



# BLACK'S TIRE & AUTO SERVICE

## OIL & FILTER CHANGE ABSOLUTES



- Wear your **PPE**, ie, Safety glasses, Safety Shoes etc.
- Use **SEAT COVERS & FLOOR MATS** Before Entering Vehicle
- Notate Damage, Warning Lights, & Abnormal Noises
- Lift, Raise or Support a Vehicle in A **SAFE MANNER**. Using your **ALI LIFT GUIDE** When **UNSURE**.
- Place Your **ORANGE CONE** In the Engine Bay Prior to Servicing  
- **VERIFY OIL LEVEL** Before & After Service & NOTATE!
- Verify Proper Oil **Type**, Viscosity, **Filter** & Drain Plug Torque Spec Application
- Inspect Oil Drain **Plug** & Oil Drain **Plug Washer** (replace if needed)
- **Lubricate** the Oil Filter Seal/O Ring Using Fresh Oil **Prior** To Installation
- Properly Install & **TORQUE** the Oil Drain Plug Using a Torque Wrench, As Well As Proper Installation and Torque of the Oil Filter.
- Install a Small Dab of Oil Drain Plug Paint Where the Plug and Pan Seal, As Well Do the Same to Your Oil Filter Where Space Allows.
- Reinstall the **OIL FILL CAP**
- **INSPECT FOR OIL LEAKS PRIOR TO COMPLETION!!**
- Make **ABSOLUTELY SURE**:
  - ALL FLUIDS ARE TOPPED OFF & NOTED**
  - ENGINE & CABIN FILTERS ARE INSPECTED AND/OR REPLACED (AUTHORIZATION MAY BE REQUIRED PRIOR)**
  - INSPECT AND/OR REPLACE WIPER BLADES (WHEN AUTHORIZED)**
- **RESET** the **MAINTENANCE LIGHT** and **INSTALL** the **REMINDER STICKER**
- Remove Your **ORANGE CONE** When Service is Completed  

For further context please refer to your BTS SOP for oil / filter change procedures by scanning the **QR CODE**. For additional training please reach out to your supervisor.

