



## Task Title: Automotive Vehicle Inspection

OALCF Cover Sheet – Practitioner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**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.

### Main Competency/Task Group/Level Indicators:

- Find and Use Information/Interpret documents/A2.2
- Communicate Ideas and Information/Complete and create documents/B3.1a
- Communicate Ideas and Information/Complete and create documents/B3.2a

### Materials Required:

- Pen/pencil and paper and/or digital device

Task Title: AutomotiveVehicleInspection\_A\_A2.2\_B3.1a\_B3.2a

### Notes for Instructors/Practitioners

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

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.

Scan the "Vehicle Report Card".

## Work Sheet

**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.**

Answer: No written response required here.

Task completed: Yes:

**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.**

Answer: No written response required here.

Task completed: Yes:

**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.**

Answer: No written response required here.

Task completed: Yes:

**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.**

Answer: No written response required here.

Task completed: Yes:

# Vehicle Report Card

DATE \_\_\_\_\_ CUSTOMER NAME \_\_\_\_\_ SERVICE ADVISOR \_\_\_\_\_

DEALER CODE \_\_\_\_\_ R.O.# \_\_\_\_\_ VIN (FIRST 2/LAST 8 DIGITS) \_\_\_\_\_ ODOMETER \_\_\_\_\_

## your vehicle report card

VALIDATION RECORD CHECKED AND UPDATED

CHECKED AND COMPLETED OPEN FIELD SERVICE ACTIONS (RECALLS)

CHECKED OK     REQUIRES FUTURE ATTENTION     REQUIRES IMMEDIATE ATTENTION

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### 1 visual 360° perimeter inspection

**Windshield** XWASLD

- Cracked
- Chipped
- Sandblasted

**Washer system** XWASHI

**Wiper/arm** XFWWP

**Headlight (DRL)**

**Fog lamp**

**Signal light**

**Hazard light**

**Dome light**

**Brake light**

**Signal light**

**Hazard light**

**Back-up light**

**Washer system** XFWWP

**Wiper/arm** XFBWT

**High mounted stop lamp**

**Licence light**

**Trunk light**

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### 2 visual under hood inspection

- Drive belt(s)** XDRWP
- Air filter and minder** XAFMR (check AC filter on vehicles) XWRF
- Radiator, hoses/clamps and coolant condition to:** \_\_\_\_\_ °C XWADH
- Horn**
- Interior hood light**
- Block heater** XDRTR
- Heater hoses/clamps** XWTHH
- Air conditioning hoses** XWACHS
- Cabin/pollen air filter (if equipped)** XWABF
- Battery/cables/clamps**
- Battery performance 1** XWATT  
COLD CRANKING AMPS: FACTORY SPECS: \_\_\_\_\_ ACTUAL: \_\_\_\_\_
- Battery performance 2** XWAT2  
COLD CRANKING AMPS: FACTORY SPECS: \_\_\_\_\_ ACTUAL: \_\_\_\_\_

### 3 visual under vehicle inspection

- Steering components** XSTRE
- Suspension components** XDSUP
- Shocks** leakage / damage XSHCK
- Struts** leakage / damage XSTRF
- Exhaust system** XEUIT
- CV drive axle boots (if equipped)** XWBSI

CHECK FOR LEAKS

- Engine oil** XEOLK
- Transmission** XETAN
- Power steering**
- Fuel** XEULF
- Fuel filter (except diesel)** XEULF

### 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**

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### 4 visual brake inspection

BRAKE INSPECTION NOT PERFORMED WITH THIS SERVICE    SEE OVER FOR OP CODES

<p><b>RF</b> _____ mm (indep/pad)</p> <ul style="list-style-type: none"> <li><b>Rotor</b></li> <li><b>Caliper</b></li> <li><b>Lines/hoses</b></li> </ul>	<p><b>RR</b> _____ mm (indep/pad)</p> <ul style="list-style-type: none"> <li><b>Rotor/drum</b></li> <li><b>Caliper/wheel cylinder</b></li> <li><b>Lines/hoses</b></li> </ul>
<p><b>LF</b> _____ mm (indep/pad)</p> <ul style="list-style-type: none"> <li><b>Rotor</b></li> <li><b>Caliper</b></li> <li><b>Lines/hoses</b></li> </ul>	<p><b>LR</b> _____ mm (indep/pad)</p> <ul style="list-style-type: none"> <li><b>Rotor/drum</b></li> <li><b>Caliper/wheel cylinder</b></li> <li><b>Lines/hoses</b></li> </ul>

**Parking brake operation**

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TECHNICIAN: \_\_\_\_\_

CUSTOMER SIGNATURE: \_\_\_\_\_

CUSTOMER DECLINED FORD-RECOMMENDED MAINTENANCE

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### 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><b>RF</b> Tread Depth 32nds</p> <p><b>LF</b> Tread Depth 32nds</p>	<p><b>RR</b> Tread Depth 32nds</p> <p>Inner Tread Depth 32nds</p> <p><b>LR</b> Tread Depth 32nds</p> <p>Inner Tread Depth 32nds</p>
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RECOMMEND:  Rotation XTRDT     Replacement XTRRE     Alignment XTRALG     Balance

### 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.

### 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**

CHECKED OK    
  REQUIRES FUTURE ATTENTION    
  REQUIRES IMMEDIATE ATTENTION

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

**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**

Windshield <sup>XWSLD</sup>  
 Cracked  
 Chipped  
 Sandblasted  
 Washer system <sup>XWASH</sup>  
 Wiper/arm <sup>XFTWP</sup>

Headlight (DRL)  
 Fog lamp  
 Signal light  
 Hazard light  
 Dome light

Brake light  
 Signal light  
 Hazard light  
 Back-up light

Washer system <sup>XRRWP</sup>  
 Wiper/arm <sup>XRRWP</sup>  
 High mounted stop lamp  
 Licence light  
 Trunk 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  Tread Depth 32nds  
 RR  Tread Depth 32nds  
 LF  Tread Depth 32nds  
 LR  Tread Depth 32nds

RECOMMEND:  Rotation <sup>XTROT</sup>      Replacement <sup>XTIRE</sup>      Alignment <sup>XALIG</sup>      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

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Steering components	XSTRG
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Suspension components	XSUSP
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Shocks	<input type="checkbox"/> leakage <input type="checkbox"/> damage XSHCK
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Struts	<input type="checkbox"/> leakage <input type="checkbox"/> damage XSTRT
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exhaust system	XEXHT
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	CV drive axle boots	(if equipped) XCVBT

CHECK FOR LEAKS

<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Engine oil	XOILK
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Transmission	XTRAN
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Power steering	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Coolant	XCOOL
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fuel	XFUEL
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fuel filter	(except diesel) XFULF

**6** visual **fluid level** check and fill

CHANGE OIL MESSAGE  ON  RESET  N/A

<input type="radio"/>	<input checked="" type="radio"/>	Engine oil
<input type="radio"/>	<input type="radio"/>	Window washer fluid
<input type="radio"/>	<input type="radio"/>	Transmission fluid level and colour
<input type="radio"/>	<input type="radio"/>	Brake fluid level and colour
<input type="radio"/>	<input type="radio"/>	Power steering fluid
<input type="radio"/>	<input type="radio"/>	Coolant recovery reservoir fluid level
<input type="radio"/>	<input type="radio"/>	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			
	Extracts information from tables and forms			
	Uses layout to locate information			
	Makes connections between parts of documents			
	Makes low-level inferences			
B3.1a	Makes a direct match between what is requested and what is entered			
	Makes entries using familiar vocabulary			
	Uses layout to determine where to make entries			
	Begins to make some inferences to decide what information is needed, where and how to enter the information			
	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

Learner Comments:

Instructor (print):

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Learner (print):

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