

Mr/Mrs/Ms

Model

Reg No

Invoice/Job No

Odometer reading

VIN

Oil Service	Inspection	Inspection	Inspection
A	B	C	D

See back page for maintenance plan

Service type

Service required

Adjust/Lubricate/Replace - Labour cost including in scheduled time

Check - After the checking procedure, cleaning, adjusting, repairing or replacing is subject to extra labour and material cost



MGZT
(All models)

MAINTENANCE CHECK SHEET

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| A | B | C | D | UNDER BONNET |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30 <input type="checkbox"/> Refill engine with oil |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31 <input type="checkbox"/> Check condition of coolant hoses |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 32 <input type="checkbox"/> Replace coolant - every 4 years item charged additionally |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 33 <input type="checkbox"/> Check coolant level and concentration, correct if necessary |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 34 <input type="checkbox"/> Check battery condition indicator |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 35 <input type="checkbox"/> Check fluid level and concentration of screen wash and headlamp wash reservoir, top up if necessary |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 36 <input type="checkbox"/> Lubricate and check operation of bonnet latches and safety catch |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 37 <input type="checkbox"/> Replace pollen/odour filter |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38 <input type="checkbox"/> Renew air filter element |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 39 <input type="checkbox"/> Replace ancillary drive belt |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 40 <input type="checkbox"/> Replace camshaft drive belt(s) - petrol |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 41 <input type="checkbox"/> Check condition of engine mountings, paying particular attention to hydraulic mountings |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 42 <input type="checkbox"/> Check torque of accessible engine mounting fixings |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 43 <input type="checkbox"/> Check brake fluid hydraulic system and top up if necessary |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 44 <input type="checkbox"/> Replace spark plugs |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 45 <input type="checkbox"/> Replace Diesel fuel filter |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 46 <input type="checkbox"/> Replace automatic transmission fluid |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 47 <input type="checkbox"/> Carry out road test, check for the correct function of all vehicle systems |

VEHICLE INTERIOR

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 <input type="checkbox"/> Reset Service Interval Indicator in accordance with manufacturers guidelines |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 <input type="checkbox"/> Check condition and operation of seat belts |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 <input type="checkbox"/> Check hand brake operation and freedom of movement |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4 <input type="checkbox"/> Check operation of screen and headlamp washers and wipers |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5 <input type="checkbox"/> Check warning lights and heater blower |

VEHICLE EXTERIOR

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6 <input type="checkbox"/> Check operation of horn, headlight flasher and hazard warning lights |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7 <input type="checkbox"/> Check operation of all exterior lights |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8 <input type="checkbox"/> Check for smooth operation of door hinges and check straps, including boot lid |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9 <input type="checkbox"/> Check for smooth operation of door locks and latches, including boot lid |

UNDER VEHICLE

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10 <input type="checkbox"/> Remove undertray, drain engine oil and replace oil filter |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11 <input type="checkbox"/> Drain automatic transmission fluid |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12 <input type="checkbox"/> Replace manual gearbox oil |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13 <input type="checkbox"/> Replace brake fluid - every 2 years , item charged additionally |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14 <input type="checkbox"/> Measure front and rear brake pad lining thickness with gauge, (additional charge if pads require replacement) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15 <input type="checkbox"/> Check tyre for damage and tread depth, including spare (r/r) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> LHF <input type="checkbox"/> RHF <input type="checkbox"/> RHR <input type="checkbox"/> LHR <input type="checkbox"/> Spare |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> LHF <input type="checkbox"/> RHF <input type="checkbox"/> RHR <input type="checkbox"/> LHR <input type="checkbox"/> Spare |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17 <input type="checkbox"/> Check tyre pressures and adjust if necessary, including spare (car) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18 <input type="checkbox"/> Check condition of brake disc, clean brake dust from calliper and lubricate alloy wheel hub centres - Only if brake pads have been replaced |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19 <input type="checkbox"/> Check parking brake linings and lubricate alloy wheel hub centres - only if rear brake pads have been replaced |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20 <input type="checkbox"/> Check steering for freedom of play, damage and wear |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21 <input type="checkbox"/> Check condition of track rod and front axle ball joints |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22 <input type="checkbox"/> Check wheel bearings for signs of free play |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23 <input type="checkbox"/> Check suspension dampers for signs of leaking |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24 <input type="checkbox"/> Check braking system hoses and pipes for signs of leakage, damage or corrosion |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25 <input type="checkbox"/> Check steering rack for leaks and condition of gaiters |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26 <input type="checkbox"/> Check Power Assisted Steering system for leaks and top up |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27 <input type="checkbox"/> Check exhaust system and security of mountings |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28 <input type="checkbox"/> Check underbody, all safety relevant parts for corrosion, leaks and damage |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 29 <input type="checkbox"/> Check fuel cooler for external obstructions and remove debris - Diesel only |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30 <input type="checkbox"/> Carry out anti-corrosion warranty check |

The maintenance items listed are those recommended for vehicles operating under normal driving, road and climatic conditions. More frequent attention may be necessary if the vehicle is subject to stop/start operation, extremes of temperature, dusty conditions or frequent towing of trailers - see overleaf for details

Service inspection completed, cosmetic/corrosion inspection check completed and service portfolio book stamped.

Name

Signature

Date

MAINTENANCE PLAN

The following table indicates the time and distance intervals at which the relevant services are required.

The service indicators within the instrument pack will usually highlight the need for a service at the relevant distance. However in some cases, where lower than average distance is covered, the service should be carried out at the yearly intervals stated below.

The services must be carried out at the distance or time intervals listed below **(Which ever occurs first)**

Approximate Distance/years	Oil Service (A)	Inspection (B)	Inspection (C)	Inspection (D)
15,000 miles/1 Year	X			
30,000 miles/2 Years		X		
45,000 miles/3 Years	X			
60,000 miles/4 Years				X
75,000 miles/5 Years	X			
90,000 miles/6 Years			X	
105,000 miles/7 Years	X			
120,000 miles/8 Years				X
135,000 miles/9 Years	X			
150,000 miles/10 Years		X		

ARDUOUS DRIVING CONDITIONS - ADDITIONAL REQUIREMENTS

Driving Condition	Maintenance Item	Task	Interval
V W X . Z	Engine oil and filter	R	Every 7,500 miles or 6 months
. W . Y .	Air cleaner element - all models	S	Every 15,000 miles or 12 months
. W . Y .	Pollen/odour filter - all models	S	Every 15,000 miles or 12 months
. W . Y .	Fuel Filter element - diesel models	R	Every 15,000 miles or 12 months
. W X Y .	Ancillary drive belt - all models	I	Every 15,000 miles or 12 months
. W . Y Z	Front and rear brakes - all models	I	Every 15,000 miles or 12 months
. W . Y .	Suspension and steering components	I	Every 15,000 miles or 12 months

Driving Condition Code

V = Repeated short distance driving (e.g. up to 8 km), or stop start driving or idling for long periods)

W = Driving in dusty and/or sandy conditions

X = Driving in extremely hot conditions

Y = Driving on rough and/or muddy roads

Z = Towing a trailer or driving in mountainous conditions

Task Codes

I = Inspection

R = Replace

S = Service