



Task Title: Automotive Vehicle Inspection

OALCF Cover Sheet – Learner 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

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

☒ 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

Windshield XWASLD

☐ Cracked

☐ Chipped

☐ Sandblasted

Washer system XWASHI

Wiper/arm XPIWIP

Headlight (DRL)

Fog lamp

Signal light

Hazard light

Dome light

Brake light

Signal light

Hazard light

Back-up light

Windshield XWASLD

☐ Cracked

☐ Chipped

☐ Sandblasted

Washer system XWASHI

Wiper/arm XPIWIP

Headlight (DRL)

Fog lamp

Signal light

Hazard light

Dome light

Brake light

Signal light

Hazard light

Back-up light

Washer system XPIWIP

Wiper/arm XPIWIP

High mounted stop lamp

Licence light

Trunk light

2 visual under hood inspection

Drive belt(s) XDRBPR

Air filter and minder XAFIL (if on vehicle) XWRF

Radiator, hoses/clamps and coolant condition to: _____ °C XWADHI

Horn

Interior hood light

Block heater XWATER

Heater hoses/clamps XWTHH

Air conditioning hoses XWACIS

Cabin/pollen air filter (if equipped) XWABF

Battery/cables/clamps

Battery performance 1 XWATT

COLD CRANKING AMPS: FACTORY SPECS _____ ACTUAL _____

Battery performance 2 XWATT

COLD CRANKING AMPS: FACTORY SPECS _____ ACTUAL _____

3 visual under vehicle inspection

Steering components XSTIRE

Suspension components XSPUSP

Shocks ☐ leakage ☐ damage XSHOCK

Struts ☐ leakage ☐ damage XSTRTT

Exhaust system XEADIT

CV drive axle boots (if equipped) XDRBFI

CHECK FOR LEAKS

Engine oil XEOLK

Transmission XETMAN

Power steering

Coolant XEODOL

Fuel XEUFIL

Fuel filter (except diesel) XEULFI

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 CP 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 32nds _____

LF Tread Depth 32nds _____

RR Tread Depth 32nds _____

LR Tread Depth 32nds _____

RECOMMEND: ☐ Rotation XROT ☐ Replacement XTRE ☐ Alignment XALIG ☐ Balance

your next maintenance appointment

NEXT MAINTENANCE SERVICE -- DESCRIPTION _____

PRICE* _____

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

TECHNICIAN: _____

CUSTOMER SIGNATURE: _____

☐ CUSTOMER DECLINED FORD-RECOMMENDED MAINTENANCE

GENUINE PARTS. GENUINE SERVICE. GENUINE PEACE OF MIND.

GENUINE PARTS & SERVICE

WHITE - CUSTOMER COPY YELLOW - SERVICE HUB COPY PINK - FOLLOW UP COPY
 *SUBJECT TO CHANGE BEFORE YOUR NEXT VISIT, PLEASE CALL TO CONFIRM. 04/09/00-850
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