

AA Garage Guide Interim & Full Service Checklists

Once the service is complete, the garage will add a digital stamp back to your free AA Automyze account

Action	Work carried out	Interim Service	Full Service
		6 months or 6000 miles	12 months or 12000 miles
Initial			
Check	Review vehicle history and ask customer to comment on any defects or problems they are aware of	✓	✓
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/manufacture 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 (including 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 manufacturers 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/Automylze	✓	✓