

**REFINISH**

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**

Equipment /Tools Used (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.	VOC Tracking			

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**

- Type of Finish?  Single Stage   
  Base Coat/Clear Coat   
  Multi-stage   
  Other: \_\_\_\_\_
- Mil Reading? \_\_\_\_\_
- Code/Variant Used? \_\_\_\_\_
- Preliminary Color Analysis \_\_\_\_\_  
 Value \_\_\_\_\_ Hue \_\_\_\_\_ Chroma \_\_\_\_\_
- Paint \_\_\_\_\_

**METHOD OF REPAIR**

- Refinish Areas/Describe \_\_\_\_\_
- Check/inspect for surface imperfections \_\_\_\_\_
- Protect/ Cover Areas \_\_\_\_\_
- Parts to be Jambed \_\_\_\_\_
- Describe Refinish Process \_\_\_\_\_
- Corrosion Protection \_\_\_\_\_
- Paint \_\_\_\_\_

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

**COMPLETION**

- Is vehicle repaired in accordance with original analysis? \_\_\_\_\_
- Final color match \_\_\_\_\_
- Refinish inspected \_\_\_\_\_
- Frame/Panel sealants completed \_\_\_\_\_
- Detail (decals, tapes, woodgrains, pinstripes, remove overspray, buff and polish) \_\_\_\_\_
- Final Detail (Clean interior, exterior, glass, door jambs, finger prints, etc.) \_\_\_\_\_
- Final check of maintenance items (fluid levels, etc.) \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Mentor Signature \_\_\_\_\_