

Auto Body and Collision Technician

On-the-Job Checklist



	Level 1	Page 1/2
Red Seal Tasks	On-The-Job Duties	Completed
Performs safety-related functions	Describe a clean & organized workstation	☐
	Select & wear appropriate PPE	☐
Uses & maintains tools & equipment	Clean hand & power tools & ensure proper operation	☐
	Identify lifting points of vehicle to avoid damage to vehicle	☐
	Clean & maintain spray booths & preparation stations	☐
Uses & maintains welding equipment	Prepare and clean work piece using sanding	☐
	Secure cylinders to prevent from damage	☐
	Check parts & consumables are available for job requirement	☐
	Interpret technical manuals, data sheets & bulletins	☐
Uses communication & mentoring techniques	Demonstrate active listening practices & restate directions	☐
Removes & installs trim & hardware	Determine material composition to avoid damage	☐
	Apply adhesion promoters & adhesives to trim	☐
Removes, repairs & installs metal panels & components	Clean metal panel with products & cleaners	☐
	Identify fasteners to determine method of removal	☐
	Identify imperfections visually & by touch	☐
	Select hoists & jacks according to job requirements	☐
Removes, repairs & installs plastic & composite panels & components	Clean plastic & composite panel	☐
	Disconnect electrical components	☐
	Identify whether material is repairable or is to be replaced	☐
	Connect electrical components	☐

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	Level 1	Page 2/2
Red Seal Tasks	On-The-Job Duties	Completed
Uses repair material	Mix polyester putties with hardener, measure primers	☐
	Applies primers & primer surfacer	☐
Prepares surface	Remove residual & decal tape	☐
	Apply soft edge, masking, & spray mask tape	☐
	Apply chemical stripper & remove neutralized residue	☐
	Scuff/back sand area & remove excess primer surfacer/filler	☐
Prepares refinishing equipment	Clean spray booth, adjust pressure & temperature	☐
	Install fluid tip, needle & air cap, attach spray gun to hose	☐
Prepares refinishing materials	Select mixing ratio & equipment, pour additives/activators	☐
Applies refinishing materials	Identify & correct undercoat defects	☐
	Spray base coat to avoid dry edges & treat surface with anti-static	☐
	Select & spray single-stage paint	☐
	Spray clear coat	☐
Performs post-refinishing functions	Remove masking plastic, paper & tape	☐
Details exterior	Wet sand, de-nib & shave minor imperfections	☐
	Polish surfaces & headlights to restore luster	☐
	Identify vehicle colour & severity of stone chipping	☐
Cleans vehicle	Wash & dry vehicle, clean glass	☐
	Vacuum & shampoo interior, clean glass & surfaces	☐

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	Level 2	Page 1/2
Red Seal Tasks	On-The-Job Duties	Completed
Uses & maintains tools & equipment	Operate & check hoists & jacks for servicing	☐
	Maintain air dryers & filters, calibrate mixing scales	☐
Uses & maintains welding equipment	Adjust shielding gas & perform test welds	☐
	Check tension on drive rollers & wear on wire liner	☐
Organizes work & uses documentation	Review work order & estimates & identify repairs	☐
	Inspect & prepare parts prior to installation	☐
	Maintain service records & maintenance logs	☐
Applies corrosion protection & sound deadening materials	Inhibitors are applied to areas & the excess is removed	☐
	Apply seam sealers & sound deadening materials	☐
Removes, installs & repairs structural & laminated glass	Release urethane seal & remove glass, trim & moulding	☐
	Test fit glass, check for defects, prepare surface & set	☐
	Clean out chipped glass, inject resin & polish	☐
Removes, repairs & installs metal panels & components	Shape metal, apply & sand filler using cross hatch method	☐
Removes, repairs & installs plastic & composite panels & components	Remove plastic & composite components for access	☐
	Remove fasteners & label to identify original location	☐
	Remove coatings using grinders or sanders	☐
	Fit and operation are verified by using digital calibration	☐
Removes & installs non-structural glass	Remove fasteners, extract glass & broken glass	☐
	Insert glass & attach with hardware, test glass	☐
Repairs & replaces interior components	Re-attach clips & fasteners, repair plastics, verify fit	☐
	Remove & reinstall new component (seats, dash, panels)	☐

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	Level 2	Page 2/2
Red Seal Tasks	On-The-Job Duties	Completed
Prepares refinishing equipment	Position air movers for coverage, report booth problems	☐
	Correct crescent shape spray patterns	☐
Prepares refinishing materials	Select, mix & strain paint, agitate toners	☐
	Adjust colour formula is adjusted for value, hue and chroma to achieve necessary colour in natural light	☐
Applies refinishing materials	Verify cover & flash of sealer	☐
	Apply drop coat on metallic & pearl/mica, verify base coat	☐
	Verify flash of single-stage paint prior to subsequent application	☐
	Verify flash of clear coat prior to subsequent application	☐
Performs post-refinishing functions	Compound & polish refinish area to match existing finish	☐

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On-the-Job Checklist



	Level 3	Page 1/2
Red Seal Tasks	On-The-Job Duties	Completed
Uses & maintains tools & equipment	Update software to current specifications	☐
	Perform pre/post scan using scan tools to confirm repairs	☐
Uses & maintains welding equipment	Return vehicle integrity by using sectioning procedures	☐
	Conduct systems check of STRSW equipment	☐
Organizes work & uses documentation	Perform pre-scan identify DTC (Diagnostic Trouble Codes)	☐
	Document payable/actual hours	☐
Performs final inspections	Check tire pressure & wheel torque	☐
Prepares for repair & replacement of structural components	Develop repair plan using 3-D/comparison measuring	☐
	Label removed components, organize & store until reassembly	☐
	Anchor vehicle to structural repair system	☐
Repairs, removes & installs structural components	Adjust repair plan by evaluating corrective forces	☐
	Cut & remove components using plasma cutters/saws, etc.	☐
	Install NVH materials & structural foams	☐
Deactivates & reactivates alternative fuel systems	Inspect, disable/disconnect voltage system/battery	☐
	Install/enable battery pack/ high-voltage system & charge	☐
Removes & installs mechanical components	Recover A/C refrigerant, drain coolant system	☐
	Lubricate A/C components, connect hoses & refill system	☐
Removes, repairs & installs electrical & electronic components	Interpret electrical schematics in the repair of electrical and electronic components	☐
	Verify operation of electrical components & complete repair	☐
	Connect electrical/battery, scan for codes, install electrical	☐
	Perform recalibration of system/post-scan to verify	☐

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Auto Body and Collision Technician On-the-Job Checklist



	Level 3	Page 2/2
Red Seal Tasks	On-The-Job Duties	Completed
Services supplemental restraint systems (SRS)	Install & test seat belt components	☐
	Install, fit & align air bag system & components	☐

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On-the-Job Checklist



	Level 4	Page 1/2
Red Seal Tasks	On-The-Job Duties	Completed
Uses & maintains tools & equipment	Check hydraulic fluid level & confirm air pressure	☐
	Calibrate diagnostic equipment	☐
Uses & maintains welding equipment	Return vehicle integrity by using sectioning procedures	☐
	Check STRSW equipment to ensure tips are dressed, coolant level, cables, casings and cords are maintained	☐
Organizes work & uses documentation	Perform initial measurements to determine structural damage	☐
	Interpret & complete safety documentation	☐
Uses communication & mentoring techniques	Demonstrate performance of skill to an apprentice or learner	☐
Performs final inspections	Check panel gaps, panel alignment & functionality of latches	☐
Prepares for repair & replacement of structural components	Compare measurements against OEM or specifications	☐
	Remove body, mechanical & electrical components	☐
	Remove paint & undercoating & prepare vehicle components	☐
Repairs, removes & installs structural components	Take 3-D measurements & test fit related components	☐
	Drill & grind spot welds in pre-determined areas	☐
	Take ongoing measurements & test fit related components	☐
Removes & installs mechanical components	Remove radiators, control arms, leaf springs, drive shafts, etc.	☐
	Recharge A/C system & verify operation	☐
Removes, repairs & installs electrical & electronic components	Perform road test & verify ADAS	☐

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Information Regarding the Checklist

Saskatchewan Apprenticeship and Trade Certification Commission's (SATCCs) On-The-Job Checklist provides a complete list of trade-specific Red Seal tasks for apprentices to complete under the supervision of a journeyman. This work should be completed prior to attending the technical training level under which the duties are listed (e.g. Level 1 completed prior to attending Level 1 technical training).

Completing this checklist will ensure that apprentices are exposed to the full scope of a particular Red Seal trade throughout their apprenticeship program. It will also help prepare apprentices for each level of technical training by performing work on-the-job relating specifically to topics covered later on. The trade-specific tasks listed have been reviewed by certified journeymen in Saskatchewan for their accuracy and have been set to an appropriate skill level.

An apprentice spends approximately 85% of their apprenticeship term training on-the-job. It is both the apprentice's and the employer's or journeyman's responsibility to supervise an apprentice's practical skills development during their program.

To promote transparency and consistency, this document aligns with the 2019 Auto Body and Collision Technician Red Seal Occupational Standard (Employment and Social Development Canada).

A complete version of the Occupational Standard can be found at www.red-seal.ca

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All work performed in this checklist is to be done under the supervision and guidance of a certified journeyman

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