



#### Correlation of

### Modern Automotive Technology, by Duffy

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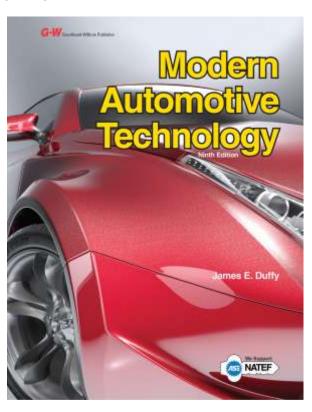
to

## NATEF Maintenance and Light Repair (MLR) Task List Correlation Chart

The following chart correlates the *Modern*Automotive Technology textbook (©2017) to the
2017 NATEF Maintenance and Light Repair
(MLR) Task List.

The correlation below lists the tasks, priority level, and the corresponding page numbers from the *Modern Automotive Technology* textbook for the Maintenance and Light Repair Task List.

For more information on NATEF standards, including additional information on the ASE Industry Education Alliance, please visit http://www.asealliance.org/.



#### **ENGINE REPAIR**

For every task in Engine Repair, the following safety requirement must be strictly enforced:

Task Number and Description	Priority	Page #s
I. ENGINE REPAIR		
A. General		
1. Research vehicle service information, including fluid type,	P-1	109–114
vehicle service history, service precautions, and technical		
service bulletins.		

Task Number and Description	Priority	Page #s
2. Verify operation of the instrument panel engine warning	P-1	302–307, 381–390,
indicators.		399–411, 415–428,
		620–623, 1003–
		1020
3. Inspect engine assembly for fuel, oil, coolant, and other	P-1	302–307, 381–390,
leaks; determine necessary action.		399–411, 415–428,
		620–623, 1003–
		1020
4. Install engine covers using gaskets, seals, and sealers as	P-1	137, 141–146, 150–
required.		151, 705–716, 735,
		745, 755, 764, 766,
		860–865, 873–877,
		879, 912–920,
		1028, 1289, 1325–
		1328, 1333
5. Verify engine mechanical timing.	P-2	1179–1182
6. Perform common fastener and thread repair, to include:	P-1	1183–1189
remove broken bolt, restore internal and external threads, and		
repair internal threads with thread insert.		
7. Identify service precautions related to service of the internal	P-2	82, 454–458
combustion engine of a hybrid vehicle.		
I. ENGINE REPAIR		
B. Cylinder Head and Valve Train		
1. Adjust valves (mechanical or hydraulic lifters).	P-3	1170
2. Identify components of the cylinder head and valve train.	P-1	13, 174–177, 199–
		210
I. ENGINE REPAIR		
C. Lubrication and Cooling System		
1. Perform cooling system pressure dye tests to identify leaks;	P-1	863–865, 875, 884,
check coolant condition and level; inspect and test radiator,		888–889
pressure cap, coolant recovery tank, heater core, and gallery		
plugs; determine necessary action.		
2. Inspect, replace, and/or adjust drive belts, tensioners, and	P-1	1188
pulleys; check pulley and belt alignment.		
3. Remove, inspect, and replace thermostat and gasket/seal.	P-1	870–873
4. Inspect and test coolant; drain and recover coolant; flush and	P-1	112, 879–882, 884
refill cooling system; use proper fluid type per manufacturer		
specification; bleed air as required.		
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Task Number and Description	Priority	Page #s
5. Perform engine oil and filter change; use proper fluid type per	P-1	400–401, 410, 620,
manufacturer specification; reset maintenance reminder as		879–882, 884
required.		
6. Identify components of the lubrication and cooling systems.	P-1	16–17, 835–836,
		839–854, 892–907

### **AUTOMATIC TRANSMISSION AND TRANSAXLE**

For every task in Automatic Transmission and Transaxle, the following safety requirement must be strictly enforced:

Task Number and Description	Priority	Page #s
II. AUTOMATIC TRANSMISSION AND TRANSAXLE		
A. General		
1. Research vehicle service information, including fluid type,	P-1	109–114, 138
vehicle service history, service precautions, and technical		
service bulletins.		
2. Check fluid level in a transmission or transaxle equipped with	P-1	141–142
a dipstick.		
3. Check fluid level in a transmission or transaxle not equipped	P-1	142
with a dipstick.		
4. Check transmission fluid condition; check for leaks.	P-2	141–142, 1327–
		1328, 1331–1333
5. Identify drive train components and configuration.	P-1	17–20, 1229–1240,
		1301–1321, 1343–
		1353, 1369–1373,
		1375–1382, 1407–
		1409, 1412–1422
II. AUTOMATIC TRANSMISSION AND TRANSAXLE		
B. In-Vehicle Transmission/Transaxle		
1. Inspect, adjust, and/or replace external manual valve shift	P-2	1333–1334
linkage, transmission range sensor/switch, and/or park/neutral		
position switch.		
2. Inspect for leakage at external seals, gaskets, and bushings.	P-1	129–133, 138, 141–
		142, 1327–1328,
		1331–1333, 1439
3. Inspect, replace, and/or align power train mounts.	P-2	1290–1295, 1358–
		1359, 1438

Task Number and Description	Priority	Page #s
4. Drain and replace fluid filter(s); use proper fluid type per	P-1	112, 138, 141–142,
manufacturer specification.		1327–1328, 1331–
		1333
II. AUTOMATIC TRANSMISSION AND TRANSAXLE		
C. Off-Vehicle Transmission/Transaxle		
1. Describe the operational characteristics of a continuously	P-3	1416
variable transmission (CVT).		
2. Describe the operational characteristics of a hybrid vehicle	P-3	437–438, 443–449
drive train.		

#### MANUAL DRIVE TRAIN AND AXLES

For every task in Manual Drive Train and Axles, the following safety requirement must be strictly enforced:

Task Number and Description	Priority	Page #s
III MANUAL DRIVE TRAIN AND AXLES		
A. General		
1. Research vehicle service information, including fluid type,	P-1	109–114, 1289,
vehicle service history, service precautions, and technical		1293, 1394
service bulletins.		
2. Drain and refill manual transmission/transaxle and final drive	P-1	1269, 1430
unit; use proper fluid type per manufacturer specification.		
3. Check fluid condition; check for leaks.	P-2	143–144
4. Identify manual drive train and axle components and	P-1	17–20, 1229–1240,
configuration.		1265–1266, 1268–
		1276, 1343–1353,
		1369–1373, 1375–
		1382, 1407–1409,
		1412–1422
III MANUAL DRIVE TRAIN AND AXLES		
B. Clutch		
1. Check and adjust clutch master cylinder fluid level; use	P-1	112, 145
proper fluid type per manufacturer specification.		
2. Check for hydraulic system leaks.	P-1	145
III MANUAL DRIVE TRAIN AND AXLES		•
C. Transmission/Transaxle		
1. Describe the operational characteristics of an electronically-	P-2	1280, 1282
controlled manual transmission/transaxle.		

Task Number and Description	Priority	Page #s
III MANUAL DRIVE TRAIN AND AXLES		
D. Drive Shaft, Half Shaft, Universal Joints, and Constant-Ve	locity (CV) Joints (Fro	nt, Rear, All, and
Four-wheel Drive)		
1. Inspect, remove, and/or replace bearings, hubs, and seals.	P-2	1254–1255, 1292–
		1295, 1389, 1382
2. Inspect, service, and/or replace shafts, yokes, and	P-2	1360–1362
universal/CV joints.		
3. Inspect locking hubs.	P-3	1379, 1387–1394
4. Check for leaks at drive assembly and transfer case seals;	P-2	112, 143, 147,
check vents; check fluid level; use proper fluid type per		1360–1363
manufacturer specification.		
III MANUAL DRIVE TRAIN AND AXLES		
E. Differential Case Assembly		
1. Clean and inspect differential case; check for leaks; inspect	P-1	1390
housing vent.		
2. Check and adjust differential case fluid level; use proper fluid	P-1	112, 143–144, 1390
type per manufacturer specification.		
3. Drain and refill differential housing.	P-1	112, 144, 1390
4. Inspect and replace drive axle wheel studs.	P-1	1392, 1394

### **SUSPENSION AND STEERING**

For every task in Suspension and Steering, the following safety requirement must be strictly enforced:

Task Number and Description	Priority	Page #s
IV. SUSPENSION AND STEERING		
A. General		
1. Research vehicle service information, including fluid type,	P-1	109–114, 1568,
vehicle service history, service precautions, and technical		1747
service bulletins.		
2. Disable and enable supplemental restraint system (SRS);	P-1	1747–1748
verify indicator lamp operation.		
3. Identify suspension and steering system components and	P-1	20, 1492–1509,
configurations.		1538–1540, 1542–
		1556

Task Number and Description	Priority	Page #s
IV. SUSPENSION AND STEERING		
B. Related Suspension and Steering Service		
1. Inspect rack and pinion steering gear inner tie rod ends	P-1	1566
(sockets) and bellows boots.		
2. Inspect power steering fluid level and condition.	P-1	144, 1563
3. Flush, fill, and bleed power steering system; use proper fluid	P-2	112, 1571
type per manufacturer specification.		
4. Inspect for power steering fluid leakage.	P-1	1563
5. Remove, inspect, replace, and/or adjust power steering pump	P-1	1564
drive belt.		
6. Inspect and replace power steering hoses and fittings.	P-2	1542–1543
7. Inspect pitman arm, relay (centerlink/intermediate) rod, idler	P-1	1542, 1565–1566
arm, mountings, and steering linkage damper.		
8. Inspect tie rod ends (sockets), tie rod sleeves, and clamps.	P-1	1566
9. Inspect upper and lower control arms, bushings, and shafts.	P-1	1522–1524
10. Inspect and replace rebound bumpers.	P-1	_
11. Inspect track bar, strut rods/radius arms, and related mounts	P-1	1522–1524
and bushings.		
12. Inspect upper and lower ball joints (with or without wear	P-1	1519–1520
indicators).		
13. Inspect suspension system coil springs and spring insulators	P-1	1517
(silencers).		
14. Inspect suspension system torsion bars and mounts.	P-1	1519
15. Inspect and/or replace front/rear stabilizer bar (sway bar)	P-1	1499
bushings, brackets, and links.		
16. Inspect, remove, and/or replace strut cartridge or assembly;	P-2	1517
inspect mounts and bushings.		
17. Inspect front strut bearing and mount.	P-1	1517
18. Inspect rear suspension system lateral links/arms (track	P-1	1522–1524
bars), control (trailing) arms.		
19. Inspect rear suspension system leaf spring(s), spring	P-1	1518
insulators (silencers), shackles, brackets, bushings, center		
pins/bolts, and mounts.		
20. Inspect, remove, and/or replace shock absorbers; inspect	P-1	1514–1516
mounts and bushings.		
21. Inspect electric power steering assist system.	P-2	1574
22. Identify hybrid vehicle power steering system electrical	P-2	454–458, 1545,
circuits and safety precautions.		1552–1556, 1574

Task Number and Description	Priority	Page #s
23. Describe the function of suspension and steering control	P-3	1506–1509, 1653–
system components (i.e., active suspension and stability		1654, 1660–1662
control).		
IV. SUSPENSION AND STEERING		
C. Wheel Alignment		
1. Perform prealignment inspection; measure vehicle ride	P-1	1585–1589
height.		
2. Describe alignment angles (camber, caster, and toe).	P-1	1582–1584
IV. SUSPENSION AND STEERING		
D. Wheels and Tires		
1. Inspect tire condition; identify tire wear patterns; check for	P-1	1449–1455, 1467–
correct tire size, application (load and speed ratings), and air		1470, 1472
pressure as listed on the tire information placard/label.		
2. Rotate tires according to manufacturer's recommendations,	P-1	1455, 1472, 1479–
including vehicles equipped with tire pressure monitoring		1480
systems (TPMS).		
3. Dismount, inspect, and remount tire on wheel; balance wheel	P-1	1474–1478
and tire assembly.		
4. Dismount, inspect, and remount tire on wheel equipped with	P-1	1479
tire pressure monitoring system sensor.		
5. Inspect tire and wheel assembly for air loss; determine	P-1	1478
necessary action.		
6. Repair tire following vehicle manufacturer approved	P-1	1478
procedure.		
7. Identify indirect and direct tire pressure monitoring systems	P-1	1479–1480
(TPMS); calibrate system; verify operation of instrument panel		
lamps.		
8. Demonstrate knowledge of steps required to remove and	P-1	1479–1480
replace sensors in a tire pressure monitoring system (TPMS),		
including relearn procedure.		

### **BRAKES**

For every task in Brakes, the following safety requirement must be strictly enforced:

Task Number and Description	Priority	Page #s
V. BRAKES		
A. General		
1. Research vehicle service information, including fluid type,	P-1	109–114
vehicle service history, service precautions, and technical		
service bulletins.		
2. Describe procedure for performing a road test to check brake	P-1	1625, 1669
system operation, including anti-lock brake system (ABS).		
3. Install wheel and torque lug nuts.	P-1	1473
4. Identify brake system components and configuration.	P-1	20, 1601–1620
V. BRAKES		
B. Hydraulic System		
1. Describe proper brake pedal height, travel, and feel.	P-1	1628
2. Check master cylinder for external leaks and proper	P-1	1631
operation.		
3. Inspect brake lines, flexible hoses, and fittings for leaks,	P-1	1628–1630
dents, kinks, rust, cracks, bulging, wear, and loose		
fittings/supports.		
4. Select, handle, store, and fill brake fluids to proper level; use	P-1	112, 1628–1629
proper fluid type per manufacturer specification.		
5. Identify components of hydraulic brake warning light system.	P-3	1627
6. Bleed and/or flush brake system.	P-1	1631–1634
7. Test brake fluid for contamination.	P-1	145, 1628–1629
V. BRAKES		
C. Drum Brakes		
1. Remove, clean, and inspect brake drum; measure brake drum	P-1	1643
diameter; determine serviceability.		
2. Refinish brake drum and measure final drum diameter;	P-1	1643–1645
compare with specification.		
3. Remove, clean, inspect, and/or replace brake shoes, springs,	P-1	1645–1648
pins, clips, levers, adjusters/self-adjusters, other related brake		
hardware, and backing support plates; lubricate and reassemble.		
4. Inspect wheel cylinders for leaks and proper operation;	P-2	1643
remove and replace as needed.		

5. Pre-adjust brake shoes and parking brake; install brake drums or drum/hub assemblies and wheel bearings; make final checks and adjustments.	P-1	1648–1649
		i i
and adjustments.		
V. BRAKES		
D. Disc Brakes		
1. Remove and clean caliper assembly; inspect for leaks and	P-1	1637–1638
damage/wear; determine necessary action.		
2. Inspect caliper mounting and slides/pins for proper operation,	P-1	1634–1638
wear, and damage; determine necessary action.		
3. Remove, inspect, and/or replace brake pads and retaining	P-1	1629, 1634, 1636
hardware; determine necessary action.		
4. Lubricate and reinstall caliper, brake pads, and related	P-1	1629, 1634, 1636
hardware; seat brake pads and inspect for leaks.		
5. Clean and inspect rotor and mounting surface, measure rotor	P-1	1637–1638
thickness, thickness variation, and lateral runout; determine		
necessary action.		
6. Remove and reinstall/replace rotor.	P-1	1638–1642
7. Refinish rotor on vehicle; measure final rotor thickness and	P-1	1641–1642
compare with specification.		
8. Refinish rotor off vehicle; measure final rotor thickness and	P-1	1640–1641
compare with specification.		
9. Retract and readjust caliper piston on an integral parking	P-2	1639–1640
brake system.		
10. Check brake pad wear indicator; determine necessary	P-1	1627–1628
action.		
11. Describe the importance of operating a vehicle to	P-1	1636
burnish/break in replacement brake pads according to		
manufacturer's recommendation.		
V. BRAKES		
E. Power-Assist Units		
1. Check brake pedal travel with and without engine running to	P-2	1628
verify proper power booster operation.		
2. Identify components of the brake power assist system	P-1	1607–1608, 1630
(vacuum and hydraulic); check vacuum supply (manifold or		
auxiliary pump) to vacuum-type power booster.		
V. BRAKES		•
F. Related Systems (i.e., Wheel Bearings, Parking Brakes, Electrical	l)	
1. Remove, clean, inspect, repack, and install wheel bearings;	P-1	1480, 1482–1483
replace seals; install hub and adjust bearings.		

Task Number and Description	Priority	Page #s
2. Check parking brake system components for wear, binding,	P-2	1629, 1649
and corrosion; clean, lubricate, adjust, and/or replace as needed.		
3. Check parking brake operation and parking brake indicator	P-1	1629, 1649
light system operation; determine necessary action.		
4. Check operation of brake stop light system.	P-1	1480–1483
5. Replace wheel bearing and race.	P-2	1484
6. Inspect and replace wheel studs.	P-1	1392, 1394
V. BRAKES		
G. Electronic Brake, Traction Control, and Stability Control	Systems	
1. Identify traction control/vehicle stability control system	P-3	1660–1661
components.		
2. Describe the operation of a regenerative braking system.	P-3	24, 442, 1666–1667

# **ELECTRICAL/ELECTRONIC SYSTEMS**

For every task in Electrical/Electronic Systems, the following safety requirement must be strictly enforced:

Task Number and Description Priority Page #s			
VI. ELECTRICAL/ELECTRONIC SYSTEMS	Tilotity	Tage #S	
A. General			
1. Research service information, including vehicle service	P-1	109–114	
history, service precautions, and technical service bulletins.			
2. Demonstrate knowledge of electrical/electronic series,	P-1	266–268	
parallel, and series-parallel circuits using principles of			
electricity (Ohm's Law).			
3. Using wiring diagrams to trace electrical/electronic circuits.	P-1	327–342, 1716–	
		1718	
4. Demonstrate proper use of a digital multimeter (DMM) when	P-1	305, 355–362	
measuring source voltage, voltage drop (including grounds),			
current flow, and resistance.			
5. Demonstrate knowledge of the causes and effects from	P-1	349–352	
shorts, grounds, opens, and resistance problems in			
electrical/electronic circuits.			
6. Use a test light to check operation of electrical circuits.	P-2	353–354	
7. Use fused jumper wires to check operation of electrical	P-2	352–353	
circuits.			
8. Measure key-off battery drain (parasitic draw).	P-1	494	

Task Number and Description	Priority	Page #s
9. Inspect and test fusible links, circuit breakers, and fuses;	P-1	283–284, 326–327,
determine necessary action.		365
10. Repair and/or replace connectors, terminal ends, and wiring	P-1	317–327, 334, 419–
of electrical/electronic systems (including solder repair).		424
11. Identify electrical/electronic system components and	P-1	15–17, 277–296,
configuration.		311–317
VI. ELECTRICAL/ELECTRONIC SYSTEMS		
B. Battery Service		
1. Perform battery state-of-charge test; determine necessary	P-1	492
action.		
2. Confirm proper battery capacity for vehicle application;	P-1	497–498
perform battery capacity and load test; determine necessary		
action.		
3. Maintain or restore electronic memory functions.	P-1	425
4. Inspect and clean battery; fill battery cells; check battery	P-1	499, 527–528
cables, connectors, clamps, and hold-downs.		
5. Perform slow/fast battery charge according to manufacturer's	P-1	494
recommendations.		
6. Jump-start vehicle using jumper cables and booster battery or	P-1	496–497
an auxiliary power supply.		
7. Identify safety precautions for high voltage systems on	P-2	438, 454–458, 499–
electric, hybrid-electric, and diesel vehicles.		506
8. Identify electrical/electronic modules, security systems,	P-1	410, 411, 992, 1748
radios, and other accessories, that require reinitialization or		
code entry after reconnecting vehicle battery.		
9. Identify hybrid vehicle auxiliary (12v) battery service, repair,	P-2	478, 500
and test procedures.		
VI. ELECTRICAL/ELECTRONIC SYSTEMS		
C. Starting System		
1. Perform starter current draw test; determine necessary action.	P-1	525-526
2. Perform starter circuit voltage drop tests; determine necessary	P-1	526–527
action.		
3. Inspect and test starter relays and solenoids; determine	P-2	528-529
necessary action.		
4. Remove and install starter in a vehicle.	P-1	530, 532
5. Inspect and test switches, connectors, and wires of starter	P-2	529–530
control circuits; determine necessary action.		
6. Demonstrate knowledge of an automatic idle-stop/start-stop	P-3	438–439
system.		

Task Number and Description	Priority	Page #s
VI. ELECTRICAL/ELECTRONIC SYSTEMS		
D. Charging System		
1. Perform charging system output test; determine necessary	P-1	553–558
action.		
2. Inspect, adjust, and/or replace generator (alternator) drive	P-1	552–553, 558–559
belts; check pulleys and tensioners for wear; check pulley and		
belt alignment.		
3. Remove, inspect, and/or replace generator (alternator).	P-2	558–559
4. Perform charging circuit voltage drop test; determine	P-2	526–527
necessary action.		
VI. ELECTRICAL/ELECTRONIC SYSTEMS		
E. Lighting, Instrument Cluster, Driver Information, and Body	y Electrical System	s
1. Inspect interior and exterior lamps and sockets including	P-1	613–616
headlights and auxiliary lights (for lights/driving lights); replace		
as needed.		
2. Aim headlights.	P-2	616–617
3. Identify system voltage and safety precautions associated	P-2	607, 615
with high-intensity discharge headlights.		
4. Disable and enable supplemental restraint system (SRS);	P-1	1743, 1745–1746
verify indicator lamp operation.		
5. Remove and reinstall door panel.	P-1	649
6. Describe the operation of keyless entry/remote start systems.	P-3	665–666
7. Verify operation of instrument panel gauges and	P-1	882–883
warning/indicator lights; reset maintenance indicators.		
8. Verify windshield wiper and washer operation; replace wiper	P-1	630
blades.		

#### **HEATING AND AIR CONDITIONING**

For every task in Heating and Air Conditioning, the following safety requirement must be strictly enforced:

Task Number and Description	Priority	Page #s
VII. HEATING, VENTILATION, AND AIR CONDITIONIN	G (HVAC)	
A. General		
1. Research vehicle service information, including refrigerant/oil	P-1	109–114
type, vehicle service history, service precautions, and technical		
service bulletins.		

Task Number and Description	Priority	Page #s
2. Identify heating, ventilation, and air conditioning (HVAC)	P-1	20, 1677–1691
components and configuration.		
VII. HEATING, VENTILATION, AND AIR CONDITIONIN	G (HVAC)	
B. Refrigeration System Components		
1. Inspect and replace A/C compressor drive belts, pulleys, and	P-1	1709–1710
tensioners; visually inspect A/C components for signs of leaks;		
determine necessary action.		
2. Identify hybrid vehicle A/C system electrical circuits and the	P-2	462
service/safety precautions.		
3. Inspect A/C condenser for airflow restrictions; determine	P-1	1710
necessary action.		
VII. HEATING, VENTILATION, AND AIR CONDITIONIN	G (HVAC)	
C. Heating, Ventilation, and Engine Cooling Systems		
1. Inspect engine cooling and heater systems hoses and pipes;	P-1	1710, 1714
determine necessary action.		
VII. HEATING, VENTILATION, AND AIR CONDITIONIN	G (HVAC)	
D. Operating Systems and Related Controls		
1. Inspect A/C-heater ducts, doors, hoses, cabin filters, and	P-1	146–147, 1697–
outlets; determine necessary action.		1698, 1714, 1716
2. Identify the source of A/C system odors.	P-2	1708

### **ENGINE PERFORMANCE**

For every task in Engine Performance, the following safety requirement must be strictly enforced:

Task Number and Description	Priority	Page #s
VIII. ENGINE PERFORMANCE		
A. General		
1. Research vehicle service information, including fluid type,	P-1	109–114, 989–990
vehicle service history, service precautions, and technical		
service bulletins.		
2. Perform engine absolute manifold pressure test	P-2	114, 997, 1034
(vacuum/boost); document results.		
3. Perform cylinder power balance test; document results.	P-2	114, 1034–1035
4. Perform cylinder cranking and running compression test;	P-2	114, 1029–1034,
document results.		1055–1056
5. Perform cylinder leakage test; document results.	P-2	114, 1034
6. Verify engine operating temperature.	P-1	837–838

Task Number and Description	Priority	Page #s
7. Remove and replace spark plugs; inspect secondary ignition	P-1	586–591
components for wear and damage.		
VIII. ENGINE PERFORMANCE		•
B. Computerized Controls		
1. Retrieve and record diagnostic trouble codes (DTC), OBD	P-1	403–411, 415–416,
monitor status, and freeze frame data; clear codes when		994
applicable.		
2. Describe the use of the OBD monitors for repair and	P-1	400–410
verification.		
VIII. ENGINE PERFORMANCE		
C. Fuel, Air Induction, and Exhaust Systems		
1. Replace fuel filter(s) where applicable.	P-2	701
2. Inspect, service, or replace air filters, filter housings, and	P-1	715–716, 1051
intake ductwork.		
3. Inspect integrity of the manifold, exhaust pipes, muffler(s),	P-1	801–802, 1051
catalytic converter(s), resonator(s), tailpipe(s), and heat shields;		
determine necessary action.		
4. Inspect condition of exhaust system hangers, brackets,	P-1	801–805
clamps, and heat shields; determine necessary action.		
5. Check and refill diesel exhaust fluid (DEF).	P-2	689
VIII. ENGINE PERFORMANCE		•
D. Emissions Control Systems		
1. Inspect, test, and service positive crankcase ventilation	P-2	968–969, 971–972
(PCV) filter/breather, valve, tubes, orifices, and hoses; perform		
necessary action.		

# REQUIRED SUPPLEMENTAL TASKS

Shop and Personal Safety   1. Identify general shop safety rules and procedures.   83-84   2. Utilize safe procedures for handling of tools and equipment.   3. Identify and use proper placement of floor jacks and jack stands.   4. Identify and use proper procedures for safe lift operation.   76-77   5. Utilize proper ventilation procedures for working within the lab/shop area.   6. Identify marked safety areas.   78   78   79-80   7	Task Number and Description	Page #s	
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micrometer, dial-indicator, dial-caliper).  Preparing Vehicle for Service	tools and equipment.		
Preparing Vehicle for Service	5. Demonstrate proper use of precision measuring tools (i.e.,	91, 93–97, 106, 880	
	micrometer, dial-indicator, dial-caliper).		
1. Identify information needed and the service requested on a repair order. 114–115	Preparing Vehicle for Service		
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2. Identify purpose and demonstrate proper use of fender covers,	mats.	71
3. Demonstrate use of the three Cs (concern, cause, and correction	on).	112
4. Review vehicle service history.		_
5. Complete work order to include customer information, vehicle	eidentifying	114–115
information, customer concern, related service history, cause, and correction.		
Preparing Vehicle for Customer		
1. Ensure vehicle is prepared to return to customer per school/co	mpany	71, 1222
policy (floor mats, steering wheel cover, etc.).		

# **Workplace Employability Skills**

Task Number and Description	Page #s
Personal Standards	
1. Reports to work daily on time; able to take directions and motivated to accomplish the task at hand.	157, 230
2. Dresses appropriately and uses language and manners suitable for the workplace.	159
3. Maintains appropriate personal hygiene.	159
4. Meets and maintains employment eligibility criteria, such as drug/alcohol-free status, clean driving record, etc.	159
5. Demonstrates honesty, integrity, and reliability.	159, 230, 296, 342
Work Habits/Ethic	
1. Complies with workplace policies/laws.	1384
2. Contributes to the success of the team, assists others, and requests help when needed.	158–159, 180
3. Works well with all customers and coworkers.	72, 84, 180
4. Negotiates solutions to interpersonal and workplace conflicts.	158
5. Contributes ideas and initiative.	158
6. Follows directions.	158
7. Communicates (written and verbal) effectively with customers and coworkers.	84, 159–160, 180
8. Reads and interprets workplace documents; writes clearly and concisely.	160
9. Analyzes and resolves problems that arise in completing assigned tasks.	158
10. Organizes and implements a productive plan of work.	158–159, 854–855
11. Uses scientific, technical, engineering, and mathematic principles and	89–105, 266–272, 316, 347–
reasoning to accomplish assigned tasks.	349, 1603–1604
12. Identifies and addresses the needs of all customers, providing helpful, courteous, and knowledgeable service and advice as needed.	84, 160, 194, 296