



Correlation of

Modern Automotive Technology, by Duffy

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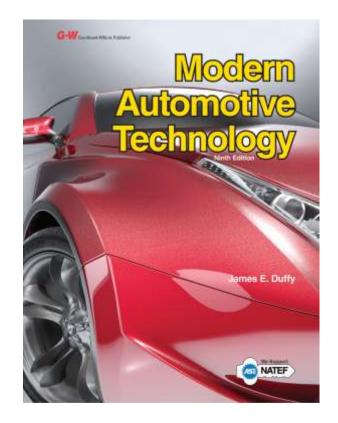
to

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

The following chart correlates the *Modern Automotive Technology* Shop Manual (©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* Shop Manual 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	Job #s
I. ENGINE REPAIR		
A. General		
1. Research vehicle service information, including fluid type,	P-1	2
vehicle service history, service precautions, and technical		
service bulletins.		

Task Number and Description	Priority	Job #s
2. Verify operation of the instrument panel engine warning	P-1	11, 138, 139, 140,
indicators.		141
3. Inspect engine assembly for fuel, oil, coolant, and other	P-1	7
leaks; determine necessary action.		
4. Install engine covers using gaskets, seals, and sealers as	P-1	3, 4, 27, 28, 34
required.		
5. Verify engine mechanical timing.	P-2	24, 28
6. Perform common fastener and thread repair, to include:	P-1	15
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	12, 13
combustion engine of a hybrid vehicle.		
I. ENGINE REPAIR		·
B. Cylinder Head and Valve Train		
1. Adjust valves (mechanical or hydraulic lifters).	P-3	25
2. Identify components of the cylinder head and valve train.	P-1	13, 20, 21, 23, 28
I. ENGINE REPAIR		
C. Lubrication and Cooling System		
1. Perform cooling system pressure dye tests to identify leaks;	P-1	31
check coolant condition and level; inspect and test radiator,		
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	31, 33
pulleys; check pulley and belt alignment.		
3. Remove, inspect, and replace thermostat and gasket/seal.	P-1	36
4. Inspect and test coolant; drain and recover coolant; flush and	P-1	2, 31, 32
refill cooling system; use proper fluid type per manufacturer		
specification; bleed air as required.		
5. Perform engine oil and filter change; use proper fluid type per	P-1	2, 6, 136, 138, 141
manufacturer specification; reset maintenance reminder as		
required.		
6. Identify components of the lubrication and cooling systems.	P-1	31, 33, 34, 35, 36

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	Job #s
II. AUTOMATIC TRANSMISSION AND TRANSAXLE		
A. General		
1. Research vehicle service information, including fluid type,	P-1	2
vehicle service history, service precautions, and technical		
service bulletins.		
2. Check fluid level in a transmission or transaxle equipped with	P-1	39, 44
a dipstick.		
3. Check fluid level in a transmission or transaxle not equipped	P-1	39, 44
with a dipstick.		
4. Check transmission fluid condition; check for leaks.	P-2	39, 44
5. Identify drive train components and configuration.	P-1	37, 48, 49, 52, 53,
		54, 55, 57
II. AUTOMATIC TRANSMISSION AND TRANSAXLE		
B. In-Vehicle Transmission/Transaxle		
1. Inspect, adjust, and/or replace external manual valve shift	P-2	39, 45
linkage, transmission range sensor/switch, and/or park/neutral		
position switch.		
2. Inspect for leakage at external seals, gaskets, and bushings.	P-1	3, 4
3. Inspect, replace, and/or align power train mounts.	P-2	37, 38
4. Drain and replace fluid filter(s); use proper fluid type per	P-1	2, 44
manufacturer specification.		
II. AUTOMATIC TRANSMISSION AND TRANSAXLE		
C. Off-Vehicle Transmission/Transaxle		
1. Describe the operational characteristics of a continuously	P-3	39
variable transmission (CVT).		
2. Describe the operational characteristics of a hybrid vehicle	P-3	39
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	Job #s
III MANUAL DRIVE TRAIN AND AXLES	L	
A. General		
1. Research vehicle service information, including fluid type,	P-1	2
vehicle service history, service precautions, and technical		
service bulletins.		
2. Drain and refill manual transmission/transaxle and final drive	P-1	2, 77, 78, 79, 80, 86,
unit; use proper fluid type per manufacturer specification.		89
3. Check fluid condition; check for leaks.	P-2	60, 65
4. Identify manual drive train and axle components and	P-1	77, 78, 79, 80, 81
configuration.		
III MANUAL DRIVE TRAIN AND AXLES		
B. Clutch		
1. Check and adjust clutch master cylinder fluid level; use	P-1	2, 71, 73
proper fluid type per manufacturer specification.		
2. Check for hydraulic system leaks.	P-1	71, 73
III MANUAL DRIVE TRAIN AND AXLES		
C. Transmission/Transaxle		
1. Describe the operational characteristics of an electronically-	P-2	69
controlled manual transmission/transaxle.		
III MANUAL DRIVE TRAIN AND AXLES		
D. Drive Shaft, Half Shaft, Universal Joints, and Constant-Ve	locity (CV) Joints (Fr	ont, Rear, All, and
Four-wheel Drive)		
1. Inspect, remove, and/or replace bearings, hubs, and seals.	P-2	68
2. Inspect, service, and/or replace shafts, yokes, and	P-2	66, 67
universal/CV joints.		
3. Inspect locking hubs.	P-3	67, 68, 83, 92
4. Check for leaks at drive assembly and transfer case seals;	P-2	2, 65, 81
check vents; check fluid level; use proper fluid type per		
manufacturer specification.		
III MANUAL DRIVE TRAIN AND AXLES	•	
E. Differential Case Assembly		
1. Clean and inspect differential case; check for leaks; inspect	P-1	7, 65, 87
housing vent.		

Task Number and Description	Priority	Job #s
2. Check and adjust differential case fluid level; use proper fluid	P-1	2, 60
type per manufacturer specification.		
3. Drain and refill differential housing.	P-1	86, 89
4. Inspect and replace drive axle wheel studs.	P-1	108

SUSPENSION AND STEERING

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

Task Number and Description	Priority	Job #s
IV. SUSPENSION AND STEERING		
A. General		
1. Research vehicle service information, including fluid type,	P-1	2
vehicle service history, service precautions, and technical		
service bulletins.		
2. Disable and enable supplemental restraint system (SRS);	P-1	94, 147
verify indicator lamp operation.		
3. Identify suspension and steering system components and	P-1	90, 93, 95, 96, 98,
configurations.		101, 102, 104, 105
IV. SUSPENSION AND STEERING		
B. Related Suspension and Steering Service		
1. Inspect rack and pinion steering gear inner tie rod ends	P-1	95
(sockets) and bellows boots.		
2. Inspect power steering fluid level and condition.	P-1	91, 97
3. Flush, fill, and bleed power steering system; use proper fluid	P-2	2, 97
type per manufacturer specification.		
4. Inspect for power steering fluid leakage.	P-1	97
5. Remove, inspect, replace, and/or adjust power steering pump	P-1	33, 97
drive belt.		
6. Inspect and replace power steering hoses and fittings.	P-2	90, 97
7. Inspect pitman arm, relay (centerlink/intermediate) rod, idler	P-1	90, 94, 96
arm, mountings, and steering linkage damper.		
8. Inspect tie rod ends (sockets), tie rod sleeves, and clamps.	P-1	90
9. Inspect upper and lower control arms, bushings, and shafts.	P-1	90
10. Inspect and replace rebound bumpers.	P-1	90, 99
11. Inspect track bar, strut rods/radius arms, and related mounts	P-1	90
and bushings.		

Task Number and Description	Priority	Job #s
12. Inspect upper and lower ball joints (with or without wear	P-1	90
indicators).		
13. Inspect suspension system coil springs and spring insulators	P-1	90
(silencers).		
14. Inspect suspension system torsion bars and mounts.	P-1	90
15. Inspect and/or replace front/rear stabilizer bar (sway bar)	P-1	90, 98
bushings, brackets, and links.		
16. Inspect, remove, and/or replace strut cartridge or assembly;	P-2	90, 101
inspect mounts and bushings.		
17. Inspect front strut bearing and mount.	P-1	90, 101
18. Inspect rear suspension system lateral links/arms (track	P-1	90, 99
bars), control (trailing) arms.		
19. Inspect rear suspension system leaf spring(s), spring	P-1	90, 100
insulators (silencers), shackles, brackets, bushings, center		
pins/bolts, and mounts.		
20. Inspect, remove, and/or replace shock absorbers; inspect	P-1	90, 102
mounts and bushings.		
21. Inspect electric power steering assist system.	P-2	97
22. Identify hybrid vehicle power steering system electrical	P-2	93
circuits and safety precautions.		
23. Describe the function of suspension and steering control	P-3	90
system components (i.e., active suspension and stability		
control).		
IV. SUSPENSION AND STEERING		
C. Wheel Alignment		
1. Perform prealignment inspection; measure vehicle ride	P-1	90, 103
height.		
2. Describe alignment angles (camber, caster, and toe).	P-1	103
IV. SUSPENSION AND STEERING		
D. Wheels and Tires		
1. Inspect tire condition; identify tire wear patterns; check for	P-1	81, 104
correct tire size, application (load and speed ratings), and air		
pressure as listed on the tire information placard/label.		
2. Rotate tires according to manufacturer's recommendations,	P-1	106
including vehicles equipped with tire pressure monitoring		
systems (TPMS).		
3. Dismount, inspect, and remount tire on wheel; balance wheel	P-1	105, 106
and tire assembly.		
4. Dismount, inspect, and remount tire on wheel equipped with	P-1	105, 106
tire pressure monitoring system sensor.		

Task Number and Description	Priority	Job #s
5. Inspect tire and wheel assembly for air loss; determine	P-1	104
necessary action.		
6. Repair tire following vehicle manufacturer approved	P-1	2, 105
procedure.		
7. Identify indirect and direct tire pressure monitoring systems	P-1	105
(TPMS); calibrate system; verify operation of instrument panel		
lamps.		
8. Demonstrate knowledge of steps required to remove and	P-1	105, 161
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	Job #s
V. BRAKES		
A. General		
1. Research vehicle service information, including fluid type,	P-1	2
vehicle service history, service precautions, and technical		
service bulletins.		
2. Describe procedure for performing a road test to check brake	P-1	107
system operation, including anti-lock brake system (ABS).		
3. Install wheel and torque lug nuts.	P-1	105, 116, 118
4. Identify brake system components and configuration.	P-1	107, 108, 109, 110,
		112, 116, 118, 121
V. BRAKES		
B. Hydraulic System		
1. Describe proper brake pedal height, travel, and feel.	P-1	107
2. Check master cylinder for external leaks and proper	P-1	107
operation.		
3. Inspect brake lines, flexible hoses, and fittings for leaks,	P-1	107, 111
dents, kinks, rust, cracks, bulging, wear, and loose		
fittings/supports.		
4. Select, handle, store, and fill brake fluids to proper level; use	P-1	2, 113, 115
proper fluid type per manufacturer specification.		
5. Identify components of hydraulic brake warning light system.	P-3	111, 136, 138
6. Bleed and/or flush brake system.	P-1	115

Task Number and Description	Priority	Job #s
7. Test brake fluid for contamination.	P-1	115
V. BRAKES		
C. Drum Brakes		
1. Remove, clean, and inspect brake drum; measure brake drum	P-1	107, 116
diameter; determine serviceability.		
2. Refinish brake drum and measure final drum diameter;	P-1	117
compare with specification.		
3. Remove, clean, inspect, and/or replace brake shoes, springs,	P-1	116
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	116
remove and replace as needed.		
5. Pre-adjust brake shoes and parking brake; install brake drums	P-1	116
or drum/hub assemblies and wheel bearings; make final checks		
and adjustments.		
V. BRAKES		
D. Disc Brakes		
1. Remove and clean caliper assembly; inspect for leaks and	P-1	107, 118
damage/wear; determine necessary action.		
2. Inspect caliper mounting and slides/pins for proper operation,	P-1	118
wear, and damage; determine necessary action.		
3. Remove, inspect, and/or replace brake pads and retaining	P-1	118
hardware; determine necessary action.		
4. Lubricate and reinstall caliper, brake pads, and related	P-1	118
hardware; seat brake pads and inspect for leaks.		
5. Clean and inspect rotor and mounting surface, measure rotor	P-1	118
thickness, thickness variation, and lateral runout; determine		
necessary action.		
6. Remove and reinstall/replace rotor.	P-1	118
7. Refinish rotor on vehicle; measure final rotor thickness and	P-1	120
compare with specification.		120
8. Refinish rotor off vehicle; measure final rotor thickness and	P-1	120
compare with specification.		110
9. Retract and readjust caliper piston on an integral parking	P-2	110
brake system.		110
10. Check brake pad wear indicator; determine necessary	P-1	118
action.	D 1	110
11. Describe the importance of operating a vehicle to	P-1	118
burnish/break in replacement brake pads according to		
manufacturer's recommendation.		

Task Number and Description	Priority	Job #s
V. BRAKES		
E. Power-Assist Units		
1. Check brake pedal travel with and without engine running to	P-2	114
verify proper power booster operation.		
2. Identify components of the brake power assist system	P-1	114
(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, Ele	ectrical)	
1. Remove, clean, inspect, repack, and install wheel bearings;	P-1	5, 109
replace seals; install hub and adjust bearings.		
2. Check parking brake system components for wear, binding,	P-2	110
and corrosion; clean, lubricate, adjust, and/or replace as needed.		
3. Check parking brake operation and parking brake indicator	P-1	110
light system operation; determine necessary action.		
4. Check operation of brake stop light system.	P-1	136
5. Replace wheel bearing and race.	P-2	5, 109
6. Inspect and replace wheel studs.	P-1	108
V. BRAKES		
G. Electronic Brake, Traction Control, and Stability Control	Systems	
1. Identify traction control/vehicle stability control system	P-3	121
components.		
2. Describe the operation of a regenerative braking system.	P-3	111

ELECTRICAL/ELECTRONIC SYSTEMS

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

Task Number and Description	Priority	Job #s
VI. ELECTRICAL/ELECTRONIC SYSTEMS		
A. General		
1. Research service information, including vehicle service	P-1	2
history, service precautions, and technical service bulletins.		
2. Demonstrate knowledge of electrical/electronic series,	P-1	136
parallel, and series-parallel circuits using principles of		
electricity (Ohm's Law).		
3. Using wiring diagrams to trace electrical/electronic circuits.	P-1	130, 136, 138

Task Number and Description	Priority	Job #s
4. Demonstrate proper use of a digital multimeter (DMM) when	P-1	130, 136, 142
measuring source voltage, voltage drop (including grounds),		
current flow, and resistance.		
5. Demonstrate knowledge of the causes and effects from	P-1	130, 138, 142
shorts, grounds, opens, and resistance problems in		
electrical/electronic circuits.		
6. Use a test light to check operation of electrical circuits.	P-2	130, 136
7. Use fused jumper wires to check operation of electrical	P-2	125, 138
circuits.		
8. Measure key-off battery drain (parasitic draw).	P-1	125
9. Inspect and test fusible links, circuit breakers, and fuses;	P-1	125, 130, 138, 139
determine necessary action.		
10. Repair and/or replace connectors, terminal ends, and wiring	P-1	126
of electrical/electronic systems (including solder repair).		
11. Identify electrical/electronic system components and	P-1	126, 130, 134, 141,
configuration.		142, 143, 144, 145,
		146, 147, 150, 157
VI. ELECTRICAL/ELECTRONIC SYSTEMS		·
B. Battery Service		
1. Perform battery state-of-charge test; determine necessary	P-1	127
action.		
2. Confirm proper battery capacity for vehicle application;	P-1	127
perform battery capacity and load test; determine necessary		
action.		
3. Maintain or restore electronic memory functions.	P-1	125, 128
4. Inspect and clean battery; fill battery cells; check battery	P-1	127, 128
cables, connectors, clamps, and hold-downs.		
5. Perform slow/fast battery charge according to manufacturer's	P-1	128
recommendations.		
6. Jump-start vehicle using jumper cables and booster battery or	P-1	129
an auxiliary power supply.		
7. Identify safety precautions for high voltage systems on	P-2	127, 128
electric, hybrid-electric, and diesel vehicles.		
8. Identify electrical/electronic modules, security systems,	P-1	128
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	127, 128
and test procedures.		

Task Number and Description	Priority	Job #s
VI. ELECTRICAL/ELECTRONIC SYSTEMS		
C. Starting System		
1. Perform starter current draw test; determine necessary action.	P-1	130
2. Perform starter circuit voltage drop tests; determine necessary	P-1	130
action.		
3. Inspect and test starter relays and solenoids; determine	P-2	130, 131
necessary action.		
4. Remove and install starter in a vehicle.	P-1	133
5. Inspect and test switches, connectors, and wires of starter	P-2	130
control circuits; determine necessary action.		
6. Demonstrate knowledge of an automatic idle-stop/start-stop	P-3	_
system.		
VI. ELECTRICAL/ELECTRONIC SYSTEMS		
D. Charging System		
1. Perform charging system output test; determine necessary	P-1	134
action.		
2. Inspect, adjust, and/or replace generator (alternator) drive	P-1	33, 134
belts; check pulleys and tensioners for wear; check pulley and		
belt alignment.		
3. Remove, inspect, and/or replace generator (alternator).	P-2	134, 135
4. Perform charging circuit voltage drop test; determine	P-2	134
necessary action.		
VI. ELECTRICAL/ELECTRONIC SYSTEMS		
E. Lighting, Instrument Cluster, Driver Information, and Body	Electrical Systems	
1. Inspect interior and exterior lamps and sockets including	P-1	136
headlights and auxiliary lights (for lights/driving lights); replace		
as needed.		
2. Aim headlights.	P-2	137
3. Identify system voltage and safety precautions associated	P-2	137
with high-intensity discharge headlights.		
4. Disable and enable supplemental restraint system (SRS);	P-1	147
verify indicator lamp operation.		
5. Remove and reinstall door panel.	P-1	144
6. Describe the operation of keyless entry/remote start systems.	P-3	151
7. Verify operation of instrument panel gauges and	P-1	136, 138, 139, 140,
warning/indicator lights; reset maintenance indicators.		141
8. Verify windshield wiper and washer operation; replace wiper	P-1	143
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	Job #s
VII. HEATING, VENTILATION, AND AIR CONDITIONING	G (HVAC)	
A. General		
1. Research vehicle service information, including refrigerant/oil	P-1	2
type, vehicle service history, service precautions, and technical		
service bulletins.		
2. Identify heating, ventilation, and air conditioning (HVAC)	P-1	152, 156, 157, 158,
components and configuration.		159
VII. HEATING, VENTILATION, AND AIR CONDITIONING	G (HVAC)	
B. Refrigeration System Components		
1. Inspect and replace A/C compressor drive belts, pulleys, and	P-1	33 152, 155
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	152
service/safety precautions.		
3. Inspect A/C condenser for airflow restrictions; determine	P-1	152
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	31, 33, 158, 159
determine necessary action.		
VII. HEATING, VENTILATION, AND AIR CONDITIONING	G (HVAC)	
D. Operating Systems and Related Controls		
1. Inspect A/C-heater ducts, doors, hoses, cabin filters, and	P-1	
outlets; determine necessary action.		
2. Identify the source of A/C system odors.	P-2	

ENGINE PERFORMANCE

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

Task Number and Description	Priority	Job #s
VIII. ENGINE PERFORMANCE		
A. General		
1. Research vehicle service information, including fluid type,	P-1	2
vehicle service history, service precautions, and technical		
service bulletins.		
2. Perform engine absolute manifold pressure test	P-2	8
(vacuum/boost); document results.		
3. Perform cylinder power balance test; document results.	P-2	8
4. Perform cylinder cranking and running compression test;	P-2	9
document results.		
5. Perform cylinder leakage test; document results.	P-2	9
6. Verify engine operating temperature.	P-1	31
7. Remove and replace spark plugs; inspect secondary ignition	P-1	164, 165
components for wear and damage.		
VIII. ENGINE PERFORMANCE		
B. Computerized Controls		
1. Retrieve and record diagnostic trouble codes (DTC), OBD	P-1	11, 161
monitor status, and freeze frame data; clear codes when		
applicable.		
2. Describe the use of the OBD monitors for repair and	P-1	161
verification.		
VIII. ENGINE PERFORMANCE		
C. Fuel, Air Induction, and Exhaust Systems		
1. Replace fuel filter(s) where applicable.	P-2	167
2. Inspect, service, or replace air filters, filter housings, and	P-1	168
intake ductwork.		
3. Inspect integrity of the manifold, exhaust pipes, muffler(s),	P-1	173, 174, 177
catalytic converter(s), resonator(s), tailpipe(s), and heat shields;		
determine necessary action.		
4. Inspect condition of exhaust system hangers, brackets,	P-1	173, 174, 177
clamps, and heat shields; determine necessary action.		
5. Check and refill diesel exhaust fluid (DEF).	P-2	173

Task Number and Description	Priority	Job #s
VIII. ENGINE PERFORMANCE		
D. Emissions Control Systems		
1. Inspect, test, and service positive crankcase ventilation	P-2	178
(PCV) filter/breather, valve, tubes, orifices, and hoses; perform		
necessary action.		

REQUIRED SUPPLEMENTAL TASKS

	Job #s
Task Number and Description	
Shop and Personal Safety	
1. Identify general shop safety rules and procedures.	1
2. Utilize safe procedures for handling of tools and equipment.	1
3. Identify and use proper placement of floor jacks and jack stands.	1
4. Identify and use proper procedures for safe lift operation.	1
5. Utilize proper ventilation procedures for working within the lab/shop	1
area.	
6. Identify marked safety areas.	1
7. Identify the location and the types of fire extinguishers and other fire	1
safety equipment; demonstrate knowledge of the procedures for using fire	
extinguishers and other fire safety equipment.	
8. Identify the location and use of eyewash stations.	1
9. Identify the location of the posted evacuation routes.	1
10. Comply with the required use of safety glasses, ear protection, gloves,	1
and shoes during lab/shop activities.	
11. Identify and wear appropriate clothing for lab/shop activities.	1
12. Secure hair and jewelry for lab/shop activities.	1
13. Demonstrate awareness of the safety aspects of supplemental restraint	1
systems (SRS), electronic brake control systems, and hybrid vehicle high	
voltage circuits.	
14. Demonstrate awareness of the safety aspects of high voltage circuits	1, 137
(such as high intensity discharge (HID) lamps, ignition systems, injection	
systems, etc.).	
15. Locate and demonstrate knowledge of material safety data sheets	1, 2
(MSDS).	
Tools and Equipment	
1. Identify tools and their usage in automotive applications.	1, 11
2. Identify standard and metric designation.	2, 28, 31, 40, 172
3. Demonstrate safe handling and use of appropriate tools.	1

	Job #s
Task Number and Description	
4. Demonstrate proper cleaning, storage, and maintenance of tools and	1
equipment.	
5. Demonstrate proper use of precision measuring tools (i.e., micrometer,	16, 18, 21, 27
dial-indicator, dial-caliper).	
Preparing Vehicle for Service	
1. Identify information needed and the service requested on a repair order.	2
2. Identify purpose and demonstrate proper use of fender covers, mats.	6
3. Demonstrate use of the three Cs (concern, cause, and correction).	160
4. Review vehicle service history.	2
5. Complete work order to include customer information, vehicle identifying	2
information, customer concern, related service history, cause, and correction.	
Preparing Vehicle for Customer	
1. Ensure vehicle is prepared to return to customer per school/company	6
policy (floor mats, steering wheel cover, etc.).	