
DATE:		REGO NO:		UNIT NO:		KLMS:	
DEFECT NO:		ORDER NO:		DAY IN:		DAY OUT:	
PARTS REQUIRED TO COMPLETE SERVICE							
DATE		PURCHASE ORDER NO			SUPPLIER		
SERVICE							
Mechanic to complete i.e. Initial=OK, X=Repair, N/A=Not Applicable							Initial
1	CHECK WINDSCREEN WIPER & WASHER OPERATION, REPLACE WIPER BLADES IF REQUIRED						
2	CHECK CONDITION OF WINDSCREEN, GLASS, MIRRORS, No. PLATE, REGO/RWC LABEL						
3	CHECK OPERATION & CONDITION OF ALL LIGHTS (INTERIOR & EXTERIOR) & REFLECTORS						
4	CHECK OPERATION OF LOW AIR (OR LOW VACUUM) WARNING SYSTEM						
5	CHECK ENGINE OR EXHAUST BRAKE OPERATION						
6	CHECK CONDITION OF TRAILER BRAKE HAND CONTROL, BRAKE ASSIST SYSTEM (or vacuum) FOR OPERATION & LEAKS						
7	CHECK BRAKE & CLUTCH FLUID LEVEL (IF APPLICABLE). TOP UP FLUID LEVEL AS REQUIRED						
8	CHECK CLUTCH FREE TRAVEL/CLEARANCE AND ADJUST AS REQUIRED						
9	CHECK CONDITION OF ALL SEATS, BELTS, ANCHOR POINTS, LOCKS & STRIKER PLATE, SEALS, ENGINE COVER & SEALS, WINDOW MECHANISMS, CABIN STEPS						
10	LUBRICATE CLUTCH PEDAL PIVOTS, DOOR HINGES, STRIKERS, SEAT SLIDES & MECHANISMS						
11	CHECK SECURITY OF FUEL TANKS, TOOLBOX & OTHER CHASSIS MOUNTED COMPONENTS						
12	CHECK CONDITION & SECURITY OF ALL MUDFLAPS, MUDGUARDS, SPRAY SUPPRESSION & BRACKETS						
13	CHECK CONDITION & SECURITY OF REAR MARKER SIGNS						
14	CHECK CABIN TILT SYSTEM CONDITION & OPERATION, RESERVOIR LEVEL, LEAKS & MANUAL LOCKS						
15	RAISE BONNET/CABIN & VISUALLY CHECK ENGINE BAY & COMPONENTS & REPORT						
16	CHECK BONNET SECURITY, CONDITION OF BONNET CLAMPS & HINGE COLLARS						
17	PERFORM COOLANT INHIBITOR TEST, ADJUST & REPLACE COOLANT SERVICE STICKER AS REQUIRED						
	DCA " " " " " "		NALCOOL " " " " " "		GLYCOL 0/0.....		
18	CHECK CONDITION & SECURITY OF RADIATOR, AFTER COOLER MOUNTS						
19	CHECK HEADER TANK OR RADIATOR COOLANT LEVEL & CONDITION OF ALL HOSES						
20	PRESSURE TEST COOLING SYSTEM & RADIATOR CAP IF APPLICABLE. REPORT ANY LEAKS OR REPAIR IF POSSIBLE						
21	CHECK TENSION & CONDITION OF ALL VEE-BELTS. CHECK COMPONENT MOUNTINGS FOR SECURITY						
22	CHECK BATTERY SECURITY & FLUID LEVELS. CHECK TERMINALS, CLEAN & LUBRICATE						
23	DRAIN HORTON FAN, WATER/AIR SEPARATOR FILTER & CHECK CONDITION						
24	CHECK AIR CLEANER RESTRICTION INDICATOR OR DATE AIR CLEANER WAS FITTED. REPLACE & DATE IF BEYOND LIMIT						
25	CHECK AIR COMPRESSOR INTAKE FOR SECURITY, CHAFING & CRACKS. CLEAN FILTER SPONGE AS REQUIRED						
26	CHECK BRAKE SYSTEMS PIPES & HOSES FOR FLUID OR AIR LEAKS						
27	RAISE WHEELS OFF GROUND, REMOVE AXLES AND CHECK WHEEL BEARING END FLOAT, ADJUST IF REQUIRED. REPLACE WHEEL SEALS, BEARINGS AS NECESSARY.						
28	CHECK THICKNESS OF BRAKE LININGS THROUGH INSPECTION PLATE. WHEN LININGS AT WEAR LIMITS REMOVE DRIVE HUBS, STRIP, CLEAN AND INSPECT ALL COMPONENTS. REPLACE WORN COMPONENTS AS NECESSARY						
29	ADJUST BRAKES. (RAISE VEHICLE)						
30	DRAIN ALL AIR TANKS, CHECK MOUNTING BOLTS. REPORT EXCESSIVE OIL IN SYSTEM & MONITOR SPLIT SYSTEM GAUGES						
31	RAISE VEHICLE & GREASE REPLACE DAMAGED OR MISSING NIPPLES & REPORT IF NOT ACCEPTING GREASE						

32	CHECK CONDITION OF FIRE EXTINGUISHER, SECURITY & CURRENT SERVICE TAG	
33	CHECK CONDITION OF DANGEROUS GOODS DIAMOND HOLDER OR SET	
34	CHECK AND REPORT RUST OR MINOR ACCIDENT DAMAGE	
35	CHECK HYDRAULIC OIL RESERVOIR LEVEL (IF PTO FITTED TO VEHICLE)	
36	DRAIN FUEL WATER SEPARATOR & FUEL TANK SEDIMENT, CLEAN GAUZE TYPE FILTER, CHECK PIPES & HOSES FOR LEAKS	
37	CHECK SUSPENSION SPRINGS, CLAMPS, SHACKLES, HANGERS, KING PINS, SHOCK ABSORBERS, BUSHES, BEAMS, X MEMBERS, RADIUS ROD BUSHES, U BOLTS & AIR BAG COMPONENTS FOR WEAR, CRACKS, LOOSE BOLTS, SECURITY & RIDE HEIGHT. U BOLTS TENSIONED AS PER MANUFACTURERS SPECS.	
38	CHECK FULL EXHAUST SYSTEM & MANIFOLDS FOR LEAKS & SECURITY	
39	CHECK TURNTABLE ADJUSTMENT, MOUNTING PINS/BUSHES CONDITION & BASE PLATE SECURITY. (USING NEW KING PIN ADJ TABLE JAWS)	
40	CHECK CONDITION OF DRIVELINE, CENTRE BEARINGS, UNI JOINTS, FLANGE BOLTS ETC	
41	CHECK PINIONS, THRU-SHAFT & OUTPUT SHAFTS FOR MOVEMENT OR SEAL LEAKAGE & ADJUST IF REQUIRED	
42	CHANGE ENGINE OIL AND FILTERS (DATE NEW FILTERS WITH MARKER PEN)	
43	CHANGE FUEL FILTERS (DATE NEW FILTERS WITH MARKER PEN)	
44	REMOVE AND CLEAN FUEL GLASS BOWL & FILTER GAUZE AT LIFT PUMP (IF APPLICABLE)	
45	REMOVE & CLEAN CENTRIFUGAL OIL FILTER BOWL (IF FITTED)	
46	REMOVE AND CLEAN TRANSMISSION & DIFFERENTIAL BREATHERS	
47	REPLACE GEARBOX & DIFFERENTIAL FILTERS.	
48	DRAIN & REPLACE GEARBOX & DIFFERENTIAL OILS – CHECK & REPORT ON ANY CONTAMINATES – (MINERAL OIL EVERY 12 MONTHS – SYNTHETIC OIL EVERY 24 MONTHS)	
49	CHECK ALL LUBRICANT LEVELS e.g. POWER STEERING, TRANSMISSION, REAR AXLES & HUBS	
50	CHECK CONDITION OF ALL BRAKE, POWER STEERING, AIR & OIL HOSES & PIPES	
51	DRAIN & CHANGE POWERSTEERING OIL EVERY 24 MONTHS. NOTE IF CHANGED	
52	REPLACE POWER STEERING FILTER	
53	CHECK STEERING BOX OIL LEVEL, JOINT & LINK DAMAGE, SECURITY & WEAR, ADJUST IF REQUIRED	
54	REMOVE FRONT HUBS, CLEAN & INSPECT WHEEL BEARINGS. REPLACE IF REQUIRED. LUBRICATE/REPACK BEARINGS & FIT NEW HUB SEALS.	
55	SERVICE AUXILIARY ENGINE AS PER AUXILIARY ENGINE SERVICE SHEET (IF FITTED)	
56	CHECK A/C SYSTEM, GRILL DENSOR, A/C HOSES	
57	CLEAN GREASE MARKS OFF STEERING WHEEL, CABIN FLOOR, SEATS, DOORS, BULLBAR ETC	
58	CONDUCT ON ROAD TEST (MUST BE CONDUCTED)	
59	FILL OUT SERVICE STICKER AND ATTACH	
ADDITIONAL SERVICE ITEMS REQUIRED:		Type Oils Used
ALL PERSONNEL WHO SERVICED THIS VEHICLE MUST SIGN HERE		
Mechanic		
PRINT NAME:	Hrs:	Date:
SIGNATURE:		
Trades Assistant		
PRINT:	Hrs:	Date:
SIGNATURE:		