

Caravan Annual Service Checklist		Date:			
Name		Invoice Ref			
Make/Model		Year			
<b>Wheel bolt torque should be rechecked after 20 miles and before <u>EVERY TRIP</u>.</b>					
Please refer to manufacturers guidance					
Chassis & Running Gear	(P) Pass (F) Fail (N/A) Not Applicable (R) Rectified	P	F	N/A	R
Coupling head-check wear/damage & lubricate					
Ball acting stabiliser-check pads					
Coupling head gaiter-check for splits					
Breakaway cable & clip-check condition, routing & integrity					
Drawbar-check					
Corner steadies - check for damage, operation & lubricate					
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 - Recorded on Summary Sheet					
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 - adjust brakes & check operation					
Handbrake mechanism-check operation, adjust & lubricate					
<b>Electrical systems</b>					
Hook up cable insulation resistance test - <b>Results</b>					
13 pin/7 pin plugs & cables-check condition & test					
Road lights & reflectors-check condition & operation					
Leisure Battery (if fitted)-check condition of battery - <b>Record idle voltage</b>					
Battery compartment					
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 (Visual check)					
Earth bonding-carry out resistance test - <b>Results</b>					
Consumer Unit Operation, RCD test button & MCB Operation					
230v sockets-carry out plug top polarity test					
Charger - check output charge					
Fridge-check operation of fridge on 230v					
Check electric hob operation (if fitted)					
Check operation of all other 230v appliances, fans & luminaries					
Check that any additional items fitted are to the correct standard					
Air conditioning (if fitted)-check operation					
<b>Important - Appliances are checked for operation only, additional servicing may be required for warranty purposes or operational purposes. All work has been carried out in accordance with the latest AWS Standard Working Procedures</b>					

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		(P) Pass (F) Fail (N/A) Not Applicable (R) Rectified			
<b>Gas System (Gas Appliances not serviced unless requested)</b>		P	F	N/A	R
Regulator <b>Date</b>	Gas Hose <b>Date</b>				
Regulator, gas hose -check age, performance & security					
Carry out gas soundness test					
Appliances-check operation of all gas appliances fitted including FFD's					
Gas cylinder-check security					
Ensure all gas dispersal vents are clear					
<b>Water System</b>					
Water pump & pressure switch-check operation					
Taps,micro-switch,valves,pipes & tank (if fitted) - condition & operatio					
Water filter & housing-check for leaks & replace filter if necessary					
Waste system-check for leaks					
Drain down-winter only (unless advised not to by the customer)					
Toilet-check security, operation of flush pump & lubricate seals					
<b>Ventilation</b>					
Fixed ventilation-check for obstruction & free flow of air					
Roof lights-check for cracks, operation & free of obstructions					
<b>Fire &amp; Safety</b>					
Smoke Alarm <b>Date</b>	Carbon Monoxide Alarm <b>Date</b>				
Smoke alarm-check operation & replace battery if necessary					
Carbon Monoxide alarm-check operation					
If a fire extinguisher is fitted, check					
If a fire blanket is fitted-check security of its housing					
<b>Bodywork</b>					
Doors & windows-Check operation of all locks,catches,stays & seals					
Roof-check condition of roof, rooflights & seals					
Grab Handles-check security & sealing					
Number plate-check legibility & security					
Floor-check for sponginess/delamination					
Furniture-check condition & operation of doors, handles & fixings					
Blinds & fly screens-check tension, operation & material for damage					
Rising Roof (if applicable)					
Damp test-carry out & note readings on a separate damp report sheet					