



# startup

## Information and Record of Achievement for Unit Standard 21690

[Perform General Servicing Checks on a Motor Vehicle]

## Perform general servicing checks on a motor vehicle

YOUR NAME

SCHOOL

NAME OF WORKPLACE SUPERVISOR

NAME OF BUSINESS

### Before you start

Before you can do the practical work in the workshop, you need to learn about the motor industry and safe work practices. You must complete the Ignition part of StartUp before you do this unit standard.

The Ignition unit standards are:

**21857** – Identify the occupational areas and structure of the New Zealand motor industry

**16113** – Demonstrate knowledge of safe working practices in an automotive workshop.

### About this unit standard

In this unit standard you'll learn how to:

- carry out a general service check on a car or light commercial vehicle
- change the engine oil and filter
- interchange the wheels.

### Workplace tasks this unit standard relates to

This unit standard generally relates to scheduled vehicle servicing and inspections and may include the following tasks:

- engine oil and filter change
- checking oil and fluid levels, top up or replace as required
- grease as required
- visual inspection for oil and fluid leaks
- test coolant concentration
- inspection of tyres including pressure
- rotating tyres
- visual inspection (internal and external) for damage, wear and correct operation and adjustment of systems and items.



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.

## Perform general servicing checks on a motor vehicle

### Learning and practice

In the workshop, you'll gain experience in performing general service checks. It's really important to keep a record of any specific experience gained for this unit standard to show your workplace supervisor and your assessor. In many cases you will gain this experience while working on a job with an experienced technician.

When you work on a commercial job, record the date and job reference number. Remember to keep any evidence, such as service check sheets or job cards. Use the following pages to record the details of these jobs. This is your Record of Achievement.

When you think that you can successfully complete all parts of an element tick the circle at the bottom of the page. Check that your workplace supervisor agrees.

### Assessment

Before you can be assessed you need to:

- ✔ successfully carry out all the elements listed for this unit standard (see following pages)
- ✔ have evidence of working on at least **two** jobs for each element
- ✔ check that your workplace supervisor has signed off each element in your Record of Achievement.

In your assessment, you will be assessed on the tasks outlined in your Record of Achievement for this unit standard. Your workplace supervisor will ask you to complete a Practical Assessment Report so they can assess your competency in these tasks. Your workplace supervisor will be there to give you guidance but you have to complete the tasks on your own.

Once you have successfully completed your assessment your workplace supervisor will check and sign your Practical Assessment Report to confirm that you are competent at these tasks.

## Record of Achievement

### Element 1 Carry out general servicing tasks on a car or light commercial vehicle

Fill in the date and the job references you have been working on for this element in the table below. When you think that you can successfully complete the tasks in this element on your own, tick the circle at the bottom of the table (see next page). Check that your workplace supervisor agrees and ask them to sign off the element.

DESCRIPTION OF TASKS	REFERENCE AND DATE
Carry out safe working practices throughout the task according to legal requirements. Be aware of your own personal safety and the safety of others while working on vehicles and using equipment.	
Select and use suitable tools and equipment so you can carry out the necessary checks.	
Fit protective covers so that no grease, oil, and other foreign matter gets on upholstery, carpets, mats, and the vehicle exterior during the service.	
Inspect the exterior of the vehicle. Check that the condition and installation of the panels and attachments is in accordance with the vehicle manufacturer's specifications and legal requirements. Note down any defects and report these to your workplace supervisor. The list of things to look at, includes but is not limited to, glass, bright metal trim, decorative trim, paint, alignment of doors, bonnet and boot, operation of locks and safety catches, type, size, condition, and pressures of tyres, and security of wheel nuts.	
Switch the engine off and check components under the bonnet for fluid levels, leaks, and tightness. Make sure that items are adjusted according to the vehicle manufacturer's specifications. Note down any defects and report them to your workplace supervisor. The list of components to check includes, but is not limited to, radiator and hoses, engine oil, power steering system, brake and clutch master cylinder, windscreen washer, battery, manual transaxle oil, drive belts, and cables.	

## Record of Achievement

DESCRIPTION OF TASKS	REFERENCE AND DATE
<p>Inspect the interior of the vehicle.</p> <p>Check that the condition and installation of the panels and attachments is in accordance with the vehicle manufacturer's specifications and legal requirements.</p> <p>Check the operation of the controls and any adjustments that have been made are in accordance with the vehicle manufacturer's specifications and legal requirements.</p> <p>Note down any defects and report them to the workplace supervisor.</p> <p>The list of things to inspect includes, but is not limited to, trim, seat belts, seats and upholstery, steering wheel, horn, brake and clutch pedals, ignition switch and steering lock, lights, wipers and washers, radio and/or tape player and/or CD player, mirrors, windows, fuses, and security system.</p>	
<p>Start the engine and bring it up to normal operating temperature as recommended by the manufacturer.</p> <p>Perform any necessary checks and compare with the vehicle manufacturer's specifications.</p> <p>Things to check include, but are not limited to, automatic transmission oil level, idle speed, electric fan operation, and leaks.</p>	
<p>Check components under the vehicle for fluid level, leaks, and tightness. Make sure any adjustments are in accordance with the vehicle manufacturer's specifications and legal requirements.</p> <p>Note down any defects and report them to your workplace supervisor.</p> <p>The list of components to check includes, but is not limited to, fuel and hydraulic lines, drive shaft(s), manual transmission oil, differential oil, steering and suspension components, exhaust system, and handbrake cable and/or rods.</p>	
<p>Remove protective coverings without damaging the components.</p>	
<p>Please tick <input type="checkbox"/> I am competent at carrying out general servicing checks</p>	<p>Date .....</p>
<p>Please tick <input type="checkbox"/> The workplace supervisor agrees</p>	<p>Date .....</p> <p>Signature .....</p>

## Element 2 Change the engine oil and filter

Fill in the date and the job references you have been working on for this element in the table below. When you think that you can successfully complete the tasks in this element on your own, tick the circle at the bottom of the table. Check that your workplace supervisor agrees and ask them to sign off the element.

DESCRIPTION OF TASKS	REFERENCE AND DATE
<p>Carry out safe working practices throughout the task according to legal requirements.</p> <p>Be aware of your own personal safety and the safety of others while working on vehicles and using equipment.</p>	
<p>Change the oil and filter according to the vehicle manufacturer's specifications.</p>	
<p>Dispose of the filter according to legal requirements.</p>	
<p>Remove protective coverings without damaging the components.</p>	
<p>Please tick <input type="checkbox"/> I am competent at changing the engine oil and filter</p>	<p>Date .....</p>
<p>Please tick <input type="checkbox"/> The workplace supervisor agrees</p>	<p>Date .....</p> <p>Signature .....</p>

## Record of Achievement

### Element 3 Interchange the wheels

Fill in the date and the job references you have been working on for this element in the table below. When you think that you can successfully complete the tasks in this element on your own, tick the circle at the bottom of the table. Check that your workplace supervisor agrees and ask them to sign off the element.

DESCRIPTION OF TASKS	REFERENCE AND DATE
Carry out safe working practices throughout the task according to legal requirements. Be aware of your own personal safety and the safety of others while working on vehicles and using equipment.	
Determine the inter-changeability of the wheels and tyres from the vehicle manufacturer's specifications and legal requirements. Things to be aware of include, but are not limited to, matching the type and size of wheels and tyres, and matching tyres by the amount of wear.	
Check the play and roughness of the wheel bearings. If the wheel bearings do not match the vehicle manufacturer's specifications and legal requirements, report this to your workplace supervisor.	
Remove the wheels and reposition. Refit them in accordance with the vehicle manufacturer's servicing schedule.	

Please tick  I am competent at interchanging the wheels      Date .....

Please tick  The workplace supervisor agrees      Date .....  
 Signature .....

### Ready to be assessed?

Complete the following checklist:

1. Has your workplace supervisor agreed that you are competent in elements 1, 2, and 3?       Yes     No

2. Have you gained experience from at least two jobs for each element and recorded the reference numbers in your Record of Achievement?       Yes     No

If you answered yes to both of these questions then you are ready to be assessed. Ask your school coordinator for the Practical Assessment Report for unit standard 21690.

**Notes**

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SAMPLE

