Work Order

Meets ASE Task: A1 thru A8 – A-1 - P-1

Name:_____ Date:_____ Time on Task:_____

Make/Model/Year:_____ VIN:_____

Evaluation (Enter number from 4, 3, 2, 1) :_____

☐ 1. List the items about the **vehicle** that should be included on the work order (also called a repair order - R.O).

a. _____ e. _____

b. _____ f. _____

c. _____ g. _____

d. _____ h. _____

☐ 2. List the information about the **driver/owner** that should be included on the work order.

a. _____

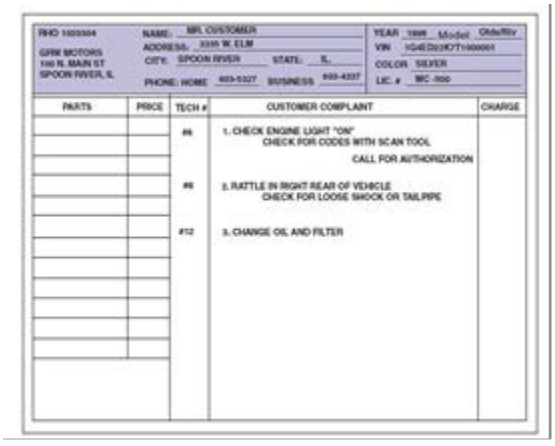
b. _____

c. _____

d. _____

☐ 3. List the three Cs (concern, cause, and correction) that the service technician should write on the work order for a repair that includes a diagnosis of the problem (concern), the replacement part, and the verification of repair.

a. _____

b. _____

c. _____