



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 – Learner Copy

Learner Name:

Date Started (m/d/yyyy):

Date Completed (m/d/yyyy):

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

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.

DATE _____ CUSTOMER NAME _____ SERVICE ADVISOR _____
 DEALER CODE _____ R.O.# _____ VIN (FIRST 2/LAST 8 DIGITS) _____ ODOMETER _____

your vehicle report card

CHECKED OK REQUIRES FUTURE ATTENTION REQUIRES IMMEDIATE ATTENTION

VALIDATION RECORD CHECKED AND UPDATED
 CHECKED AND COMPLETED OPEN FIELD SERVICE ACTIONS (RECALLS)

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) ● ● ● 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 	

2 visual under hood inspection

- ● ● Drive belt(s) ^{XDRVB}
- ● ● Air filter and minder (plus battery A/C filter on hybrid vehicle) ^{XAIRF}
- ● ● Radiator, hoses/clamps and coolant condition to: - _____ °C ^{XRADH}
- ● ● Horn
- ● ● Interior hood light
- ● ● Block heater ^{XBHTR}
- ● ● Heater hoses/clamps ^{XHTRH}
- ● ● Air conditioning hoses ^{XACHS}
- ● ● Cabin/pollen air filter (if equipped) ^{XCABF}
- ● ● Battery/cables/clamps
- ● ● Battery performance 1 ^{XBATT}
COLD CRANKING AMPS: FACTORY SPECS. _____ ACTUAL _____
- ● ● Battery performance 2 ^{XBATT}
COLD CRANKING AMPS: FACTORY SPECS. _____ ACTUAL _____

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

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

RF ● ● ● _____ mm (lining/pad) ● ● ● Rotor ● ● ● Caliper ● ● ● Lines/hoses	RR ● ● ● _____ mm (lining/pad) ● ● ● Rotor/drum ● ● ● Caliper/wheel cylinder ● ● ● Lines/hoses
LF ● ● ● _____ mm (lining/pad) ● ● ● Rotor ● ● ● Caliper ● ● ● Lines/hoses	LR ● ● ● _____ mm (lining/pad) ● ● ● Rotor/drum ● ● ● Caliper/wheel cylinder ● ● ● Lines/hoses

● ● ● 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.

RF ● ● ● Tread Depth 32 ^{nds}	RR ● ● ● Tread Depth 32 ^{nds} Inner ● ● ● Tread Depth 32 ^{nds}	TOE WEAR XTOEW CAMBER WEAR XCAMW CENTRE WEAR
LF ● ● ● Tread Depth 32 ^{nds}	LR ● ● ● Tread Depth 32 ^{nds} Inner ● ● ● Tread Depth 32 ^{nds}	EDGE WEAR PATCH WEAR CUP WEAR XCUWP

RECOMMEND: Rotation ^{XROT} Replacement ^{XTIRE} Alignment ^{XALIG} Balance

COMMENTS: _____

TECHNICIAN: _____
 CUSTOMER SIGNATURE: _____

CUSTOMER DECLINED FORD-RECOMMENDED MAINTENANCE

your next maintenance appointment

NEXT MAINTENANCE SERVICE – DESCRIPTION _____
 PRICE* _____
 NEXT APPOINTMENT DATE (MM/DD/YY) _____ TIME _____

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 QC-550
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