

Customer Name _____ Date _____
 Invoice/Job No _____ Vehicle Reg No _____ Speedo _____

After Sales Service = 1,000 miles/1,500 km
 Intermediate Service Every 6 months or 6,000 miles/10,000 km (Turbo 'T' and Automatic 'A' variants only)
 Main Service Every 12 months or 12,000 miles/20,000 km

Certain operations are specified at the 24,000 or 48,000 mile (40000 or 80000 km) intervals. Dependent upon operating conditions, the brake fluid may require changing at other times, but this is discretionary.

METRO (Pre 1985 model year)

Service Job Sheet

After Sales Service Correct ✓
 Intermediate Service (Turbo 'T' and Automatic 'A' variants only) Incorrect ✗
 Main Service

After Sales Service Correct ✓
 Intermediate Service (Turbo 'T' and Automatic 'A' variants only) Incorrect ✗
 Main Service

- T A 1 Fit car protection kit
- 2 Check condition & security of seats & seat belts
- 3 Drive on lift; stop engine
- 4 Check operation of all lamps
- 5 Check operation of horns
- 6 Check operation of warning indicators
- 7 Check/adjust operation of screen/headlamp washers
- 8 Check operation of screen wipers
- 9 Check security/operation of foot & handbrake; release fully after checking
- T A 10 Check security of steering column joints
- T A 11 Open bonnet; fit wing covers
- 12 Raise lift to convenient working height with wheels free to rotate
- 13 Remove hub/wheel nut caps†
- 14 Mark stud to wheel relationship†
- 15 Remove front road wheels†
- 16 Inspect road wheels for damage†
- 17 Check tyre tread depth NSF mm OSF mm
 OSR mm NSR mm†
- 18 Check tyre visually for external cuts in fabric, exposure of ply or cord structure, lumps or bulges†
- 19 Check tyre for uneven wear†
- 20 Check/adjust tyre pressures†
- 21 Remove brake pads, check pads for wear & discs for condition. Renew pads if necessary & clean abutments*†
- 22 Remove brake drums, wash out dust, inspect shoes for wear & drums for condition. Renew shoes if necessary* Refit drums†
- 23 Adjust brakes†
- 24 Adjust handbrake cable
- 25 Lubricate all grease points (excluding hubs)
- 26 Grease road wheel mounting spigots†
- 27 Refit road wheels in original position†
- 28 Check tightness of road wheel fastenings†
- 29 Refit hub/wheel nut caps†
- 30 Raise lift to convenient height
- T A 31 Drain engine oil
- 32 Check visually brake, clutch & fuel hoses, pipes & unions for chafing, cracks, leaks, & corrosion; check pipes are correctly clipped
- 33 Check exhaust system for condition, leakage & security
- 34 Lubricate handbrake mechanical linkage & cables
- 35 Check security & condition of suspension joints & fixings
- 36 Check condition of drive shaft gaiters
- 37 Check security & condition of steering unit joints & gaiters

- T A 38 Check for fluid leaks from suspension
- T A 39 Renew engine oil filter element
- T A 40 Clean & refit engine drain plug
- 41 Visually check underbody sealer for damage – pay particular attention to areas of apparent repair
- 42 Lower Lift
- 43 Fit exhaust extractor pipe
- 44 Check/adjust torque of cylinder head nuts/bolts
- 45 Check/adjust torque of rocker shaft nuts
- 46 Check/adjust valve clearances
- T A 47 Fill engine with oil
- 48 Lubricate all pedal pivots & control linkages
- T 49 Top up carburettor piston damper (Turbo only at 6,000 miles/10000 km)
- T 50 Renew fuel filter (Turbo only) (12,000 miles/20000 km/1 year)
- 51 Renew air cleaner element
- 52 Check function of brake pad wear warning indicators
- 53 Check all drive belts, adjust or renew
- 24 54 Renew alternator drive belt (24,000 miles/40000 km/2 years)
- 55 Renew spark plugs
- 56 Check/top-up battery electrolyte
- 57 Clean battery connections & smear with petroleum jelly
- 24 12 58 Check battery condition using an approved high-rate discharge tester – 24,000 miles (40000 km) & every 12,000 miles (20000 km) thereafter
- 59 Check/top up clutch fluid reservoir
- 60 Check/top-up brake fluid reservoir
- 61 Check brake servo hose for security & condition
- 62 Check/top-up windscreen/headlamp washer reservoirs
- 63 Check/top-up cooling system
- 24 64 Change anti-freeze (24,000 miles/40000 km/2 years)
- 65 Pressure test cooling & heater system for leaks
- 66 Check visually brake, clutch & fuel hoses, pipes & unions for chafing, cracks, leaks & corrosion: check pipes are correctly clipped
- 24 67 Renew engine oil filler cap (24,000 miles/40000 km/2 years)
- 68 Check/adjust clutch return stop clearance (where applicable)
- T A 69 Start engine & check sealing of oil filter
- 70 Stop engine
- 71 Lubricate distributor (not cam wiping pad)
- T 72 Lubricate distributor (not cam wiping pad) Turbo only (24,000 miles/40000 km/2 years)
- 24 73 Renew distributor contact points (24,000 miles/40000 km/2 years)
- 74 Clean distributor cap and coil tower
- 75 Check throttle & choke operation
- 76 Start engine

* The renewing of brake pads/shoes is subject to extra costs (see Repair Operation Times, Section 10.20 for time allowances).
 † Starting at right-hand front wheel, complete these operations at each wheel.

- 77 Check ignition distributor characteristics & timing using electronic equipment. Adjust as necessary.
78 Check ignition distributor characteristics & timing using electronic equipment. Adjust as necessary. Turbo only (24,000 miles/40000 km/2 years)
79 Set to fast idle, leave engine running
80 Lubricate all locks, hinges & door-check mechanism (not steering lock)
81 Check heater air intake drain; clear out if necessary
82 Check/adjust carburetter for engine idle speed & emission settings
83 Check/adjust carburetter for engine idle speed & emission settings. Turbo only (24,000 miles/40000 km/2 years)
84 Stop engine, disconnect instruments
85 Recheck tension if alternator drive belt has been renewed
86 Remove wing covers
87 Fill in details & fix appropriate underbonnet stickers
88 Close bonnet
89 Inspect exterior paintwork for damage & body panels for corrosion - pay particular attention to areas of apparent damage
90 Remove exhaust extractor pipe
91 Remove spare wheel
92 Inspect wheel for damage
93 Check tyre tread depth S [] mm
94 Check tyre visually for external cuts in fabric, exposure of ply or cord structure, lumps or bulges
95 Check tyre for uneven wear
96 Check/adjust tyre pressure
97 Check/top-up rear screen washer reservoir
98 Refit spare wheel
99 Drive off lift
100 Check/adjust trim height
101 Check headlamp alignment
102 Check front wheel alignment
102 Report additional work required
103 Remove car protection kit
104 Ensure cleanliness of controls, door handles, etc.
105 Carry out Road/Roller Test

Report additional work required:

Horizontal lines for reporting additional work required.

Vertical checkboxes for marking completion status.

Road Test

- 1 Fit trade plates to vehicle
2 Check starter & inhibitor switch operation - Automatic
3 Check operation of lights, horn, indicators, wipers & washers
4 Check indicators self-cancel
5 Check operation of all warning indicators
6 Check foot & hand brakes
7 Check engine noise levels, performance & throttle operation
8 Check clutch for free play, slipping & judder
9 Check gear selection & noise levels in all gears. Check engagement of Autobox parking pawl adjustment
10 Check steering for noise, effort required, free play, wander & self-centring
11 Check suspension for noise, irregularity in ride (e.g. dampers) & wheel imbalance
12 Check foot brake pedal effort, travel, braking efficiency, pulling & binding
13 Check speedometer for steady operation, noise & operation of mileage recorder
14 Check operation of all instruments
15 Check for abnormal body noises
16 Check operation of seat belts, including operation of inertia reels
17 Check handbrake ratchet & hold
18 Position car on lift
19 Raise lift
20 Inspect engine & transmission for oil leaks
21 Check exhaust system for condition, leakage, & security
22 Lower lift; drive vehicle off
23 Report on Road Test findings
24 Remove car protection kit
25 Ensure cleanliness of controls, door handles, etc.
26 Remove trade plates

Comments

Horizontal lines for providing comments on the road test.

The operations listed on this sheet are those recommended at the date hereof. This list of operations is subject to alteration at any time & reference should be made to Service UK Policy circular letters & Service Bulletins to Franchise holders where any subsequent amendments are listed.

Signature