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)	Front Axle		Rear Axle		Spare		
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							

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		

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

Gas System 9Fridge 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: