

COLLISION

Mentor	VIN			Date In	/	/
Suprv. Tech.	Model	Year	Color	Date Out	/	/
RO#	Mileage	Body Style	Eng.	Trans. Type		

SECTION A: VEHICLE MAINTENANCE

- Lube
 Change Oil & Filter
 Service Air Cleaner
 Balance Wheels
 Rotate Tires
 Emission Control Service
 Service Hoses & Belts
 Flush Cooling System
 P.D.I.

SECTION B: RESOURCE MATERIALS AND BASIC DATA

Diagnostic Tools (List)	Resources Used	Page / Doc #	Measurements Recorded	Trouble Codes (DTC#)
1.	Service Manual		Battery Voltage	
2.	Tech Bulletins		Other	
3.	Electronic Info.			
4.	Paint Code			
5.	Estimating Guide			
6.				

How many hours did it take you to complete this service or repair? (Example: 2.7)

SECTION C: WORK EXPERIENCE

List the things you did, resources you used, diagnostic procedures, adjustments, parts replaced, and measurements taken that helped you and your mentor verify the damage, and identify the method and plan for completion. Remember, this is your working document of education. If you document what you have learned during your internship, you get credit. If you don't, you won't. As an **Automotive YES Intern**, it is your responsibility to keep accurate records of your worksite learning experience.

A Work Journal Diagnostic Report is to be completed for every Repair Order. The Skill Set Record Sheets should be completed weekly.

ESTIMATE DAMAGE/ANALYSIS OF REPAIR REQUEST

- Skill Areas Utilized for this Report (Circle)**
- Structural Analysis and Damage Repair
 - Non-Structural Analysis and Damage Repair
 - Mechanical and Electrical Components
 - Painting and Refinishing

- Structural Damage _____
- Weldable or Non-Weldable _____
- Glass/Trim/Plastic Damage _____
- Steering Suspension Repair _____
- Powertrain _____
- Brakes _____
- Heating/ Air Conditioning _____
- Paint Preparation _____
- Paint _____

METHOD OF REPAIR

- Remove What? _____
- Protect What? _____
- Check/Inspect What? _____

COMPLETION

- Is vehicle repaired in accordance with original analysis? _____
- Structural repairs inspected _____
- Mechanical & electrical components inspected for proper operation _____
- Final "PDI" inspection _____

Instructor Signature _____ Mentor Signature _____