

NATEF AUTOMOTIVE TASK LIST
REQUIRED SUPPLEMENTAL TASKS

TERM: _____

SID: _____

INSTRUCTOR: _____

NAME: _____

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

- 0.B.4 Demonstrate proper cleaning, storage, and maintenance of tools and equipment. P-1
- 0.B.5 Demonstrate proper use of precision measuring tools (i.e. micrometer, dial-indicator, dial-caliper). P-1

C. Preparing Vehicle for Service

- 0.C.1 Identify information needed and the service requested on a repair order. P-1
- 0.C.2 Identify purpose and demonstrate proper use of fender covers, mats. P-1
- 0.C.3 Demonstrate use of the three C's (concern, cause, and correction). P-1
- 0.C.4 Review vehicle service history. P-1
- 0.C.5 Complete work order to include customer information, vehicle identifying information, customer concern, related service history, cause, and correction. P-1

D. Preparing Vehicle for Customer

- 0.D.1 Ensure vehicle is prepared to return to customer per school/company policy (floor mats, steering wheel cover, etc.). P-1