

Outboard Motor Maintenance: Hours and Service Record

Blank copy

Engine and boat

SERVICE DATE	BOAT NAME OR REGISTRATION
HULL IDENTIFICATION NUMBER	ENGINE MAKE
ENGINE MODEL	HORSEPOWER
ENGINE SERIAL NUMBER	ENGINE TYPE
WATER OPERATED IN	HOURLY METER THIS VISIT
HOURS AT LAST SERVICE	LAST SERVICE DATE
OWNER OR OPERATOR	SHOP OR TECHNICIAN
WHO DID THE WORK	OEM INTERVAL COPIED FROM THIS ENGINE'S OWNER'S MANUAL

Hours and next due

ENGINE OIL INTERVAL FROM OEM	GEARCASE INTERVAL FROM OEM
IMPELLER OR WATER-PUMP INTERVAL FROM OEM	SPARK-PLUG INTERVAL FROM OEM
NEXT ENGINE OIL DUE HOURS	NEXT ENGINE OIL DUE DATE
NEXT GEARCASE DUE HOURS	NEXT GEARCASE DUE DATE
NEXT IMPELLER DUE HOURS	NEXT IMPELLER DUE DATE
NEXT SPARK PLUG DUE HOURS	NEXT SPARK PLUG DUE DATE
OIL GRADE OR SPEC FROM OEM	GEAR LUBE SPEC FROM OEM
OIL BRAND AND QUANTITY THIS VISIT	GEAR LUBE BRAND AND QUANTITY THIS VISIT
PARTS USED THIS VISIT	

Engine oil and filter

Item	Done	Due	N/A	Notes
Engine oil level (4-stroke)	☐	☐	☐	_____
Engine oil changed this visit	☐	☐	☐	_____
Oil filter replaced with the oil	☐	☐	☐	_____
Old filter gasket removed, new gasket oiled	☐	☐	☐	_____
Oil drained or pumped warm	☐	☐	☐	_____
Used oil collected, not mixed	☐	☐	☐	_____
Used oil and drained filter sent for recycle	☐	☐	☐	_____
Marine-rated oil used, not automotive	☐	☐	☐	_____
No oil leak after refill and short run	☐	☐	☐	_____

Gearcase and propeller

Item	Done	Due	N/A	Notes
Lower unit exterior inspected	☐	☐	☐	_____
Prop removed, fishing line and debris cleared	☐	☐	☐	_____
Gear lube color and smell checked	☐	☐	☐	_____
Drain magnet and drained lube checked for chips	☐	☐	☐	_____
Gearcase lubricant changed	☐	☐	☐	_____
New crush washers on drain and vent screws	☐	☐	☐	_____
Gearcase refilled upright, prop shaft level	☐	☐	☐	_____
Propeller, nut, and cotter pin checked	☐	☐	☐	_____
Prop-shaft seals checked for leak after refill	☐	☐	☐	_____

Cooling, impeller, and flush

Item	Done	Due	N/A	Notes
Telltale or cooling-water stream observed	☐	☐	☐	_____
Water intakes clear of weeds, bags, mud	☐	☐	☐	_____
Freshwater flush after this use	☐	☐	☐	_____
Flush method matches this motor	☐	☐	☐	_____
Impeller and water pump inspected	☐	☐	☐	_____
Impeller replaced if due or deformed	☐	☐	☐	_____
Thermostat checked or serviced if due	☐	☐	☐	_____

Exterior rinsed, cowling interior checked	☐	☐	☐	_____
---	--------------------------	--------------------------	--------------------------	-------

Fuel system

Item	Done	Due	N/A	Notes
Fuel hoses, fittings, and primer bulb inspected	☐	☐	☐	_____
No fuel leaks at tank, filter, or engine	☐	☐	☐	_____
Portable tank vent, cap, and storage checked	☐	☐	☐	_____
Installed tank inspected (annual look)	☐	☐	☐	_____
Fuel filter or water separator serviced	☐	☐	☐	_____
Water in separator bowl drained or bowl replaced	☐	☐	☐	_____
Fuel type matches OEM ethanol limit	☐	☐	☐	_____
Fuel treated or tank plan recorded for storage	☐	☐	☐	_____
Refuel precautions followed this visit	☐	☐	☐	_____

Spark plugs and stop switch

Item	Done	Due	N/A	Notes
Spark plugs removed and inspected	☐	☐	☐	_____
Plug color and electrode wear recorded	☐	☐	☐	_____
Plugs replaced with the OEM part number	☐	☐	☐	_____
Gap set on serviceable plugs	☐	☐	☐	_____
Emergency stop switch and spare clip checked	☐	☐	☐	_____
Plug wires or coils and boots checked	☐	☐	☐	_____

Anodes, corrosion, and grease

Item	Done	Due	N/A	Notes
Sacrificial anodes located and inspected	☐	☐	☐	_____
Anodes replaced if about half gone	☐	☐	☐	_____
Internal or powerhead anodes checked if due	☐	☐	☐	_____
Paint nicks touched up	☐	☐	☐	_____
Corrosion inhibitor applied where OEM allows	☐	☐	☐	_____
Lubrication points greased	☐	☐	☐	_____
Power trim and tilt fluid checked	☐	☐	☐	_____
Battery cables and terminals cleaned	☐	☐	☐	_____
Drive or charging belt inspected	☐	☐	☐	_____

Storage and winterization

Item	Done	Due	N/A	Notes
Storage or in-season visit identified	☐	☐	☐	
Cooling system flushed before lay-up	☐	☐	☐	
Fuel stabilized or drained per OEM	☐	☐	☐	
Fresh engine oil and filter before storage	☐	☐	☐	
Fresh gearcase lube before storage	☐	☐	☐	
Cylinders fogged if the OEM requires it	☐	☐	☐	
Storage position and ventilation recorded	☐	☐	☐	
Cowling on, cover used, out of sun if possible	☐	☐	☐	

Notes and sign-off

FINDINGS, DEFECTS, OR DEFERRED WORK

ACTION AFTER THIS VISIT

NEXT PLANNED HOURS

TECHNICIAN OR OWNER NAME

DATE SIGNED

NEXT PLANNED SERVICE

NEXT PLANNED DATE

SIGNATURE

☐ I copied intervals from this engine's owner's manual. This sheet is a record, not a Pass/Fail standard.

Reference only. Verify against the vehicle OEM procedure and applicable regulations.