Preventive Maintenance Schedule

A service guide and log to keep every vehicle on the road.

Typical service intervals

These are common intervals for cars and light commercial vehicles. Heavy use, rough roads, dust and heat mean you may need to service sooner. **Always follow your vehicle manufacturer's manual first.**

Every week	• Tyre pressure and visible condition, including the spare • Engine oil, coolant, brake fluid and washer fluid levels • All lights, horn, wipers and mirrors • Battery terminals clean and tight
Every 5,000 to 10,000 km	• Change engine oil and oil filter • Inspect brake pads, discs and brake lines • Rotate tyres and check for uneven wear • Check belts, hoses and visible leaks • Check the air filter and clean or replace it if dirty
Every 20,000 km	• Replace the air filter and the fuel filter • Check wheel alignment and balance • Inspect suspension, shock absorbers and steering parts • Check brake fluid condition • Inspect the exhaust system
Every 40,000 km	• Replace coolant and check the radiator and hoses • Check the transmission fluid and replace it if the manual says so • Replace spark plugs (petrol vehicles) as per the manual • Replace brake pads or discs if worn • Check the drive belt and replace it if cracked
Every year	• Roadworthy test and certificate renewal • Insurance renewal and licence renewals • Full vehicle inspection by a qualified mechanic • Test the battery and charging system • Service the air conditioning

Tip: do not wait for a breakdown. A small repair done on schedule costs far less than a roadside recovery and a day off the road.

Warning signs: stop safely and get the vehicle checked

Brakes	Soft or sinking pedal, grinding or squealing, the vehicle pulls to one side when braking.
Engine	Temperature gauge rising, the oil or battery warning light on, smoke, or a knocking sound.
Steering and suspension	Vibration in the steering wheel, the vehicle drifts, or clunks over bumps.
Smells and leaks	Fuel smell, burning smell, or puddles of oil, coolant or fluid where the vehicle was parked.
Tyres	Bulges, deep cuts, uneven wear or a tyre that keeps losing air.

If a warning sign appears while driving, slow down, move off the road when it is safe, switch on your hazard lights and call for help.

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Service log

Vehicle registration	Vehicle description	Assigned driver

Date	Odometer (km)	Service or repair done	Parts used	Cost (GHS)	Done by	Next due (date or km)

Keep this log with the vehicle's papers. Make a new sheet for every vehicle in your fleet.

Free to print and share. Follow your vehicle manufacturer's manual and current local requirements.