**Maintenance schedule**

|  |  |
| --- | --- |
| **Service intervals** | **Typical conditions** |
| Every 2000 km, very severe conditions | Regular off-road driving over harsh terrain, sand/mud/dust, frequent use of 4-wheel drive, slow speeds, extreme temperature, poor quality oil |
| Every 3000 km, severe conditions | 75% off-road driving over rough tracks, sand/mud/dust. Intermittent use of 4-wheel drive, medium speeds, medium quality oil |
| Every 5000 km, easier conditions | Surfaced roads and good tracks, occasional use of 4-sheel drive, high average speeds, good quality fuel and oils |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Conditions** | **Mini service** | **Filter service** | **Mini service** | **Complete service** |
| Very severe conditions | 2,000 km | 4,000 km | 6,000 km | 8,000 km |
| Severe conditions | 3,000 km | 6,000 km | 9,000 km | 12,000 km |
| Easier conditions | 5,000 km | 10,000 km | 15,000 km | 20,000 km |

|  |
| --- |
| **The different services**  |
| **Mini service** | **Filter service** |
| * Clean engine and suspension area
 | * Include all of the mini service. In addition:
 |
| * Change engine oil
 | * Change diesel fuel filter
 |
| * Check air cleaner and clean, if necessary
 | * Change oil filter
 |
| * Check oil levels: main gearbox, transfer box, axles
 | * Check axle hub freeplay
 |
| * Check for water in the axle oil – emulsified oil is recognised by its creamy appearance
 | * Check freeplay in the steering
 |
| * Check axle breathers can operate
 | * Check brake pads
 |
| * Drain sedimentor (agglomerator) of any water and dirt
 |  |
| * Grease transmission and steering
 | **Complete service** |
| * Check springs, spring mountings and shock-absorbers
 | * Include all of the filter service. In addition:
 |
| * Check engine and gearbox mountings
 | * Change gearbox oil
 |
| * Check exhaust pipe mounting brackets
 | * Change transfer box oil
 |
| * Check fan/alternator belt(s)
 | * Change front and rear axle oil
 |
| * Check all warning lights operate
 | * Grease door locks and hinges
 |

**Daily vehicle checks**

|  |  |  |
| --- | --- | --- |
| Daily vehicle checks | Quantity | Notes |
| Fuel in tank | FullClick here | Always keep at least half-full in case of emergencyClick here to enter text. |
| Oil  | Click here | Click here to enter text. |
| Coolant | Click here | Click here to enter text. |
| Brake fluid | Click here | Click here to enter text. |
| Tyres | Click here  | In good condition / suited to journeyClick here to enter text. |
| Screen-wash fluid | Click here | Click here to enter text. |
| Wipers functioning | Click here | Click here to enter text. |
| Lights functioning? | Click here | Click here to enter text. |
| Horn | Click here | Click here to enter text. |
| Radio – working? Antenna in good condition? | Click here | Click here to enter text. |
| Winch (if fitted) – working? | Click here | Click here to enter text. |
| Seatbelts working (front and back)? | Click here | Click here to enter text. |
| Click here to enter text. | Click here | Click here to enter text. |
| Click here to enter text. | Click here | Click here to enter text. |
| Click here to enter text. | Click here | Click here to enter text. |

**Tool kit to be carried in vehicle**

|  |  |  |
| --- | --- | --- |
| **Contents of tool kit** | **Quantity** | **Notes** |
| Spanners | Click here | Click here to enter text. |
| Screwdrivers | Click here | Click here to enter text. |
| Pliers | Click here | Click here to enter text. |
| Tyre levers | Click here | Click here to enter text. |
| Spare fuses | Click here | Click here to enter text. |
| Spare light bulbs | Click here | Click here to enter text. |
| Jack  | Click here  | Click here to enter text. |
| Winch | Click here  | Click here to enter text. |
| Spare wheels | 2 | Click here to enter text. |
| Spare engine oil | Click here | Click here to enter text. |
| Locking wheel nuts | Click here | Click here to enter text. |
| Warning triangle | Click here | Click here to enter text. |
| Duct tape | Click here | Click here to enter text. |
| Click here to enter text. | Click here | Click here to enter text. |
| Click here to enter text. | Click here | Click here to enter text. |
| Click here to enter text. | Click here | Click here to enter text. |

**Equipment to be carried in vehicle**

|  |  |  |
| --- | --- | --- |
| **Contents of equipment** | **Quantity** | **Notes** |
| Spare fuel in jerry can | 20 litres | Click here to enter text. |
| Water in jerry can | 20 litres | Click here to enter text. |
| First aid kit | Click here | Click here to enter text. |
| Fire extinguisher | Click here | Click here to enter text. |
| Tow rope | Click here  | Click here to enter text. |
| Torch/flashlight + spare batteries | Click here | Click here to enter text. |
| Food | Click here | Click here to enter text. |
| Blankets | Click here | Click here to enter text. |
| Mosquito nets | Click here | If there is a chance of unexpected overnightingClick here to enter text. |
| Warning triangle | Click here | Click here to enter text. |
| Identifying markings or flag | Click here | Click here to enter text. |
| High vis jacket for driver | Click here | Click here to enter text. |
| Shovel | Click here | Click here to enter text. |
| Click here to enter text. | Click here | Click here to enter text. |
| Click here to enter text. | Click here | Click here to enter text. |
| Click here to enter text. | Click here | Click here to enter text. |

**Communications equipment to be carried in each vehicle**

|  |  |
| --- | --- |
| **Communications equipment** | **Notes** |
| Mobile phone (carried by driver) | Click here to enter text. |
| Thuraya (carried by driver) | Click here to enter text. |
| VHF / HF radio – in vehicle | Click here to enter text. |
| GPS device / satnav | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

**Documents to be carried in each vehicle**

|  |  |
| --- | --- |
| **Documents** | **Notes** |
| Driving licence (carried by driver) | Click here to enter text. |
| ID (carried by driver) | Click here to enter text. |
| Emergency contacts card (carried by driver) | Click here to enter text. |
| Communications information: contact lists, radio frequencies | Click here to enter text. |
| Vehicle logbook | Click here to enter text. |
| Vehicle registration | Click here to enter text. |
| Insurance documents | Click here to enter text. |
| Travel authorisation form | Click here to enter text. |
| Radio licence papers | Click here to enter text. |
| NGO registration papers | Click here to enter text. |
| Map + compass | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

**Motorbike checklist**

|  |  |
| --- | --- |
| **Check & carry** | **Notes** |
| Fuel | Preferably full, but always keep at least half-full in case of emergencyClick here to enter text. |
| Oil | Click here to enter text. |
| Coolant | Click here to enter text. |
| Brake fluid | Click here to enter text. |
| Tires | Click here to enter text. |
| Spare tire (inner tube) | Click here to enter text. |
| Tools  | Click here to enter text. |
| Lights | Click here to enter text. |
| Horn | Click here to enter text. |
| Map, and compass if necessary | Click here to enter text. |
| Paperwork including motorbike log; motorbike registration and insurance documents  | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |