

Vehicle Inspection

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Full Service Checklist



Mac Automotive

Unit 5 Friar Walk
Worthing
BN131BL

Vehicle Reg.: **HV14EW**
Make: **CITROEN**
Model: **C1**
VIN: **VF7PNCFB4DR595661**
Mileage: **0**

Colour Key

Not Checked / Not Applicable	
Satisfactory / No Issues	
Advisory requires attention but not urgently	
Requires urgent attention	

Service Preparation and Road Test

Check for body damage

Check exterior lamps for damage and security

Check exterior mirrors for damage and security

Check screen for damage and stone chips

Check number plates (fitment and condition)

Check fuel cap/ flap for sealing and security

Apply seat cover and floor mat



Initial Service Checks

Road Test. Check for suspension/steering noise, Blue (Not
brake noise or judder and for pulling to one side
Checked)

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Locate locking wheel removal key where fitted

Locate service book and check service supplements are up to date with manufacturers recommendations

Timing belt replacement interval

Check customer comments and requests

Check for warning lights displayed on instrument panel **Blue (Not Checked)**

Function Check

Check all interior switch functions

Check the front screen wash wiper working correctly

Check the rear screen wash wiper working correctly (if fitted)

Check all interior lights working correctly

Check all exterior lights working correctly

Check horn working correctly

Check heater controls and heater fan speed working correctly

Check seat belts condition and working correctly

Check air conditioning working (if fitted)

Check handbrake / park brake operation and travel

Vehicle on the Ground

Check auxillary belts

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Check battery condition and security. Test battery and test charging

Test and top up brake fluid

Check and top up clutch fluid

Test and top up antifreeze

Check and top up screenwash

Check engine cooling fan

Check for coolant leaks under bonnet

Check for oil leaks under bonnet

Replace engine air filter

Check spark plug service history and intervals

Visually inspect igniton coils and HT leads where applicable

Check bonnet release and cable operation and lubricate

Check bonnet struts or stay

Check door and boot operation, lubricate hinges and latches

Check shock absorbers are damping correctly

Vehicle Raised/ Off the Ground

Check condition and security of all suspension components

Check condition and security of driveshafts and components



Blue (Not Checked)

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Check condition and security of all steering components

Check all wheel bearings for rotational noise and free play

Remove all 4 wheels

Check and record front brakes for condition, operation and wear

Check and record rear brakes for condition, operation and wear, remove drums if fitted

Check all brake lines, flexible hoses and callipers for condition, leaks and security

Check handbrake / park brake cables

Check engine and gearbox mounts for wear

Visual check for engine oil leaks

Visual check for gearbox oil leaks

Visual check for coolant leaks

Check exhaust system for leaks, security and noise

Check fuel system for leaks, corrosion and security

Check vehicle chassis and structure for corrosion

Drain engine oil/ renew engine oil

Oil Spec & Quantity

Renew engine oil filter

Tyres and Wheels

Front tyre sizes & brand

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Full Service Checklist

Nearside front tyre & wheel

Offside front tyre & wheel

Rear tyre sizes and brand (If different from front)

Nearside rear tyre & wheel

Offside rear tyre & wheel

Spare tyre & wheel/inflation kit

Tyre pressures checked

Wheel alignment

Post Ramp Checks

Reset Service Light

Stamp service book / update digital service records

Torque road wheels and record torque settings

Placed locking wheel nut back in the vehicle

Remove seat cover and floor mat

Information

Have you added any comments to the jobsheet?

Images are attached

Additional vehicle inspections exist

Additional comments