

CDX Tasksheet Number: MHTS018

Student/Intern Information

Name _____ Date _____ Class _____

Vehicle, Customer, and Service Information

Vehicle used for this activity:

Year _____ Make _____ Model _____

Odometer _____ VIN _____

Materials Required

- Standard toolkit and other tools as required
- Precision measuring tools: micrometer, dial-indicator, dial-caliper, etc.

Task-Specific Safety Considerations

- Comply with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.
- Tools allow us to increase our productivity and effectiveness. However, they must be used according to the manufacturer's procedures. Failure to follow those procedures can result in serious injury or death.

► **TASK** Demonstrate safe handling and use of appropriate tools.

MHT
TE03

Student Instructions: Read through the entire procedure prior to starting. Prepare your workspace and any tools or parts that may be needed to complete the task. When directed by your supervisor/instructor, begin the procedure to complete the task and check the box as each step is finished. Track your time on this procedure for later comparison to the standard completion time (i.e., "flat rate" or customer pay time).

Time off _____

Time on _____

Total time _____

Procedure:	Step Completed
1. These tasks will require observation of the student over a prolonged period after the initial check. Ask your supervisor/instructor to give you a date for your evaluation:	
a. Write that date here.	<input type="checkbox"/>

2. Continue with your other projects, demonstrating safe handling and proper cleaning, maintenance, and storage of the tools until the date of your evaluation.	<input type="checkbox"/>
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Non-Task-Specific Evaluations:	Step Completed
1. Tools and equipment were used as directed and returned in good working order.	<input type="checkbox"/>
2. Complied with all general and task-specific safety standards, including proper use of any personal protective equipment.	<input type="checkbox"/>
3. Completed the task in an appropriate time frame (recommendation: 1.5 or 2 times flat rate).	<input type="checkbox"/>
4. Left the workspace clean and orderly.	<input type="checkbox"/>
5. Cared for customer property and returned it undamaged.	<input type="checkbox"/>

Student signature _____ Date _____

Comments:

Have your supervisor/instructor verify satisfactory completion of this procedure, any observations found, and any necessary action(s) recommended.

Evaluation Instructions: The scoring box below is intended to act as a guide for both student and supervisor/instructor. Each criterion listed will help students to understand what is expected of them and help supervisors/instructors articulate the level of success at a particular task. The scoring is set up to allow a second attempt at each task (see the Test and Retest columns). Scoring is also designed to award students points only for task criteria that were completed correctly. Points are lost for failure to complete the employability requirements (see Non-Task-Specific Evaluation criteria). When all criteria are evaluated, tally the points for a total at the bottom of each column.

Tasksheet Scoring

	Test		Retest	
Evaluation Items	Pass	Fail	Pass	Fail
Task-Specific Evaluation	(1 pt)	(0 pts)	(1 pt)	(0 pts)
Student used the correct tool for the type of fastener being serviced (e.g., used 6-point fasteners when needed instead of 12-point).				
Student used the correct style of tool for the fastener being serviced (e.g., used an impact socket on an impact gun).				
Student used hand tools in the proper manner (e.g., screwdriver NOT used as a chisel or punch).				
Student used the correct driver for the correct socket (e.g., removed transmission pan bolts with a speed brace or wheel lug nuts with a lug wrench).				
Non-Task-Specific Evaluation	(0 pts)	(-1 pt)	(0 pts)	(-1 pt)
Student successfully completed at least three of the non-task-specific steps.				
Student successfully completed all five of the non-task-specific steps.				
Total Score: <total # of points/4 = %>				

Supervisor/Instructor:

Supervisor/instructor signature _____ Date _____

Comments:

Retest supervisor/instructor signature _____ Date _____

Comments:

