

Automotive Workshop

What a minor service covers: oil & filter, fluids, safety check

Phone: _____

Email: _____

ABN: _____

MINOR (BASIC) 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
OIL & FILTERS				
Engine oil, drain & replace (grade: _____)	☐	☐	☐	
Oil filter, replace	☐	☐	☐	
Engine air filter, check / replace	☐	☐	☐	
Cabin air filter, check / replace	☐	☐	☐	
Sump plug washer, replace	☐	☐	☐	
FLUIDS, check & top up				
Coolant, level & condition	☐	☐	☐	
Brake fluid, level & condition	☐	☐	☐	
Power steering fluid	☐	☐	☐	
Transmission fluid, level	☐	☐	☐	
Windscreen washer fluid	☐	☐	☐	
SAFETY CHECK				
Tyre pressures, set to placard	☐	☐	☐	
Tread depth (mm), all four + spare	☐	☐	☐	
Brake pads, visual thickness	☐	☐	☐	
Lights, all	☐	☐	☐	
Wiper blades & washers	☐	☐	☐	
Horn	☐	☐	☐	
Seat belts	☐	☐	☐	
UNDER BONNET & UNDERBODY				
Battery, terminals & test	☐	☐	☐	
Drive belt(s), condition	☐	☐	☐	
Hoses, leaks, condition	☐	☐	☐	
Exhaust, visual	☐	☐	☐	
Leaks, visual	☐	☐	☐	
Suspension, visual	☐	☐	☐	
FINISH				
Reset service indicator	☐	☐	☐	
Service due sticker fitted	☐	☐	☐	
Service logbook stamped with odometer, or digital service record updated	☐	☐	☐	

Service item	Done	Advise	N/A	Notes / Measurements
Road test	☐	☐	☐	
Vehicle health check report given to customer	☐	☐	☐	
Next service due (km / date): _____	☐	☐	☐	

TECHNICIAN NOTES / RECOMMENDED WORK

Technician signature: _____

Customer signature: _____