

IN-HOUSE SERVICES AND REPAIRS JOB CARDS:

FOR MECHANICS USE ONLY:

DATE:			
START TIME:			
REG NO:			
ODO :			
MAKE :			
SENIOR MECHANIC :			
ASSISTANT MECHANIC:			
<u>CHECKS WHILE IN WORKSHOP</u>			
TYPE OF REPAIR	MAINTENANCE	SERVICE	
TYPE OF SERVICE	MINOR	MEDIUM	MAJOR
SPARE WHEEL:			
JACK:			
WHEEL SPANNER:			
TRIANGLE:			
FIRE EXTINGUISHER:			
ENGINE OIL LEVEL:			
LICENSE EXPIRY DATE:			
WHEEL ALIGNMENT DATE:			
PARTS NEEDED:			
REPAIRS TO BE DONE:			
WORK DONE:			
TIME COMPLETE:			
TECHNICIAN SIGN:			
FOREMAN SIGN:			
WORKSHOP MANAGER SIGN:			