



NATEF Task List - Medium/Heavy Duty Truck Required Supplemental Tasks

Name: _____
Date: _____

For every task the following safety requirements must be strictly enforced: Comply with personal and environmental safety practices associated with clothing and the use of gloves; respiratory protection; 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.

REQUIRED SUPPLEMENTAL TASKS Shop and Personal Safety	Week											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Identify general shop safety rules and procedures.												
2. Utilize safe procedures for handling of tools and equipment.												

REQUIRED SUPPLEMENTAL TASKS Shop and Personal Safety (continued)	Week											
	1	2	3	4	5	6	7	8	9	10	11	12
3. Identify and use proper placement of floor jacks and jack stands.												
4. Identify and use proper procedures for safe lift operation.												
5. Utilize proper ventilation procedures for working within the lab/shop area.												
6. Identify marked safety areas.												
and other fire safety equipment; demonstrate knowledge of												
8. Identify the location and use of eye wash stations.												
9. Identify the location of the posted evacuation routes.												
10. Comply with the required use of safety glasses, ear protection, gloves, and shoes during lab/shop activities.												



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REQUIRED SUPPLEMENTAL TASKS Shop and Personal Safety (continued)		Week											
		1	2	3	4	5	6	7	8	9	10	11	12
11. Identify and wear appropriate clothing for lab/shop activities.													
12. Secure hair and jewelry for lab/shop activities.													
13. Demonstrate awareness of the safety aspects of supplemental restraint systems (SRS), electronic brake control systems, and hybrid vehicle high voltage circuits.													
14. Demonstrate awareness of the safety aspects of high voltage circuits (such as high intensity discharge (HID) lamps, ignition systems, injection systems, etc.).													
15. Locate and demonstrate knowledge of material safety data sheets (MSDS).													

Tools and Equipment		Week											
		1	2	3	4	5	6	7	8	9	10	11	12
1. Identify tools and their usage in automotive applications.													
2. Identify standard and metric designation.													
3. Demonstrate safe handling and use of appropriate tools.													
4. Demonstrate proper cleaning, storage, and maintenance of tools and equipment.													



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Tools and Equipment	Week											
	1	2	3	4	5	6	7	8	9	10	11	12
5. Demonstrate proper use of precision measuring tools (i.e. micrometer, dial-indicator, dial-caliper).												

Preparing Vehicle for Service	Week											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Identify information needed and the service requested on a repair order.												
2. Identify purpose and demonstrate proper use of fender covers, mats.												
correction).												
4. Review vehicle service history.												
5. Complete work order to include customer information, vehicle identifying information, customer concern, related service history, cause, and correction.												

Preparing Vehicle for Customer	Week											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Ensure vehicle is prepared to return to customer per school/company policy (floor mats, steering wheel cover, etc.).												