

Repair Order and Documentation

Date:

Your first name:

Your last name:

Owner first name:

Owner last name:

Vehicle make:

Vehicle model:

Vehicle year:

Vehicle engine:

Objective: Write repair orders completely and accurately.

What is needed: An ADAS-equipped vehicle and your laptop with access to our Service Information System (Alldata)

Work order: On this worksheet, you will compile all the information needed to complete a repair order. Use a vehicle assigned to you by your instructor. -This may be one of our training aids, your vehicle, or a customer vehicle. If performing a live diagnosis and repair, have the customer sign off on the work order **before** any work is started. Pay close attention to potential liability issues and properly document.

- What, if any, ADAS feature is experiencing problems?

- Provide the estimated hours of labor to complete the diagnosis.

- **Service Information:** Gather available service information from the OEM and include/attach it to the repair order.
- **Diagnostic and Repair Information:** List documentation that shows the diagnostic process that should be attached to the repair order.

- List documentation that should be provided and attached to the repair order to show the repair process.

17. If performing repairs on a customer vehicle, perform the repairs and include/attach appropriate documentation to the repair order.

- **Job Wrap Up:** Return all tools and equipment you used to the tool box or tool room.

- If you encountered any problems during the procedure, describe it/them here.

If so, what did you do to correct the problem(s)?

- **Self evaluation:** How do you think you did?

Instructor approval: