



**Department of Automobile Engineering**

**Maintenance Checklist**

1. Check the oil level in the sump
2. Check the replacement of engine oil period
3. Check the oil level in the fuel injection pump
4. Check the steering gear box.
5. Check the condition of the rubber sleeve on cylinder head cover.
6. Check the belt tension of the cooling fan.
7. Check and adjust clutch free pedal play.
8. Check the wheel alignment parameters.
9. Check the level of battery electrolyte level.
10. Check all the lighting system.
11. Check the sock observers.
12. Check the brake shoe pins and holes.
13. Check the tyre inflation pressure.
14. Check the level of fluid in fluid coupling.
15. Check all the instruments working in dashboard.

**GENERAL LUBRICATION SERVICE**

*It is recommended that general lubrication service is rendered at an interval of 5000km.*

1. Fuel injection pump.
2. Gear box
3. Steering gear box.
4. Front and rear wheel bearing.
5. Steering linkage.
6. Lubricants used – Engine oil, Transmission oil, General grease, Bearing grease.

**Periodic Maintenance Check Sheet**

Dealer:		Ro No:		Ro Date:			
Place:		Mileage:		Kms:		Engine No.	
Date of Sale:						Fraame No:	
SERVICE TYPE							
Mileage(Kms)							
Service type							
Mileage(Kms)							
Service type							
Mileage(Kms)							
Service type							
Mileage(Kms)							
Service type							
S. No	CHECK ITEM			CHECK	STATUS	REMARKS	

1	BASIC ENGINE COMPONENTS Engine Oil Engine oil filter	R R		
2	IGNITION SYSTEM Battery	T		
3	FUEL AND EMISSION CONTROL Pre-filter Water sediment filter	R CA		
	Air cleaner filter	C		
4	CHASSIS AND BODY Brake pedal, Parking brake Brake pads and discs Brake linings and Brake drums Brake line pipes and hoses Brake fluid Clutch Power steering fluid Ball Joints and dust covers Tyres and inflation pressures Lights, horns, wipers Steering wheel linkage and gear box oil Front and rear suspension Tightening of bolts and nuts	CA CA CA CR R CA CR CR CA CA CA CA T		
5	AC / Cooler Refrigerant	NA		
ADDITIONAL JOB:				
MILEAGE				
TIMING BELT		Replace	Replace	
Name of the Inspector			Signature	

Periodic maintenance check sheet

The periodic maintenance check sheet is used to record the inspection status made during the maintenance check operation. It contains various details such as the dealer name, place, date of sale, manufacturers name, mileage, frame number, chassis number etc. the mileage and service type are indicated in the various cells of the check sheet. The check sheet also contains the check item name, status and remarks.

The check items include the following:

- Basic engine components.
- Engine oil
- Engine oil filter
- Ignition system
- Battery
- Fuel and Emission Control
- Pre- Filter
- Water sediment filter
- Air cleaner filter
- Chassis and Body
- Brake pedal, parking brake
- Brake pads and discs
- Brake linings & brake drums
- Clutch
- Power steering fluid
- Ball joints and dust covers
- Tyres and inflation pressures
- Lights, horns, wipers

- Steering wheel linkage & gear box oil etc.

The status and remarks for all the items mentioned above are indicated on the check sheet during the maintenance operation.

**Vehicle Reg No:**

**Job No :**

**Chassis No :**

**Date :**

**Test Report / Inspections Forms**

S.No	Parameter to check	Before work	After work
1	Front side abnormal noise		
2	Rear side abnormal noise		
3	Front/rear suspension noise		
4	Steering noise		
5	Brake caliper noise		
6	Misfiring / starting		
7	Hunting problems / Stopping problems		
8	Underbody noise		
9	Abnormal noise from doors / glasses and body		
10	Overheating of engine on AC and Non AC operation		
11	Brakes poor / Weak line effective / noisy		
12	Wheel bearings noisy		
13	Drive shaft noise / vibration		
14	Vehicle pulling to one side		
15	Poor pick up of vehicle (with AAAC and without AC)		

**TRIP SHEET**

Name and Address of the Agency		REPORT TO	
		Mr. / Mrs. _____	
Engaged by Arranged by -----		No. -----	Date: -----
Vehicle Number -----		Driver Name -----	
Closing Time -----	Hire Charges	Rupees	Paise
Starting Time -----			
TOTAL Time	Charge Per km		
Signature of the Customer	Driver Batta		
	Excess Hours		
	Excess Kms		
	Service Tax		
	Permit Charges		
Advance Rs. -----	TOTAL		

Driver's Signature

For Agency

**ROAD TEST REPORT:**

1. The road test inspector or the machine makes the road test report after the completion of the maintenance operation.
2. This report contains the vehicle reg number, chassis number, job no, date of test etc.
3. The parameters to be checked include the following:
  - Front side and rear side abnormal noise.
  - Steering and brake caliper noise.
  - Ilunting, misfiring, sudden stoppage of vehicle.
  - Brake condition.
  - Wheel and bearing check.
  - Pick up of the vehicle.
  - Mileage of the vehicle etc.

The road test report gives a fare idea of the condition of the vehicle before and after the maintenance operation.

**TRIP SHEET :**

The trip sheet gives the entire details of the vehicle before and after a trip. The starting km and ending km, time of start and closing of the journey time and the charges per km and also the overall cost of trip is described in the trip sheet.

**LOGBOOK :**

The logbook of a vehicle gives the details of the vehicle, which will be useful not only for the owner of the vehicle but also to the mechanic who might take the job of vehicle maintenance latter.

The logbook contains the following details:

- Distance covered
- Fuel consumption
- Average fuel consumption
- Best and worst mileage
- Total maintenance cost
- Running costs
- Faults in the vehicle
- Likes and dislikes

**DATE OF THE PREVIOUS MAINTENANCE *REPORT***

***Vehicle Log Book***

***vehicle reg..... gas ..... Diesel..... Miles ..... Kms.....***  
***week beginning..... vehicle Name.....***

	Start millage	Finish millage	How may journey?	Daily total	signature
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
			Weekly total		

***Gas/Diesel and engine oil***

	Odo reading	Fuel in liters	Product (gas or diesel or oil)	Cost of fuel
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
	total		total	

**Other Maintenance**

**Record Forms Vehicle**

**service form**

*Vehicle name* ..... *vehicle reg*.....

*Date of service* ..... *mileage*.....

*service to be carried out every three months/periodically*

Unit	Yes	No	comments
oil			
Air filter			
Distributor cap			
Oil spindle			
Ignition leads			
Check spark plug gap			
Check and adjust fan belt			
Check and adjusting power steering belt			
Check OHC belt			
Check and replace broken bulbs			
Check front brakes			
Check Rear brakes			
Adjust hand brake			
Renew brake fluid			
Check battery water level			
Check and clean battery			
Grease steering			

**VEHICLE REPAIR FORM**

*Vehicle reg*..... *vehicle mileage*.....

*Drive* ..... *date*.....

*Description of repairs carried*

*out:*.....

.....

.....

.....

.....

.....

*Why were repairs necessary?*

.....

*Total cost of repair*.....

*Details of person / company who carried out repairs:*

*Name*.....

*Phone*.....

.....

*Address*.....

*Were repairs supervised*.....

*Quality of repairs*.....

*poor*..... *satisfactory*..... *Good*..... *Excellent*.....

*supervisor*.....

*Date*.....

**VEHICLE ACCIDENT REPORT FORM**

*Employee* .....

*Age*.....

*Sex*.....

*Department*.....

*Supervisor*.....

*Date of accident*.....

*Nature of injuries* .....

*Causes of accident*.....

*If employee left work*.....

*If employee returned to work*.....

*Name & address of physician:*

*If hospitalized name and address of hospital*.....

*Actions taken to avoid similar incident*.....

*Comments.....*

**DRIVERS INSPECTION REPORT**

*checks defects only..... Explain under remarks.....*

*Location/ Department..... Date.....*

*vehicle description: Year..... Make..... Model.....*

*Serial NO..... Mileage.....*

General condition	Interior	Exterior
cab/door/windows	gauges / warning indicators	lights
body /doors	windshield wiper	Reflectors
oil leak	horn	suspension
Grease leak	Heater	tires
coolant leak	Mirrors	Wheels / Rims / tubes
Fuel tank	Steering	Battery
oil level	Emergency brakes	spare tire
coolant level	Fire extinguisher	Other coupling
Protection		
seat belt.....		

*Remarks.....*

*Reporting driver..... Date.....*

*Reviewing driver..... Date.....*

*Maintenance action..... Repair made..... No repair.....*

*Work order/ purchase order no.....*

*Repaired by.....*