

Student Name

PA State ID # (10

Unit/Standard Number	<u>High School Graduation Years 2019, 2020 and 2021</u>			
	The School District of Philadelphia Office of Career and Technical Education Automobile/Automotive Mechanics Technology/Technician Performance Assessment Log (PAL) CIP 47.0604 - Automotive Technology			Key N = Not Exposed to Task 1 = Knowledge (Exposed to Task) 2 = Guidance (Accomplishes Task w/ Instruct 3 = Mastery (Accomplishes Task w/o Instruct
		Year 1	Year 2	Year 3
	Secondary Competency Task List			
100	ORIENTATION			
101	Explain and follow all lab rules.			
102	Participate in basic shop management.			
103	Participate in parts ordering.			
104	Demonstrate auto shop safety and hygiene.			
105	Demonstrate the use of service information.			
106	Demonstrate proper telephone courtesy.			
107	Identify vehicle by: sight, V.I.N. and/or ID tag.			
108	Identify career paths within the career and technical education program.			
109	Complete work order to include customer information, vehicle identifying information, customer concern, related service history, cause, and correction.			
110	Research applicable vehicle and service information, vehicle service history, service precautions, and technical service bulletins.			
111	Locate and interpret vehicle and major component identification numbers.			
200	SAFETY			
201	Identify and follow all safety rules.			
202	Demonstrate the ability to secure vehicles on jack stands and hydraulic lifts.			
203	Demonstrate the ability to safely set-up/shut-down oxygen acetylene welding equipment.			
204	Identify chemical safety, "Right-To-Know Laws" and Safety Data Sheets (SDS).			
205	Identify and demonstrate the safe use of hand tools.			
206	Identify and demonstrate the safe use of power tools.			
207	Identify and demonstrate the safe use of protective clothing and equipment.			
208	Identify and demonstrate the safe use of fire protection equipment.			

209	Identify and demonstrate the safe use of shop equipment.			
210	Explain EPA and OSHA Regulations.			
300	TOOLS/FASTENERS			
301	Identify and use fasteners and bolts.			
302	Demonstrate the ability to correctly drill and use re-threading tools.			
303	Demonstrate the ability to correctly read and interpret precision automotive measuring tools.			
304	Demonstrate the ability to correctly use automotive tools.			
305	Perform common fastener and thread repairs, to include: remove broken bolt, restore internal and external threads, and repair internal threads with a threaded insert.			
400	CERTIFICATIONS			
401	Prepare to obtain PA Safety Inspection Certification.			
402	Prepare to obtain EPA 609 Refrigerant Recovery, Recycling Certification.			
403	Prepare to obtain Emission Inspection Certification.			
500	SUSPENSION AND STEERING			
501	RESERVED			
502	Identify and interpret suspension and steering system concerns; determine necessary action.			
503	RESERVED			
504	RESERVED			
505	RESERVED			
506	RESERVED			
507	Inspect rack and pinion steering gear; inspect mounting bushings and brackets.			
508	Inspect rack and pinion steering gear inner tie rod ends (sockets) and bellows boots.			
509	Determine proper power steering fluid type; inspect fluid level and condition.			
510	Flush, fill, and bleed power steering system.			
511	Diagnose power steering fluid leakage; determine necessary action.			
512	RESERVED			
513	Remove and reinstall power steering pump.			
514	Remove and reinstall press fit power steering pump pulley; check pulley and belt alignment.			
515	Inspect and replace power steering hoses and fittings.			
516	Inspect and replace pitman arm, relay (centerlink/intermediate) rod, idler arm and mountings, and steering linkage damper.			
517	Inspect, replace, and adjust tie rod ends (sockets), tie rod sleeves, and clamps.			
518	RESERVED			
519	Inspect, and/or replace upper and lower control arms, bushings, shafts, and rebound bumpers.			
520	Inspect, and/or replace strut rods and bushings.			
521	Inspect, and/or replace upper and/or lower ball joints.			

522	Inspect, and/or replace steering knuckle assemblies.			
523	Inspect, and/or replace short and long arm suspension system coil springs and spring insulators.			
524	Inspect, and/or replace, and adjust suspension system torsion bars; inspect mounts.			
525	Inspect, and/or replace stabilizer bar bushings, brackets, and links.			
526	Inspect, and/or replace strut cartridge or assembly, strut coil spring, insulators (silencers), and upper strut bearing mount.			
527	Inspect, remove, and replace shock absorbers.			
528	RESERVED			
529	Lubricate suspension and steering systems.			
530	Perform pre-alignment inspection and measure vehicle ride height; perform necessary action.			
531	Prepare vehicle for wheel alignment on the alignment machine; describe alignment angles and perform four wheel alignment by checking and adjusting front and rear wheel caster, camber; and toe as required; center steering wheel.			
532	RESERVED			
533	RESERVED			
534	RESERVED			
535	Check front and/or rear cradle (subframe) alignment; determine necessary action.			
536	Inspect tire condition; identify tire wear patterns; check and adjust air pressure; determine necessary action.			
537	Diagnose wheel/tire vibration, shimmy, and noise; determine necessary action.			
538	Rotate tires according to manufacturer's recommendations.			
539	Measure wheel, tire, axle flange, and hub runout; determine necessary action.			
540	Diagnose tire pull problems; determine necessary action.			
541	Dismount, inspect, and remount tire on wheel; balance wheel and tire assembly (static and dynamic).			
542	Dismount, inspect, and remount tire on wheel equipped with tire pressure monitoring system sensor.			
543	RESERVED			
544	Inspect tire and wheel assembly for air loss; perform necessary action.			
545	Repair tire using internal patch.			
546	Identify indirect and direct tire pressure monitoring systems (TPMS) calibrate system; verify operation of instrument panel lamps.			
547	Identify steps required to remove and replace sensors in a tire pressure monitoring system (TPMS) including relearn procedure.			
600	BRAKES			
601	RESERVED			
602	Identify and interpret brake system concern; determine necessary action.			
603	RESERVED			
604	RESERVED			
605	Measure brake pedal height, travel, and free play (as applicable); determine necessary action.			

606	Check master cylinder for internal/external leaks and proper operation; determine necessary action.			
607	Remove, bench bleed, and reinstall master cylinder.			
608	Inspect brake lines, flexible hoses, and fittings for leaks, dents, kinks, rust, cracks, bulging or wear; tighten loose fittings and supports; determine necessary action.			
609	Replace brake lines, hoses, fittings, and supports.			
610	Fabricate brake lines using proper material and flaring procedures (double flare and ISO types).			
611	Select, handle, store, and fill brake fluids to proper level.			
612	Inspect, test, and/or replace components of brake warning light system.			
613	Bleed and/or flush brake system.			
614	Diagnose poor stopping, noise, vibration, pulling, grabbing, dragging or pedal pulsation concerns; determine necessary action.			
615	Remove, clean, inspect, and measure brake drums; determine necessary action.			
616	Refinish brake drum; measure final drum diameter.			
617	Remove, clean, and inspect brake shoes, springs, pins, clips, levers, adjusters/self-adjusters, other related brake hardware, and backing support plates; lubricate and reassemble.			
618	Inspect and install wheel cylinders.			
619	Pre-adjust brake shoes and parking brake; install brake drums or drum/hub assemblies and wheel bearings.			
620	Install wheel, torque lug nuts, and make final checks and adjustments.			
621	RESERVED			
622	Remove caliper assembly; inspect for leaks and damage to caliper housing; determine necessary action.			
623	Clean and inspect caliper mounting and slides/pins for operation, wear, and damage; determine necessary action.			
624	Reassemble, lubricate, and reinstall caliper, pads, and related hardware; seat pads, and inspect for leaks.			
625	Clean, inspect, and measure rotor thickness, lateral runout, and thickness variation; determine necessary action.			
626	Remove and reinstall rotor.			
627	Refinish rotor on vehicle; measure final rotor thickness.			
628	Refinish rotor off vehicle; measure final rotor thickness.			
629	RESERVED			
630	Check brake pad wear indicator system operation; determine necessary action.			
631	RESERVED			
632	Check vacuum supply to vacuum-type power booster and check power assist operation.			
633	Remove, clean, inspect, repack, and install wheel bearings, RACES and replace seals; install hub and adjust bearings.			
634	Check parking brake cables and components including integral parking brake system for wear, binding, and corrosion; clean, lubricate, adjust or replace as needed.			
635	Check parking brake and indicator light system operation; determine necessary action.			
636	Check operation of brake stop light system; determine necessary action.			
637	RESERVED			

638	Inspect and replace wheel studs.			
639	Remove and reinstall sealed wheel bearing assembly.			
640	Identify and inspect electronic brake control system components; determine necessary action.			
641	Diagnose electronic brake control system electronic control(s) and components by retrieving diagnostic trouble codes, and/or using recommended test equipment; determine necessary action.			
642	RESERVED			
643	Bleed the electronic brake control system hydraulic circuits.			
644	Identify traction control/vehicle stability control system components.			
645	Describe the operation of a regenerative braking system.			
700	ELECTRICAL/ELECTRONIC SYSTEMS			
701	RESERVED			
702	Identify and interpret electrical/electronic system concern; determine necessary action.			
703	RESERVED			
704	RESERVED			
705	Use wiring diagrams during diagnosis of electrical circuit problems.			
706	Check electrical circuits with a test light; determine necessary action.			
707	Check electrical circuits using fused jumper wires; determine necessary action.			
708	Locate shorts, grounds, opens, and resistance problems in electrical/electronic circuits; determine necessary action.			
709	Measure and diagnose the cause(s) of excessive parasitic draw; determine necessary action.			
710	Inspect and test fusible links, circuit breakers, and fuses; determine necessary action.			
711	Inspect and test switches, connectors, relays, solenoid solid state devices, and wires of electrical/electronic circuits; perform necessary action.			
712	Remove and replace terminal end from connector; replace connectors and terminal ends.			
713	Repair wiring harness and/or solder (including CAN/BUS systems) repair			
714	RESERVED			
715	Identify location of hybrid vehicle high voltage circuit disconnect (service plug) location and safety procedures.			
716	Perform battery state-of-charge test; determine necessary action.			
717	Perform battery capacity test; confirm proper battery capacity for vehicle application; determine necessary action.			
718	Maintain or restore electronic memory functions.			
719	Inspect, clean, fill, and/or replace battery, battery cables, connectors, clamps, and hold-downs.			
720	Perform battery charge.			
721	Start a vehicle using jumper cables or an auxiliary power supply.			
722	Identify electronic modules, security systems, radios, and other accessories that require reinitialization or code entry following battery disconnect.			
723	Perform starter current draw tests; determine necessary action.			

724	Perform starter circuit voltage drop tests; determine necessary action.			
725	Inspect and test starter relays and solenoids; determine necessary action.			
726	Remove and install starter in a vehicle.			
727	Inspect and test switches, connectors, and wires of starter control circuits; perform necessary action.			
728	Differentiate between electrical and engine mechanical problems that cause a slow-crank or no-crank condition.			
729	Perform charging system output test; determine necessary action.			
730	Diagnose charging system for the cause of undercharge, no-charge, and overcharge conditions.			
731	RESERVED			
732	Remove, inspect, and install generator (alternator).			
733	RESERVED			
734	RESERVED			
735	Inspect, replace, and aim headlights and bulbs.			
736	RESERVED			
737	RESERVED			
738	RESERVED			
739	Diagnose the cause of incorrect operation of warning devices and other driver information systems.			
740	Diagnose incorrect horn operation; perform necessary action.			
741	Diagnose incorrect wiper operation; diagnose wiper speed control and park problems; perform necessary action.			
742	Diagnose incorrect washer operation; perform necessary action.			
743	Diagnose incorrect operation of motor-driven accessory circuits; determine necessary action.			
745	RESERVED			
746	Remove and reinstall door panel.			
747	Use a digital multimeter (DMM).			
800	ENGINE PERFORMANCE			
801	RESERVED			
802	Identify and interpret engine performance concern; determine necessary action.			
803	RESERVED			
804	RESERVED			
805	Identify components and inspect engine assembly for fuel, oil, coolant, and other leaks, determine necessary action.			
806	Diagnose abnormal engine noise or vibration concerns; determine necessary action.			
807	Diagnose abnormal exhaust color, odor, and sound; determine necessary action.			
808	Perform engine absolute (vacuum/boost) manifold pressure tests; determine necessary action.			
809	Perform cylinder power balance test; determine necessary action.			
810	Perform cylinder cranking and running compression tests; determine necessary action.			
811	Perform cylinder leakage test; determine necessary action.			

812	Diagnose engine mechanical, electrical, electronic, fuel, and ignition concerns; determine necessary action.			
813	Verify engine operating temperature; determine necessary action.			
814	Perform cooling system pressure tests; check coolant condition; inspect and test radiator, pressure cap, coolant recovery tank, and hoses; perform necessary action.			
815	RESERVED			
816	Retrieve and record diagnostic trouble codes, OBD monitor status, and freeze frame data; clear codes when applicable.			
817	Diagnose the causes of emissions or drivability concerns with stored or active diagnostic trouble codes; obtain, graph, and interpret scan tool data.			
818	Access and use service information to perform step-by-step diagnosis.			
819	Perform active tests of actuators using a scan tool; determine necessary action.			
820	Describe the importance of running all OBDII monitors for repair verification.			
821	RESERVED			
822	Inspect and test ignition primary and secondary circuit wiring and solid state components; test ignition coil(s); perform necessary action.			
823	Inspect and test crankshaft and camshaft position sensor(s); perform necessary action.			
824	Inspect, test, and/or replace ignition control module, powertrain/engine control module; reprogram as necessary.			
825	Diagnose hot or cold no-starting, hard starting, poor drivability, incorrect idle speed, poor idle, flooding, hesitation, surging, engine misfire, power loss, stalling, poor mileage, dieseling, and emissions problems; determine necessary action.			
826	Inspect and test fuel pumps and pump control systems for pressure, regulation, and volume; perform necessary action.			
827	Replace fuel filters.			
828	Inspect throttle body, air induction system, intake manifold and gaskets for vacuum leaks and/or unmetered air.			
829	Inspect and test fuel injectors.			
830	Verify idle control operation.			
831	Inspect the integrity of the exhaust manifold, exhaust pipes, muffler(s), catalytic converter(s), resonator(s), tail pipe(s), and heat shield(s); perform necessary action.			
832	RESERVED			
833	Inspect, test and service positive crankcase ventilation (PCV) filter/breather cap, valve, tubes, orifices, and hoses; perform necessary action.			
834	RESERVED			
835	Inspect, test, service and replace components of the EGR system, including electrical/electronic sensors, controls, and wiring, EGR tubing, exhaust passages, vacuum/pressure controls, filters and hoses; perform necessary action.			
836	RESERVED			
837	Inspect and test mechanical components of secondary air injection systems; perform necessary action.			

838	Inspect and test electrical/electronically-operated components and circuits of air injection systems; perform necessary action.			
839	Inspect and test catalytic converter efficiency.			
840	RESERVED			
841	Inspect and test components and hoses of the evaporative emissions control system; perform necessary action.			
842	Interpret diagnostic trouble codes (DTCs) and scan tool data related to the emissions control systems; determine necessary action.			
843	Remove and replace timing belt; verify correct camshaft timing.			
844	Remove and replace thermostat and gasket/seal.			
845	Inspect and test mechanical/electrical fans, fan clutch, fan shroud/ducting, air dams, and fan control devices; perform necessary action.			
846	Perform engine oil and filter change.			
900	ENGINE REPAIR			
901	RESERVED			
902	Verify operation of the instrument panel engine warning indicators.			
903	Install engine covers using gaskets, seals, and sealers as required.			
904	RESERVED			
905	Adjust valves (mechanical or hydraulic lifters).			
906	Inspect, replace, and adjust drive belts, tensioners, and pulleys; check pulley and belt alignment.			
907	Inspect and test coolant; drain and recover coolant; flush and refill cooling system with recommended coolant; bleed air as required.			
1000	AUTOMATIC TRANSMISSION AND TRANSAXLE			
1001	RESERVED			
1002	Check fluid level and fluid condition in a transmission or a transaxle equipped with a dip-stick.			
1003	Check fluid level and fluid condition in a transmission or a transaxle not equipped with a dip-stick.			
1004	Drain and replace fluid and filter(s).			
1005	Identify drivetrain components and configuration.			
1006	Inspect, adjust, and/or replace external manual valve shift linkage, transmission range sensor/switch, and/or park/neutral switch.			
1007	Inspect for leakage at external seals, gaskets and bushings.			
1008	Inspect, replace and/or align powertrain mounts.			
1100	MANUAL DRIVE TRAIN AND AXLES			
1101	RESERVED			
1102	Drain and refill manual transmission/transaxle and final drive unit.			
1103	Check and adjust clutch master cylinder fluid level.			

1104	Check for system leaks.			
1105	Check and adjust differential housing fluid level.			
1106	Drain and refill differential housing.			
1107	Identify and inspect and/or replace manual drivetrain and axle components and configuration.			
1200	HEATING AND AIR CONDITIONING			
1201	RESERVED			
1202	RESERVED			
1203	Inspect A/C condenser for airflow restrictions.			
1204	Inspect engine cooling and heater systems hoses.			
1205	Inspect A/C-heater ducts, doors, hoses, cabin filters, and outlets.			

PA Academic Standards for Career Education and Work

	<i>The Career Education and Work (CEW) Standards were developed by the Pennsylvania Department of Education and complement all disciplines and other academic standards. These skills outline certain skills that students need to obtain prior to high school graduation if they are to succeed in the workplace. Although they are not required under each CIP Code's Program of Study Task List, the School District of Philadelphia requires that all CTE students are taught and master these essential skills.</i>			
	<i>Click on the following links for more information on the CEW Standards:</i>			
	PA Dept. of Education CEW Website			
	CEW Standards			
	Career Awareness and Preparation			
4000	Relate careers to individual interests, abilities, and aptitudes.			
4001	Analyze career options based on personal interests, abilities, aptitudes, achievements and goals.			
4002	Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices.			
4003	Evaluate school-based opportunities for career awareness/preparation, such as, but not limited to career days, community service, internships, and job shadowing.			
4004	Justify the selection of a career.			
4005	Analyze the relationship between career choices and career preparation opportunities, such as, but not limited to college degrees, certificates/licensures, entrepreneurship, and industry and military training.			
4006	Assess the implementation of the individualized career plan through the ongoing development of the career portfolio.			
4007	Review personal high school plan against current personal career goals and select postsecondary opportunities based upon personal career interests.			

	Career Acquisition (Getting a Job)			
4008	Apply effective speaking and listening skills used in a job interview.			
4009	Apply research skills in searching for a job utilizing various job search resources (e.g. CareerLinks, O-Net, Professional Organizations).			
4010	Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to job application, letter of introduction, postsecondary education/training applications, request for letter of recommendation and resume.			
4011	Analyze, revise, and apply an individualized career portfolio to chosen career path.			
4012	Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to commitment, communication, dependability, health/safety, and scheduling/time management.			
	Career Retention and Advancement			
4013	Evaluate personal attitudes and work habits that support career retention and advancement.			
4014	Evaluate team member roles to describe and illustrate active listening techniques such as clarifying, encouraging, and summarizing.			
4015	Evaluate conflict resolution skills as they relate to the workplace such as constructive criticism, group dynamics, managing/leadership, negotiation and problem solving.			
4016	Develop a personal budget based on career choice, such as, but not limited to charitable contributions, fixed/variable expenses, gross and net pay, and savings.			
4017	Evaluate time management strategies and their application to both personal and work situations.			
4018	Evaluate strategies for career retention and advancement in response to the changing global workplace.			
4019	Evaluate the impact of lifelong learning on career retention and advancement.			
	Entrepreneurship			
4020	Analyze entrepreneurship as it relates to personal career goals and corporate opportunities.			
4021	Analyze entrepreneurship as it relates to personal character traits.			
4022	Develop a business plan for an entrepreneurial concept of personal interest and identify available resources, such as, but not limited to community-based organizations, financial institutions and venture capital.			

Signed:

CTE Instructor	Date

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