

Reference No.																			
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SELF-ASSESSMENT GUIDE

Qualification	AUTOMOTIVE SERVICING NC I			
Units of Competency Covered	<ul style="list-style-type: none"> • Perform pre-delivery inspection • Perform periodic maintenance of automotive engine • Perform periodic maintenance of drive train • Perform periodic maintenance of brake system • Perform periodic maintenance of suspension n system • Perform periodic maintenance of steering system 			
Instruction:				
<ul style="list-style-type: none"> • Read each question and check the appropriate column to indicate your answer. 				
Can I?			YES	NO
PERFORM PRE-DELIVERY INSPECTION				
• Prepare vehicle, tools, area and inspection checklist to be used for pre-delivery inspection				
• Perform physical and functional inspection of factory-loaded parts				
• Perform applicable restoration (ex. installation of factory-loaded parts, removal and/or adjustment of parts) procedures on vehicle following standard operating procedures				
• Check functionality of electrical components, fluid levels, leaks, vehicle performance and/or minor defects *				
• Apply appropriate minor corrective measures (ex. fluid level, tightening of bolts, adjustment of tires, etc.) on vehicle *				
• Perform initial quality inspection procedures and corrects minor defects, if any				
• Fill-up Pre-delivery Inspection Checklist to document, report defects (if any) of vehicle and endorse (if necessary) *				
PERFORM PREPARATORY ACTIVITES FOR PERIODIC MAINTENANCE				
• Identify the job required for the periodic maintenance based on Job/Repair Order *				
• Explain the information provided in the servicing document (ex. manual, bulletin)				
• Select and check serviceability of needed tools, equipment and materials				
• Install protective covers (ex. fender, bumper, seat covers) on vehicle, according to standard procedure *				
PERFORM PERIODIC MAINTENANCE OF AUTOMOTIVE ENGINE				
• Inspect engine according to manufacturer's and/or workplace procedure				
• Perform servicing tasks (cleans/replaces/adjusts parts) based on findings and recommendations *				

<ul style="list-style-type: none"> Discuss the proper procedure of turning-over the vehicle for final checking 		
PERFORM PERIODIC MAINTENANCE OF DRIVE TRAIN		
<ul style="list-style-type: none"> Prepare appropriate drive train fluid and needed tools based on drive train repair order 		
<ul style="list-style-type: none"> Perform drive train maintenance activities namely, replace fluids and clean drain plug according to manufacturer's manual * 		
<ul style="list-style-type: none"> Check fluid level according to standard procedures 		
<ul style="list-style-type: none"> Inspect leaks of drive train components 		
PERFORM PERIODIC MAINTENANCE OF BRAKE SYSTEM		
<ul style="list-style-type: none"> Inspect brake system components and condition (level), according to manufacturer's manual 		
<ul style="list-style-type: none"> Perform brake system servicing (ex. adjusts brake pedal free play, height, bleed brake system) * 		
<ul style="list-style-type: none"> Identify countermeasures to be applied and which needs approval of immediate supervisor (if any) 		
PERFORM PERIODIC MAINTENANCE OF SUSPENSION SYSTEM		
<ul style="list-style-type: none"> Inspect and record the result of inspection on suspension system components, according to service manual 		
<ul style="list-style-type: none"> Perform suspension system servicing (ex. checking and tightening of suspension bolts/fastener) according to-service manual * 		
<ul style="list-style-type: none"> Identify defects/failures on suspension system that needs to be reported to immediate superior 		
PERFORM PERIODIC MAINTENANCE OF STEERING SYSTEM		
<ul style="list-style-type: none"> Inspect the condition of steering system components according to manufacturer's manual 		
<ul style="list-style-type: none"> Perform proper procedure of steering system servicing (ex. inspection of power steering fluid condition and level, steering wheel free play and tie rod) according to service manual * 		
<ul style="list-style-type: none"> Identify defects/failures on steering system that needs to be reported to immediate superior 		
PERFORM POST-ACTIVITIES FOR PERIODIC MAINTENANCE		
<ul style="list-style-type: none"> Perform initial quality inspection or post-service testing to determine if servicing tasks were executed properly 		
<ul style="list-style-type: none"> Record inspection findings, irregularities and/or recommendations (IF ANY) in the periodic maintenance checklist * 		
<ul style="list-style-type: none"> Segregate materials for re-use, recycling and disposal following workplace procedures 		
<ul style="list-style-type: none"> Clean and store tools/ supplies/ equipment/ machine; clean work area following workplace procedures * 		
OBSERVES WORK ENVIRONMENT, HEALTH, SAFETY AND PRACTICES		
<ul style="list-style-type: none"> Practice proper wastes disposal, according to environmental standards 		
<ul style="list-style-type: none"> Identify hazards and risks associated with work 		
<ul style="list-style-type: none"> Use appropriate PPE 		

<ul style="list-style-type: none">• Practice works safety and health measures in performing tasks *		
I agree to undertake assessment with the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's Name and Signature	Date	