input type="checkbox"/> | SEE REPORT | |
| 13 | Visually check condition of brake and clutch fluid and top up as required | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 | Check and record antifreeze protection level | <input type="checkbox"/> | SEE REPORT | |
| 15 | Visually check condition of cooling system and top up with coolant as required | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16 | Check and top up washer bottles with screen wash as required | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17 | Check and top up power steering fluid level as required | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 | Check and top up automatic gearbox fluid (where applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 | Check auxillary drive belts (not timing belt) and adjust if necessary | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 | Check battery security and condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Vehicle raised

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|----|---|--------------------------|--------------------------|--------------------------|
| 21 | Remove sump plug, drain engine oil and remove oil filter | <input type="checkbox"/> | | |
| 22 | Check all visible brake pipes and hoses for condition and security | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23 | Check all visible fuel lines for condition and security | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24 | Check exhaust system for condition, security and alignment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25 | Check and top up manual gearbox oil (where level plug fitted) | <input type="checkbox"/> | | |
| 26 | Check and top up rear axle oil (where level plug is fitted) | <input type="checkbox"/> | | |
| 27 | Refit sump plug using new washer and fit new oil filter | <input type="checkbox"/> | | |
| 28 | Check all visible steering & suspension joints, mountings & gaiters for condition and operation | <input type="checkbox"/> | | |

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|----|--|--------------------------|--------------------------|--------------------------|
| 29 | Check for any fluid leaks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30 | Check all wheel bearings for excessive play, noise and roughness | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31 | Check tyres for condition and record tread depths | <input type="checkbox"/> | SEE REPORT | |
| 32 | Check tyres for evidence of abnormal wear (including spare) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33 | Check and adjust tyre pressures (including spare) | <input type="checkbox"/> | | |

Wheels removed

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|----|--|--------------------------|--------------------------|--------------------------|
| 34 | Check front brake components for condition, operation and leakage. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 35 | Check and record thickness of front brake pads and discs | <input type="checkbox"/> | SEE REPORT | |
| 36 | Remove rear brake drums (if applicable) | <input type="checkbox"/> | | |
| 37 | Check rear brake cylinders for condition, leaks and operation (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 38 | Check rear brakes for condition, leaks & operation. Clean. Adjust. (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 39 | Check and record thickness of rear brake pads/shoes and discs/drums | <input type="checkbox"/> | SEE REPORT | |
| 40 | Grease all grease points (where applicable) | <input type="checkbox"/> | | |

Vehicle at ground level

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|----|--|--------------------------|--------------------------|--------------------------|
| 41 | Refill engine with requested oil | <input type="checkbox"/> | | |
| 42 | Fit new fuel filter and bleed fuel system (diesel engines only) | <input type="checkbox"/> | | |
| 43 | Fit new air filter | <input type="checkbox"/> | | |
| 44 | Visually check HT leads and ignition coil | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 45 | Check and top up engine oil | <input type="checkbox"/> | | |
| 46 | Re-set service light | <input type="checkbox"/> | | |
| 47 | Refit wheels and tighten wheel nuts to the correct torque | <input type="checkbox"/> | | |
| 48 | Carry out road test, checking for correct clutch and brake operation and abnormal engine performance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 49 | Lubricate bonnet catch | <input type="checkbox"/> | | |
| 50 | Lubricate all accessible door hinges | <input type="checkbox"/> | | |

Additional operations

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|----|--|--------------------------|--|--|
| 51 | Ensure that any customer comments and/or requests have been actioned | <input type="checkbox"/> | | |
| 52 | Stamp customer's Flexi Serve Record Book or supply a new book | <input type="checkbox"/> | | |
| 53 | Fill in and attach "Next Service Due" sticker to 'B' post. | <input type="checkbox"/> | | |

Requested Oil type:

Castrol Magnatec Castrol SLX



Please refer to the Flexi Serve report for full report and comments regarding the above checks

