



WORK JOURNAL DIAGNOSTIC REPORT

by _____

ENTERED ON SKILL SET RECORD SHEETS WEEK # _____

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 Bulletin		Other	
3.	Diag. Equip.			
4.	Other			
5.				
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 concern, identify the cause and make the necessary corrections. 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 work site learning experience. **A Work Journal Diagnostic Report is to be completed for every Repair Order.** The Skill Set Record Sheets should be completed weekly.

Skill Areas Utilized for this Report (Circle)

A1 Engine Repair

A2 Automatic Trans./ Transaxle

A3 Manual Drive Train/ Axle

A4 Suspension/Steering

A5 Brakes

A6 Electrical/Electronic Systems

A7 Heating/Air Conditioning

A8 Engine Performance

CUSTOMER CONCERN: _____

- Perform Checks/Inspect: _____
- Recent Bulletin Referencing Concern: _____
- Other Observations: _____

CAUSE: _____

- Technician Diagnosis: _____
- Determine if vehicle is operating to design: _____
- Cause identified as: _____

CORRECTION: _____

- Procedure followed: (from Service Manual, Tech Bulletins, Tech Assistance, etc.) How did you do the service/repair? _____
- What did you adjust/replace? _____
- Correction verified by (System Measurement, Scan Tool, system operation check, etc.) _____

Instructor Signature _____ Mentor Signature _____