

OALCF Tasks for the Apprenticeship Goal Path: Prepared for the Project, Developing Best Practices for Increasing, Supporting and Retaining Apprentices in Northern Ontario (2014) - Updated 2023 as part of CLO's Skills for Success Initiative

Task Title: Automotive Vehicle Inspection

OALCF Cover Sheet – Practitioner Copy

Learner Name:

Date Started (m/d/yyyy):

Date Completed (m/d/yyyy):

Successful Completion: Yes No

Goal Path: Employment Apprenticeship
Secondary School Post Secondary Independence

Task Description: Use an automotive vehicle inspection document to record a vehicle's current condition.

Competency: A: Find and Use Information, B: Communicate Ideas and Information

Task Groups: A2: Interpret documents, B3: Complete and create documents

Level Indicators:

- A2.2: Interpret simple documents to locate and connect information
- B3.1a: Make straightforward entries to complete very simple documents
- B3.2a: Use layout to determine where to make entries in simple documents

Embedded Skills for Success:

- Adaptability
- Collaboration
- Communication
- Creativity and Innovation

- Digital
- Numeracy
- Problem Solving
- Reading
- Writing

Performance Descriptors: See chart on last page

Instructor note: if printing in black and white, let your learner know that the three dots beside each item in the vehicle report card are green, yellow, and red (from left to right).

Learner Information and Work Sheet

When customers bring their car into a garage, Automotive Service Technicians do a routine inspection. They will look at many parts of the car, including the windshield, lights, engine, underside of the car, fluid levels, brakes and tires.

While they do this inspection, Automotive Service Technicians and apprentices fill out inspection reports to document what they see. These inspection reports may indicate recommended maintenance or repairs to the vehicle.

Complete the tasks below and enter the required information on the Vehicle Report Card on the following page.

Task 1: An automotive service technician is inspecting a white 2019 Ford Taurus with an odometer reading of 238,126 km. Enter the odometer reading into the appropriate boxes on the vehicle report card.

Task 2: When doing a visual parameter inspection, the automotive service technician notices that the right front (RF) headlight is burnt out. It needs to be replaced immediately. Record this information on the vehicle report card.

Task 3: The tread on the right front (RF), left front (LF), right rear (RR) and left rear (LR) tire measures 2/32, which is the minimum legal tread depth. At this level, tires are considered bald and unsafe. Record the tire tread depth on the vehicle report card, and indicate that these four tires need immediate attention.

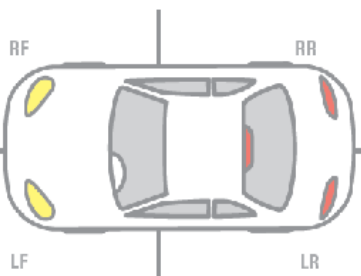
Task 4: The car's owner mentions that the check oil light is on. When the automotive service technician looks under the vehicle, they see that oil is leaking. They check the fluid levels and find the oil is very low and needs to be replaced immediately. Check the appropriate boxes on the vehicle report card.

Your Vehicle Report Card

DATE	CUSTOMER NAME	SERVICE ADVISOR
DEALER CODE	R.O.#	VIN (FIRST 2/LAST 8 DIGITS)
your vehicle report card		
<input checked="" type="checkbox"/> CHECKED OK	<input checked="" type="checkbox"/> REQUIRES FUTURE ATTENTION	<input checked="" type="checkbox"/> REQUIRES IMMEDIATE ATTENTION
		<input type="checkbox"/> VALIDATION RECORD CHECKED AND UPDATED <input type="checkbox"/> CHECKED AND COMPLETED OPEN FIELD SERVICE ACTIONS (RECALLS)

1 visual 360° perimeter inspection

<ul style="list-style-type: none"> <input type="checkbox"/> Windshield (XWASLD) <input type="checkbox"/> Cracked <input type="checkbox"/> Chipped <input type="checkbox"/> Sandblasted <input type="checkbox"/> Washer system (XWASH) <input type="checkbox"/> Wiper/arm (XWIP) 	<ul style="list-style-type: none"> <input type="checkbox"/> Headlight (DRL) <input type="checkbox"/> Fog lamp <input type="checkbox"/> Signal light <input type="checkbox"/> Hazard light <input type="checkbox"/> Dome light 	<ul style="list-style-type: none"> <input type="checkbox"/> Brake light <input type="checkbox"/> Signal light <input type="checkbox"/> Hazard light <input type="checkbox"/> Back-up light
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<ul style="list-style-type: none"> <input type="checkbox"/> Windshield (XWASLD) <input type="checkbox"/> Cracked <input type="checkbox"/> Chipped <input type="checkbox"/> Sandblasted <input type="checkbox"/> Washer system (XWASH) <input type="checkbox"/> Wiper/arm (XWIP) 	<ul style="list-style-type: none"> <input type="checkbox"/> Headlight (DRL) <input type="checkbox"/> Fog lamp <input type="checkbox"/> Signal light <input type="checkbox"/> Hazard light <input type="checkbox"/> Dome light 	<ul style="list-style-type: none"> <input type="checkbox"/> Brake light <input type="checkbox"/> Signal light <input type="checkbox"/> Hazard light <input type="checkbox"/> Back-up light
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2 visual under hood inspection

- Drive belt(s) (XDRVP)
- Air filter and minder (XAF) (includes AC filter on vehicles) (XAF)
- Radiator, hoses/clamps and coolant condition to: _____ °C (XWASH)
- Horn
- Interior hood light
- Block heater (XBRHT)
- Heater hoses/clamps (XHTH)
- Air conditioning hoses (XACHS)
- Cabin/pollen air filter (if equipped) (XCAF)
- Battery/cables/clamps
- Battery performance 1 (XBA1) COLD CRANKING AMPS: FACTORY SPECS: _____ ACTUAL: _____
- Battery performance 2 (XBA2) COLD CRANKING AMPS: FACTORY SPECS: _____ ACTUAL: _____

3 visual under vehicle inspection

- Steering components (XSTR)
- Suspension components (XSSUSP)
- Shocks (leakage) (damage) (XSHOCK)
- Struts (leakage) (damage) (XSTRUT)
- Exhaust system (XEXH)
- CV drive axle boots (if equipped) (XCVB)

CHECK FOR LEAKS

- Engine oil (XENGL)
- Transmission (XTRNSM)
- Power steering (XPS)
- Coolant (XCOOL)
- Fuel (XFUEL)
- Fuel filter (except diesel) (XUFF)

6 visual fluid level check and fill

CHANGE OIL MESSAGE ON RESET N/A

- Engine oil
- Window washer fluid
- Transmission fluid level and colour
- Brake fluid level and colour
- Power steering fluid
- Coolant recovery reservoir fluid level
- 4x4 transfer case, front drive, clutch reservoir fluid

7 visual diesel inspection

- Air filter restriction gauge and housing
- Water in fuel dash light
- Charge air cooling piping and air intake system
- Turbocharger

4 visual brake inspection BRAKE INSPECTION NOT PERFORMED WITH THIS SERVICE SEE OVER FOR OP CODES

<p>RF <input type="checkbox"/> _____ mm (inmg/pad) <input type="checkbox"/> Rotor <input type="checkbox"/> Caliper <input type="checkbox"/> Lines/hoses</p>	<p>RR <input type="checkbox"/> _____ mm (inmg/pad) <input type="checkbox"/> Rotor/drum <input type="checkbox"/> Caliper/wheel cylinder <input type="checkbox"/> Lines/hoses</p>
<p>LF <input type="checkbox"/> _____ mm (inmg/pad) <input type="checkbox"/> Rotor <input type="checkbox"/> Caliper <input type="checkbox"/> Lines/hoses</p>	<p>LR <input type="checkbox"/> _____ mm (inmg/pad) <input type="checkbox"/> Rotor/drum <input type="checkbox"/> Caliper/wheel cylinder <input type="checkbox"/> Lines/hoses</p>


Parking brake operation

5 visual tire inspection PRESSURE SET TO FACTORY PSI FRONT _____ psi REAR _____ psi SPARE _____ psi

The pressure on one or more of your tires was below the manufacturer's recommended guidelines. This can lead to premature tire wear and poor fuel economy.

<p>RF <input type="checkbox"/> Tread Depth 32nds <input type="checkbox"/> Inner <input type="checkbox"/> Outer</p>	<p>RR <input type="checkbox"/> Tread Depth 32nds <input type="checkbox"/> Inner <input type="checkbox"/> Outer</p>
<p>LF <input type="checkbox"/> Tread Depth 32nds <input type="checkbox"/> Inner <input type="checkbox"/> Outer</p>	<p>LR <input type="checkbox"/> Tread Depth 32nds <input type="checkbox"/> Inner <input type="checkbox"/> Outer</p>

RECOMMEND: Rotation (XTROT) Replacement (XTRE) Alignment (XALIGN) Balance



COMMENTS: _____

TECHNICIAN: _____

CUSTOMER SIGNATURE: _____


CUSTOMER DECLINED FORD-RECOMMENDED MAINTENANCE

your next maintenance appointment

NEXT MAINTENANCE SERVICE – DESCRIPTION _____

PRICE* _____

NEXT APPOINTMENT DATE (MM/DD/YYYY) _____ TIME _____



GENUINE PARTS & SERVICE

GENUINE PARTS. GENUINE SERVICE. GENUINE PEACE OF MIND.

WHITE: CUSTOMER COPY YELLOW: SERVICE FILE COPY PINK: FOLLOW UP COPY
 *SUBJECT TO CHANGE BEFORE YOUR NEXT VISIT, PLEASE CALL TO CONFIRM. 04/09 CC-150
 ©2009 Ford Motor Company of Canada Limited. All rights reserved.

Answers

Task 1: The information is entered at the top of the document on the right side. It should be filled in as seen below.

DATE	CUSTOMER NAME	SERVICE ADVISOR
DEALER CODE	R.O.#	VIN (FIRST 2/LAST 8 DIGITS)
		2 3 8 1 2 6
your vehicle report card		<input type="checkbox"/> VALIDATION RECORD CHECKED AND UPDATED <input type="checkbox"/> CHECKED AND COMPLETED OPEN FIELD SERVICE ACTIONS (RECALLS)
<input checked="" type="checkbox"/> CHECKED OK	<input checked="" type="checkbox"/> REQUIRES FUTURE ATTENTION	<input checked="" type="checkbox"/> REQUIRES IMMEDIATE ATTENTION

Task 2: Locate box number 1, "visual 360o perimeter inspection" at the top of the document. It should be filled in as seen below.

1 visual 360° perimeter inspection

<ul style="list-style-type: none"> Windshield ^{XWSLD} <ul style="list-style-type: none"> <input type="checkbox"/> Cracked <input type="checkbox"/> Chipped <input type="checkbox"/> Sandblasted Washer system ^{XWASH} Wiper/arm ^{XFTWP} 	<ul style="list-style-type: none"> Headlight (DRL) <input checked="" type="checkbox"/> Fog lamp Signal light Hazard light Dome light 		<ul style="list-style-type: none"> Brake light Signal light Hazard light Back-up light 	<ul style="list-style-type: none"> Washer system ^{XRRWP} Wiper/arm ^{XRRWP} High mounted stop lamp Licence light Trunk light
<ul style="list-style-type: none"> Windshield ^{XWSLD} <ul style="list-style-type: none"> <input type="checkbox"/> Cracked <input type="checkbox"/> Chipped <input type="checkbox"/> Sandblasted Washer system ^{XWASH} Wiper/arm ^{XFTWP} 	<ul style="list-style-type: none"> Headlight (DRL) Fog lamp Signal light Hazard light Dome light 		<ul style="list-style-type: none"> Brake light Signal light Hazard light Back-up light 	

Task 3: Locate box number 5, "visual tire inspection" on the bottom left side of the document. It should be filled in as seen below.

5 visual tire inspection PRESSURE SET TO FACTORY PSI FRONT ___ psi REAR ___ psi SPARE ___ psi

The pressure on one or more of your tires was below the manufacturer's recommended guidelines. This can lead to premature tire wear and poor fuel economy.

RF	<input checked="" type="checkbox"/> Tread Depth 32nds	RR	<input checked="" type="checkbox"/> Tread Depth 32nds	
	Inner <input type="checkbox"/> Tread Depth 32nds		Inner <input type="checkbox"/> Tread Depth 32nds	
LF	<input checked="" type="checkbox"/> Tread Depth 32nds	LR	<input checked="" type="checkbox"/> Tread Depth 32nds	
	Inner <input type="checkbox"/> Tread Depth 32nds		Inner <input type="checkbox"/> Tread Depth 32nds	

RECOMMEND: Rotation (XTROT) Replacement (XTIRE) Alignment (XALIG) Balance

Task 4: Locate box number 3, “visual under vehicle inspection” and box number 6 “visual fluid level check and fill” on the right side of the document. They should be filled in as seen below.

3 visual under vehicle inspection

- Steering components XSTRG
- Suspension components XSUSP
- Shocks leakage damage XSHCK
- Struts leakage damage XSTRT
- Exhaust system XEXHT
- CV drive axle boots (if equipped) XCVBT

CHECK FOR LEAKS

- Engine oil XOILK
- Transmission XTRAN
- Power steering
- Coolant XCOOL
- Fuel XFUEL
- Fuel filter (except diesel) XFULF

6 visual fluid level check and fill

CHANGE OIL MESSAGE ON RESET N/A

- Engine oil
- Window washer fluid
- Transmission fluid level and colour
- Brake fluid level and colour
- Power steering fluid
- Coolant recovery reservoir fluid level
- 4x4 transfer case, front drive, clutch reservoir fluid

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	Performs limited searches using one or two search criteria			
A2.2	Extracts information from tables and forms			
A2.2	Uses layout to locate information			
A2.2	Makes connections between parts of documents			
A2.2	Makes low-level inferences			
B3.1a	Makes a direct match between what is requested and what is entered			
B3.1a	Makes entries using familiar vocabulary			
B3.2a	Uses layout to determine where to make entries			
B3.2a	Begins to make some inferences to decide what information is needed, where and how to enter the information			
B3.2a	Makes entries using a limited range of vocabulary			

This task: Was successfully completed Needs to be tried again

Task Title: AutomotiveVehicleInspection_A_A2.2_B3.1a_B3.2a_0

Learner Comments:

Instructor (print):

Learner (print):