

Automotive Workshop

Service to the manufacturer's schedule: the items due at this interval, stamped in the logbook

Phone: _____

Email: _____

ABN: _____

LOGBOOK SERVICE CHECKLIST

YEAR	MAKE	MODEL
REGO	VIN	ODOMETER (KM)
TECHNICIAN	DATE (DD/MM/YYYY)	JOB NO.

☐ Done ☐ Advise: quote given for work found ☐ N/A: not on this vehicle / not due

Service item	Done	Advise	N/A	Notes / Measurements
THIS INTERVAL (from the service logbook)				
Interval: _____ km / _____ months	☐	☐	☐	
Items listed for this interval (copy from logbook): _____	☐	☐	☐	
_____	☐	☐	☐	
_____	☐	☐	☐	
Manufacturer-specified oil grade & capacity: _____	☐	☐	☐	
Genuine / equivalent parts used (note brand & part no.)	☐	☐	☐	
ALWAYS				
Engine oil & filter	☐	☐	☐	
Sump plug washer	☐	☐	☐	
Fluids: coolant, brake, power steering, washer	☐	☐	☐	
Engine & cabin air filter (check / replace per schedule)	☐	☐	☐	
Tyres: placard pressure, tread (mm), rotate if due	☐	☐	☐	
Brakes: pads & discs visual / measured	☐	☐	☐	
Lights, wipers, horn, seat belts	☐	☐	☐	
Battery test & terminals	☐	☐	☐	
Belts, hoses, leaks, exhaust (visual)	☐	☐	☐	
Steering & suspension (visual)	☐	☐	☐	
IF DUE AT THIS INTERVAL				
Spark plugs	☐	☐	☐	
Fuel filter / water separator (diesel)	☐	☐	☐	
Brake fluid replace	☐	☐	☐	
Coolant replace	☐	☐	☐	
Transmission / diff / transfer case oil	☐	☐	☐	
Drive belt	☐	☐	☐	
Timing belt (by the book: km or years)	☐	☐	☐	
Wheel alignment	☐	☐	☐	
FINISH				
Reset service indicator	☐	☐	☐	
Service due sticker fitted	☐	☐	☐	
Logbook stamped, dated and signed with the odometer reading, or digital service record updated				

Service item	Done	Advise	N/A	Notes / Measurements
Road test	☐	☐	☐	
Vehicle health check report to customer	☐	☐	☐	
Recommended work not done: quote given	☐	☐	☐	
Next service due: _____ km / _____	☐	☐	☐	

LOGBOOK INTERVAL SERVICED, PARTS USED, TECHNICIAN NOTES

Technician signature: _____

Customer signature: _____