Approved Workshop

Touring Caravan Annual Service Checksheet

Please Note: Wheel Nut Torque Should Be Re-Checked After 50 Miles & Also Checked Before Every Trip!

Work must be carried out in accordance with the latest AWS Standard Working Procedures

Workshop name & address

Customer:

Make/Model

CRIS/Vin

Chassis & Running Gear	P	F
Coupling head-check wear/damage & lubricate		
Nose weight-check & report (best practice)		
Ball acting stabiliser-check pads		
Coupling head gaiter-check for splits		
Breakaway cable & clip-check condition,routing & integrity		
Drawbar-check		
Corner steadies & spare wheel carrier-check for damage,operation & lubricate		
Jockey wheel-check condition,operation & lubricate		
Chassis-check condition,security of assemblies including, chassis to floor security		
Wheels & tyres-check for damage or distortion		
Tyres-assess age & advise replacement if over 7 years		
Tyres-check condition & wear pattern (incl sidewalls & valves)		
Check & record tyre tread depths		
Check & record tyre pressures incl spare		
Suspension-Visually check condition of rubbers,bushes,dampers & springs		
Remove brake drums-clean & check hub bearings & seals		
Brake shoes-clean & check condition of linings (including springs & expanders)		
Brake rods,cables & supports-check operation, lubricate & adjust		
Refit brake drums-torque hub nuts to manufacturers settings,adjust brakes & check operation		
Replace road wheels & torque to manufacturers settings (quality control check required)		
Handbrake mechanism-check operation,adjust & lubricate		

Tyres-check condition & wear pattern (incl sidewalls & valves)	Front Axle		Rear Axle		Spare
Check & record tyre tread depths					
Check & record tyre pressures incl spare					

Electrical systems	P	F
12n,12s/13 pin plugs & cables-check condition & test		
Road lights & reflectors-check condition & operation		
Battery (if fitted)-check condition of battery and compartment & check battery charge state		
Battery (if fitted)-check & top up level if required & perform high discharge test		
Check battery charge rate from 12s/13 pin plug		
Fridge-check operation from 12s/13 pin plug		
Interior lighting & equipment-check operation & fuse rating		
Awning light-check operation		
Wiring earths-check for defects on all ELV circuits		
LV inlet plug & extension lead-check condition & resistance across connection pins		
Earth bonding-carry out resistance check		
RCD unit-check operation of RCD test button & operation of MCB's		
230v sockets-carry out plug top polarity test		
Charger-check output charge rate at battery connections		
Fridge-check operation of fridge on 230v		
Check operation of all other 230v appliances,fans & luminaries		
Air conditioning (if fitted)-check operation		
Check that any additional items fitted are to the correct standard		

Wheel nut check 1	Wheel nut check 2

Tick (P) for pass, (F) for fail & enter (N/A) for not applicable

Gas System (Fridge not serviced unless requested)	P	F
Regulator & gas hose-check age, performance & security		
Carry out gas leak check		
Appliances-check operation of all gas appliances fitted including FFD's		
Gas cylinder-check security		
Ensure all gas dispersal vents are clear		

Water System		
Water pump & pressure switch-check operation		
Taps,micro-switch,valves,pipes & tank (if fitted)-check condition & operation		
Water filter & housing-check for leaks & replace filter in necessary		
Waste system-check for leaks		
Water tanks (if fitted)-check security of all water tanks,including underslung		
Drain down-winter only (unless advised not to by the customer)		
Toilet-check security,operation of flush pump & lubricate seals		

Ventilation		
Fixed ventilation-check for obstruction & free flow of air		
Check all fixed ventilation is guarded against vermin ingression		
Roof lights-check for cracks,operation & free of obstructions		

Fire & Safety		
Smoke alarm-check operation & replace battery if necessary		
If a fire extinguisher is fitted, check to ensure it is in date		
If a fire blanket is fitted-check security of its housing		

Bodywork		
Doors & windows-Check operation of all locks,catches,stays & seals		
Roof-check condition of roof lights & seals & also general condition of roof		
Grab Handles-check security & sealing		
Number plate-check legibility & security		
Floor-check for sponginess/delamination		
Furniture-check condition & operation of all furniture doors,handles & fixings		
Blinds & fly screens-check tension,operation & material for damage		
Damp test-carry out & note readings on a separate damp report sheet		

Service information/additional work

Signed:

Service Technician: Owner: Date:

This service report only relates to the condition of the above mentioned caravan at the time of completion of the service. It should not be regarded as evidence of the condition of the items at any other time.