



# startup

## Practical Assessment Report for Unit Standard 21690

[Perform General Servicing Checks on a Motor Vehicle]

December 2006

STUDENT NAME



## Perform general servicing checks on a motor vehicle

YOUR NAME

SCHOOL

NAME OF WORKPLACE SUPERVISOR

NAME OF BUSINESS

### Assessor to complete

ASSESSOR NAME		ASSESSOR SIGNATURE				ASSESSOR STAMP
ASSESSOR NUMBER	DATE OF ASSESSMENT / /					
RESULT (C OR NYC)	ELEMENT 1	ELEMENT 2	ELEMENT 3			
COMMENTS						



This symbol means there is something that you need to fill in.



This symbol means there is something that your workplace supervisor needs to fill in.



This symbol means that you have to explain to your workplace supervisor how you did a task.

## Perform general servicing checks on a motor vehicle

### Before you start

Before you start this assessment you need to have practised performing general servicing checks on motor vehicles until you and your workplace supervisor think that you are competent.

In the workshop, you will have recorded the jobs you worked on to gain experience for this unit standard. You need to copy these details from your **Record of Achievement** into the table on the next page.

Remember you need to have worked on at least **two** jobs for each element before you can be assessed.

### About this assessment

In this assessment you need to demonstrate your competence in performing general servicing checks and that you:

- ✔ worked safely during each part of the task
- ✔ met any company, manufacturer and legal requirements in relation to the task
- ✔ completed the task on a consistent basis, with only general supervision and in an acceptable commercial time.

You will be asked to complete **Report Sheet 1 and 2**. Once you have completed each task ask your workplace supervisor to inspect your work and confirm that you are competent at the task by completing the table at the end of each report.

Once you have successfully completed **Report Sheet 1 and 2**, ask your workplace supervisor to complete and sign the **Practical Verification Form** at the back of the report. This form confirms that you have proven your competence in performing general servicing checks on a vehicle.

#### Remember:

Answer all questions with enough detail to help the assessor understand exactly what you did and why.  
Make sure that all sections are fully completed including the Practical Verification Form.

Record details from your **Record of Achievement** here.

DESCRIPTION	ASSESSMENT EVIDENCE REQUIRED	REFERENCE NUMBERS	DATE
Carry out general servicing tasks on a car or light commercial vehicle.	One Workplace Report <b>PLUS</b> reference numbers from at least two other jobs.		
Change the engine oil and filter.			
Interchange the wheels.			

Student Name .....

Student Name .....



## Practical Assessment Report

### Under bonnet inspection:

With the engine switched off, check the components under the bonnet for fluid level, leaks, tightness, and adjustment according to the vehicle manufacturer's specifications.

- |                                     |   |   |
|-------------------------------------|---|---|
| <input type="checkbox"/> Battery    | <input type="checkbox"/> Radiator and hoses | <input type="checkbox"/> Power steering system            |
| <input type="checkbox"/> Engine oil | <input type="checkbox"/> Windscreen washer  | <input type="checkbox"/> Brake and clutch master cylinder |
| <input type="checkbox"/> Cables     | <input type="checkbox"/> Drive belts        | <input type="checkbox"/> Manual transaxle oil             |

Start the engine and bring it up to normal operating temperature in compliance with the manufacturer's recommendations.

Make any necessary checks and compare with the vehicle manufacturer's specifications. Also note any oil or fluid leaks.

- |                                     |   |   |
|-------------------------------------|---|---|
| <input type="checkbox"/> Idle speed | <input type="checkbox"/> Electric fan operation | <input type="checkbox"/> Automatic transmission oil level |
|-------------------------------------|---|---|

Comments

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### Under vehicle inspection:

Check the components under the vehicle for fluid level, leaks, tightness, and adjustment according to the vehicle manufacturer's specifications and legal requirements.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Drive shaft(s) | <input type="checkbox"/> Exhaust system      | <input type="checkbox"/> Steering components         |
| <input type="checkbox"/> Differential   | <input type="checkbox"/> Manual transmission | <input type="checkbox"/> Handbrake cable and/or rods |
| <input type="checkbox"/> Fuel lines     | <input type="checkbox"/> Hydraulic lines     | <input type="checkbox"/> Suspension components       |

Comments

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If you topped up any other oils or fluids, note the type, grade and amount here.

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Student Name .....

### Workplace supervisor to complete

REQUIREMENT	SIGNATURE
The student worked safely during each part of this task.	
The student met company, manufacturer and legislative requirements in relation to this task including the correct storage for recycling or disposal of the waste oil and oil filter.	
The student used the appropriate tools and equipment and returned them to the correct place during the completion of this task.	
The student used the appropriate guard, seat and mat protective coverings required by your workshop.	
The student completed this task with only general supervision and in an acceptable commercial time.	

Date: .....

Student Name .....

# Practical Assessment Report

## Report Sheet 2

Date task completed	Job card or invoice number
Vehicle make and model	Registration number

	Left front	Right front	Left rear	Right rear	Spare
Tyre size					
Tread depth (mm)					
Given the tread depth and size of these tyres, is it safe to rotate them on this vehicle?					Yes No <i>(Circle one)</i>
	Left front	Right front	Left rear	Right rear	Spare
Tyre shifted to where?					
Were the wheel bearings adjusted properly and in good condition?					Yes No <i>(Circle one)</i>
Manufacturer's wheel nut torque specification:					
Comments	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>				

Student Name .....

## Workplace supervisor to complete

REQUIREMENT	SIGNATURE
The student worked safely during each part of this task.	
The student met company, manufacturer and legal requirements in relation to this task.	
The student used the appropriate tools and equipment and returned them to the correct place during the completion of this task.	
The student used the appropriate guard, seat and mat protective coverings required by your workshop.	
The student completed this task with only general supervision and in an acceptable commercial time.	

Date: .....

## Practical Verification Form

### Workplace supervisor details

Name .....

Position/title .....

Daytime contact phone number ..... Email .....

Business name .....

Business site address .....

You are being asked to verify that ..... (student name) has:

- carried out general servicing tasks on a car or light commercial vehicle
- changed the engine oil and filter
- interchanged the wheels.

You may be contacted by the assessor for confirmation of this assessment result.

*I can verify that the student (named above) is capable of completing this type of task in an acceptable commercial time (where applicable) and on a consistent basis, with only general supervision.*

Workplace supervisor's signature ..... Date .....

Student Name .....

