

# Documenting a Work Order

Meets ASE Task: ASE Foundational Task

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time on Task: \_\_\_\_\_

Make/Model/Year: \_\_\_\_\_ VIN: \_\_\_\_\_

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

1. What should be included on the work order when diagnosing a customer concern? (List all that apply):

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

A. Specified diagnostic procedures \_\_\_\_\_

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

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C. Specifications \_\_\_\_\_

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

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