Servicing or checks:

You should periodically check **functionality, tuning, repairs, cleaning, lubrication** and other aspects according to an established monthly, half-yearly or yearly plan.

It is also important, though, to perform regular visual checks of the state of the wheels, brake lights, indicators and other elements. As well as listening out for any unusual noise.

Monthly Checks

Maintenance should be seen as a basic routine. Go to a garage regularly and have the following aspects checked at least once per month:

- **BRAKES:** Inspection includes **checking the brake fluid**. If the level has dropped, this could indicate a leak in the main or auxiliary pump system or the brake lines, which will need to be checked for. If the level of brake fluid has fallen but there is no leak, this must be down to wear and tear of the brake shoes and pads, and a mechanic will need to check their condition. Don't forget to check the handbrake as well, as it will be of use in any emergency.

Vehicles need to be cared for. This means more than simply refuelling and driving off. The maintenance that a car receives will serve to extend its useful life.

What types of maintenance are there?

Maintenance should be seen as a basic routine. Go to a garage regularly and have the following aspects checked at least once per month:

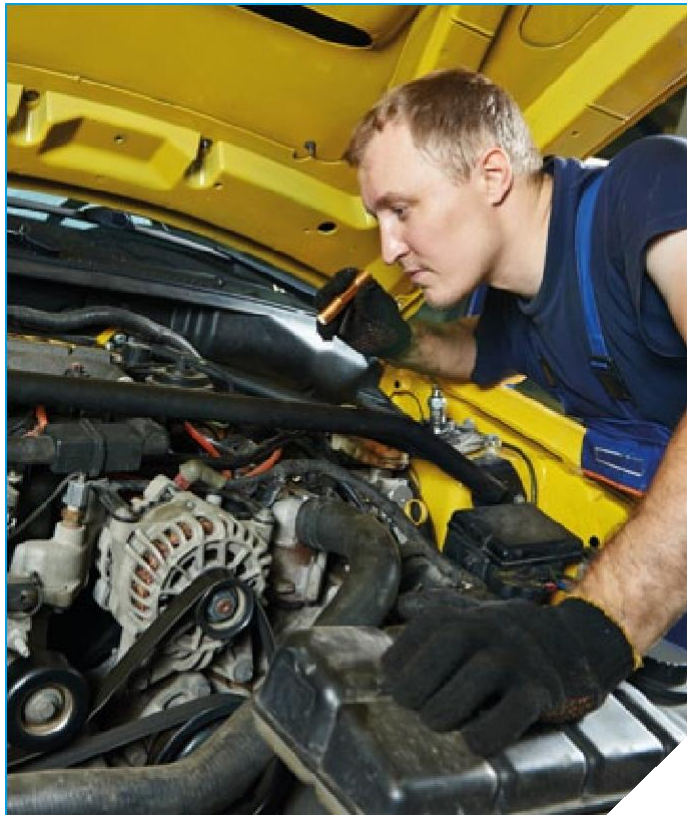
There are essentially three types of maintenance:

- **Corrective maintenance:** repairs to different parts of the vehicle when they stop working or begin to fail.
- **Preventive maintenance:** by following the manufacturer's instructions as detailed in the vehicle manual for each type of servicing, and how frequently maintenance operations need to be performed.
- **Predictive maintenance:** by conducting diagnoses or measurements so as to predict if any corrections and adjustments are needed before a part fails.

Plan general de actividades preventivas de la Seguridad Social 2015

MINISTERIO DE EMPLEO Y SEGURIDAD SOCIAL
SECRETARÍA DE ESTADO DE LA SEGURIDAD SOCIAL
DIRECCIÓN GENERAL DE ORDENACIÓN DE LA SEGURIDAD SOCIAL

Vehicle maintenance:
A sure way to save you money



ASEPEYO

- **TUNING:** Modern carburettors and electronic injection systems come with a factory calibration and should not be adjusted. These systems require special tools and equipment to be serviced, and the job must be performed by a specialist. Given the above, it is better to take your vehicle to a **specialist garage** to analyse the gases and so establish the right mixture, and also inspect the air filter.

- **SPARK PLUGS:** Spark plugs must be kept **free of carbon and dirt** as the system needs to be in good condition to achieve quality combustion, and so reduce atmospheric emissions. When the mechanic inspects them, ask them to check the sleeves of the spark plug wires which carry electricity from the distributor to the plugs, and which can become cracked or dirty with oil or grime. This will cause problems starting the engine, as well as wasted fuel. The wires need to be replaced as often as recommended by the manufacturer.
- **AIR CONDITIONING:** If your air conditioning does not have a big impact on the temperature, or loses its original efficiency, a vehicle air conditioning workshop will need to check what the problem might be. You may need a change of filters, cleaning, a replacement expansion valve, seals or other parts.

  It is essential to use a good coolant. A system which is 10% short of coolant will cost 20% more to run.

  Without regular maintenance, air conditioning loses approximately **5% of its original efficiency** per year in operation, while if it is properly maintained it is capable of retaining 95% of the original efficiency.

- **RADIATOR: Perform a visual check for any leaks or damaged surfaces.**

  Check the level of radiator fluid, and top up the tank with coolant if necessary. Do not use water, as it contains impurities that will stick to the walls of the engine and could cause corrosion.

  You should perform this check every week, or at least once a month, including the reservoir tank, which will avoid the need to keep topping the level up, if it is in good condition.

  Check the radiator with the engine cold; the radiator cap must always be kept clean and free of cracks. Unscrew the cap and check the condition and level of the coolant (water). A low level could lead to overheating and engine corrosion.

Half-Yearly or Yearly Checks

- **BELTS:** The belts, whether on the fan, alternator, air conditioning or hydraulic steering, tend to suffer wear and tear. **Check for breaks and thickness, and replace if necessary.**
- **WHEELS: Focus on the type of tyre wear**. If it is in the centre, this indicates that the pressure is higher than the manufacturer's recommendation; if towards the sides, it may be that the pressure is instead too low. If the wear is on the inner or outer side, this is probably the result of damage to the steering ball joints,
  or alignment problems. The right pressure will avoid wear and tear and save fuel. The manufacturer will normally specify a figure between 1.9 and 2 kilos (28 to 32 pounds). It is important to check tyre pressure with the wheels cold (after driving no more than 2 km).

  Don't forget to check the condition of the spare as well, and rotate it with the rest of the wheels.
- **BATTERY:** If the battery has removable caps, check the water level, which must be above the cells, as they need to remain submerged in fluid.

  Check the battery terminals; if they show signs of corrosion, clean them with a wire brush if necessary. Replace any damaged wires

immediately Make sure that the clamp connectors are firmly attached to the terminal.

- **OIL CHANGE:** Check the oil level in the engine on the recommended oil change dates, typically every **3,000** or **5,000 km**, although some oils may last up to **10,000 km**. When changing the oil, also replace the filter and take the opportunity to check the levels of the hydraulic steering, transmission and differential fluid, as well as the ball joint lubrication.

  Vehicles that are driven more than **20,000 km** per year require more frequent oil changes.