

# ANNUAL MAINTENANCE CHECK SHEET MG4 EV



NAME	VEHICLE REG	VIN	INVOICE / JOB NO.	ODOMETER	YEARS / MILES	SERVICE TYPE
					1 <sup>ST</sup> YEAR / 10,000 MILES MAXIMUM	A
					2 <sup>ND</sup> YEAR ONWARDS / 10,000 MILES P/A MAXIMUM	B

CHECKS		A	B
<b>PRIOR TO COMMENCING WORK</b>			
1	Service Administration to advise on any outstanding Recalls, Service Actions or Special Exercises		
<b>VEHICLE INTERIOR AND EXTERIOR</b>			
2	Fit vehicle protection kit		
3	Check operation of wipers, washers, lamps, horns and system warning indicators		
4	Check windscreen wipers, washers and windscreen for damage - adjust washers if required		
5	Check seat belts and seat belt clasps for operation, inspect seat belts, clasps and airbag covers for damage		
6	Check operation of parking brake		
7	Replace key remote handset battery if indicated by IPK (chargeable extra)		E
8	Lubricate all locks, strikers, latches, door hinges and door check straps using approved lubricant		
9	Using VDS3 read, log and clear all codes		
10	Check and record the HV battery State of Charge and State of Health SOC <input type="text"/> %    SOH <input type="text"/> %		
<b>ENGINE BAY</b>			
11	Check 12V battery and battery connections for security and condition		
12	Check HV harness and connections for condition and security		
13	Check and top up coolants, brake and windscreen washer fluid levels		
14	Check cooling system pressure caps, hoses and connections for any signs of leakage and condition		
15	Measure and record coolant strength <input type="text"/> %		
16	Inspect air condition hoses for condition and security		
17	Replace air intake pollen filter - Every 2 years (30,000 miles max)		2
18	Check security and condition of engine and transmission mountings		

CHECKS						A	B
<b>VEHICLE ON LIFT</b>							
19	Replace HV Battery System and Motor/PEB coolants - Every 5 years (60,000 miles max)						5
20	Measure and record coolant strength after change <input type="text"/> %						
21	Check HV harness and connections for condition and security						
22	Check HV Master Safety Device for condition and security						
23	Check condition and security of HV battery ground cable						
24	Check drive transmission oil level, top up as necessary						
25	Replace drive transmission fluid - 6 years (60,000 miles max)						6
26	Check wheel bearings, driveshafts and all gaiters						
27	Mark relative wheel to stud position, remove front and rear wheels, examine for signs of damage						
28	Check tyres for damage, uneven wear and record tread depths - including spare (mm). Recommend change if close to 1.6 mm or wear indicators						
	LHF		RHF		Spare		
	LHR		RHR				
29	Visually examine front brake pads, rear brake pads, discs, calipers, brake pipes and hoses for wear and damage						
30	Inspect suspension and steering rack for security, signs of leakage and wear						
31	Replace brake fluid - Every 2 years regardless of mileage (chargeable extra)						E
32	Apply anti seize compound to wheel hubs and refit road wheels in original hub/stud position						
33	Check tyre pressures, record reading and adjust if necessary – including spare (psi/bar)						
	LHF		RHF		Spare		
	LHR		RHR				
<b>AT EVERY SERVICE</b>							
36	Connect vehicle to HV charge point, ensure charging system is fully functional						
37	Carry out annual corrosion/cosmetic inspection - use annual corrosion inspection sheet					E	E
38	Carry out road test, check for correct function of all vehicle systems and re-examine for leaks						
<b>NOTES</b>							

<b>COMPANY STAMP</b>	<b>NAME</b>	
	<b>DATE</b>	/ /
	<b>SIGNED</b>	

For full details regarding the operations contained in this maintenance check sheet, please refer to the workshop manual. Service check completed, cosmetic/corrosion inspection check completed and service portfolio updated. The maintenance items listed are those recommended for vehicles operating under normal driving road and climatic conditions. More frequent attention may be necessary if the vehicle is subject to stop/start operation, extremes of temperature or dusty conditions.