

Documenting a Work Order

Meets NATEF Task: (A1-A-1) P-1 Complete work order.

Name _____ Date _____ Time on Task _____

Make/Model/Year _____ VIN _____ Evaluation: 4 3 2 1

_____ 1. What should be included on the work order when diagnosing a customer concern?

List all that apply. _____

_____ 2. Using the following categories, what procedures should the technician document?

A. Specified diagnostic procedures _____

B. Recommend the remove and replace (R & R) procedures. _____

C. Specifications _____

_____ 2. Why is a technician number, rather than a name, used on the work orders?

