

Automotive Service Technician On-the-Job Checklist



	Level 1	Page 1/2
Red Seal Tasks	On-The-Job Duties	Completed
Performs safety-related functions	Maintain clean & clutter-free work area	<input type="checkbox"/>
	Recognize workplace hazards that require use of PPE	<input type="checkbox"/>
	Complete safety preparation on hybrid & EV systems	<input type="checkbox"/>
Uses tools, equipment & documentation	Clean, lubricate & maintain tools & equipment	<input type="checkbox"/>
	Extract damaged fasteners & restore threads	<input type="checkbox"/>
	Determine type & capacity of hoisting & lifting equipment required	<input type="checkbox"/>
	Adjust speeds, temperatures, pressures & volumes	<input type="checkbox"/>
	Locate & interpret VIN, part numbers & serial numbers	<input type="checkbox"/>
Uses communication & mentoring techniques	Receive & respond to instructions	<input type="checkbox"/>
Diagnoses driveline systems	Inspect drive shaft, axle drive shafts, CV axles & joints	<input type="checkbox"/>
Repairs driveline systems	Remove, replace, recondition or service drive shaft	<input type="checkbox"/>
Diagnoses electrical systems & components	Analyze results of functional output tests & inspections	<input type="checkbox"/>
	Interpret wiring diagrams	<input type="checkbox"/>
Repairs electrical systems & components	Select terminals, insulators & fastening devices	<input type="checkbox"/>
	Replace or repair starting & charging components	<input type="checkbox"/>
Diagnoses steering, suspension, braking & control systems, tires, wheels, hubs & wheel bearings	Perform clearances, ride height, leaks & dry park tests	<input type="checkbox"/>
	Identify TCS, ABS & stability control components	<input type="checkbox"/>
	Inspect hubs & wheel bearings	<input type="checkbox"/>
Repairs steering, suspension, braking & control systems, tires, wheels, hubs & wheel bearings	Select gaskets, sealants & fasteners	<input type="checkbox"/>
	Inspect tire pressure & tire condition, perform tire rotation & service chassis	<input type="checkbox"/>
	Reset, reprogram or calibrate TPMS	<input type="checkbox"/>

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

Automotive Service Technician On-the-Job Checklist



	Level 1	Page 2/2
Red Seal Tasks	On-The-Job Duties	Completed
Diagnoses restraint systems, body components, accessories & trim	Inspect to locate wind noises, rattles & water leaks	<input type="checkbox"/>
	Inspect doors, seats, dashes, bumpers & mirrors	<input type="checkbox"/>
	Inspect components of latches, locks & movable glass	<input type="checkbox"/>
Repairs restraint systems, body components, accessories & trim	Verify repair of wind noises, rattles & water leaks	<input type="checkbox"/>
	Verify repair of interior & exterior components & trim	<input type="checkbox"/>
	Remove, service, adjust or replace sensors, switches, rods, fasteners, latches & hinges	<input type="checkbox"/>

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

Automotive Service Technician On-the-Job Checklist



	Level 2	Page 1/2
Red Seal Tasks	On-The-Job Duties	Completed
Diagnoses engine systems	Identify restrictions in air & coolant flow	<input type="checkbox"/>
	Identify low & high pressures & pump drive malfunctions	<input type="checkbox"/>
	Inspect engine assemblies, camshafts, pistons, cylinder head assemblies & VVT	<input type="checkbox"/>
	Identify type of serpentine, stretch-to-fit & cog system	<input type="checkbox"/>
Repairs engine systems	Remove, service or replace radiators, thermostats, water pumps, hoses, tubing, belts, & seals	<input type="checkbox"/>
	Identify & select engine oil	<input type="checkbox"/>
	Perform maintenance procedures related to engine assembly	<input type="checkbox"/>
	Adjust drive system tensioners, belts & pulleys	<input type="checkbox"/>
Diagnoses driveline systems	Mounts are inspected for wear & damage	<input type="checkbox"/>
	Check fluid level & condition, inspect for leaks & damaged clutch components	<input type="checkbox"/>
	Check final drive assembly fluid conditions	<input type="checkbox"/>
Repairs driveline systems	Determine model of manual transmission	<input type="checkbox"/>
	Determine single & multi-disc systems	<input type="checkbox"/>
	Perform maintenance on final drive assemblies	<input type="checkbox"/>
Diagnoses electrical systems & components	Perform alternator voltage regulator (AVR), voltage drop & parasitic draw tests	<input type="checkbox"/>
	Perform functional output tests, voltage test, resistance check & amperage test	<input type="checkbox"/>
Repairs electrical systems & components	Identify circuit operation & measurements	<input type="checkbox"/>
	Verify repair by re-testing system & road test	<input type="checkbox"/>
	Adjust, replace or repair light bulbs, switches, modules, linkages, controls & wiper motors	<input type="checkbox"/>

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

Automotive Service Technician On-the-Job Checklist



	Level 2	Page 2/2
Red Seal Tasks	On-The-Job Duties	Completed
Diagnoses steering, suspension, braking & control systems, tires, wheels, hubs & wheel bearings	Determine type of control systems for steering & suspension systems & interpret wheel alignment measurements	<input type="checkbox"/>
	Inspect braking system components & fluids	<input type="checkbox"/>
Repairs steering, suspension, braking & control systems, tires, wheels, hubs & wheel bearings	Verify functionality of control systems, perform calibrations & wheel alignment	<input type="checkbox"/>
	Remove, replace, service or verify braking & stability control system repairs	<input type="checkbox"/>

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

Automotive Service Technician On-the-Job Checklist



	Level 3	Page 1/2
Red Seal Tasks	On-The-Job Duties	Completed
Diagnoses gasoline engine support systems	Inspect or test fuel quality, colour & odour	<input type="checkbox"/>
	Inspect coil-on-plug, coil near plug, waste spark & their components	<input type="checkbox"/>
	Take measurements on turbocharger systems & supercharger systems	<input type="checkbox"/>
	Access DTCs & data from on-board diagnostics (OBD) system	<input type="checkbox"/>
Repairs gasoline engine support systems	Perform fuel injector flushes, contaminants removal & filter replacement	<input type="checkbox"/>
	Perform spark plug change intervals & ignition cable replacement	<input type="checkbox"/>
	Clean throttle body or priming, lubricate & service turbocharger & supercharger systems	<input type="checkbox"/>
	Clean EGR valves, passages & replace PCV valves	<input type="checkbox"/>
Diagnoses vehicle networking systems	Scan PCM, TCM, BCM & EBCM	<input type="checkbox"/>
	Record inputs, outputs, module & network status	<input type="checkbox"/>
	Determine faulty wiring, modules, relays & grounds	<input type="checkbox"/>
	Determine faulty circuitry & components	<input type="checkbox"/>
Repairs vehicle networking systems	Program & configure modules	<input type="checkbox"/>
	Follow procedure to use anti-static straps, disable restraint systems & transfer module-specific data	<input type="checkbox"/>
	Select DMMs, probes, scan tools & programming tools	<input type="checkbox"/>
	Perform verification test to confirm system repair	<input type="checkbox"/>
Diagnoses electrical systems & components	Identify presence of aftermarket devices & ensure correct operation	<input type="checkbox"/>
	Inspect ADAS components for wear, damage or failure	<input type="checkbox"/>
Repairs electrical systems & components	Replace key fob battery	<input type="checkbox"/>
	Calibrate & reprogram ADAS components	<input type="checkbox"/>

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

Automotive Service Technician On-the-Job Checklist



	Level 3	Page 2/2
Red Seal Tasks	On-The-Job Duties	Completed
Diagnoses steering, suspension, braking & control systems, tires, wheels, hubs & wheel bearings	Perform circuit tests & functional tests on ADAS components	<input type="checkbox"/>
Repairs steering, suspension, braking & control systems, tires, wheels, hubs & wheel bearings	Adjust windshield cameras, forward radar sensors, blind spot sensors & switches	<input type="checkbox"/>
Diagnoses driveline systems	Inspect manual transmission & transaxle components & controls	<input type="checkbox"/>
Repairs driveline systems	Perform maintenance procedures related to manual transmissions & transaxles	<input type="checkbox"/>

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

Automotive Service Technician On-the-Job Checklist



	Level 4	Page 1/2
Red Seal Tasks	On-The-Job Duties	Completed
Uses communication & mentoring techniques	Set up conditions required for an apprentice to practice a skill	<input type="checkbox"/>
Diagnoses diesel engine support systems	Identify lack of power, smoke & hard start	<input type="checkbox"/>
	Perform back pressure & smoke test	<input type="checkbox"/>
	Identify EGR, PCV, SCR, DEF, DOC, DPF & VGT	<input type="checkbox"/>
Repairs diesel engine support systems	Perform fuel treatment, drain water separator & replace filter	<input type="checkbox"/>
	Repair diesel intake & exhaust system components	<input type="checkbox"/>
	Repair or replace exhaust aftertreatment systems	<input type="checkbox"/>
Diagnoses driveline systems	Perform scan tool output & hydraulic line pressure test	<input type="checkbox"/>
	Inspect transfer case & perform output & range control	<input type="checkbox"/>
Repairs driveline systems	Remove, replace or service driveline components & controls	<input type="checkbox"/>
	Remove, replace or recondition shifters & linkages	<input type="checkbox"/>
Diagnoses electrical systems & components	Verify concern using diagnostic strategies & resources	<input type="checkbox"/>
	Verify TPMS, seatbelt monitoring, airbag monitoring systems & ADAS indicators	<input type="checkbox"/>
Repairs electrical systems & components	Repair entertainment system & verify by re-test & road test	<input type="checkbox"/>
	Perform maintenance light or message reset	<input type="checkbox"/>
Diagnoses heating, ventilation & air conditioning (HVAC) & comfort control systems	Inspect air flow circulation	<input type="checkbox"/>
	Identify type of refrigerant	<input type="checkbox"/>
	Test functionality of cabin filters, blower motors, actuators, heater core or thermostats	<input type="checkbox"/>
Repairs heating, ventilation & air conditioning (HVAC) & comfort control systems	Clean & deodorize air flow systems	<input type="checkbox"/>
	Recover refrigerant & evacuate air conditioning system	<input type="checkbox"/>
	Flush & evaluate coolant & clean radiator	<input type="checkbox"/>

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

Automotive Service Technician On-the-Job Checklist



	Level 4	Page 2/2
Red Seal Tasks	On-The-Job Duties	Completed
Diagnoses restraint systems, body components, accessories & trim	Inspect warning messages, warning lights & audible signals	<input type="checkbox"/>
Repairs restraint systems, body components, accessories & trim	Repair, service or replace seatbelts, OCS, airbags, pre-tensioner systems & sensors	<input type="checkbox"/>
Diagnoses hybrid & electric vehicle (EV) systems	Identify types of hybrid vehicle systems (series & parallel)	<input type="checkbox"/>
	Isolate problem on electrical vehicle systems	<input type="checkbox"/>
	Inspect contactors, bus bars, high voltage connectors & high voltage interlocks	<input type="checkbox"/>
	Inspect electric cooling pumps & compressors	<input type="checkbox"/>
Repairs hybrid & electric vehicle (EV) systems	Verify electric vehicle repairs by system re-test	<input type="checkbox"/>
	Repair or replace drive motors, converters & inverters	<input type="checkbox"/>
	Repair or replace control modules, cooling & bus bars	<input type="checkbox"/>
	Replace electric cooling pumps & PTC heaters	<input type="checkbox"/>

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

Automotive Service Technician On-the-Job Checklist



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 journeyperson. 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 journeypersons 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 journeyperson's responsibility to supervise an apprentice's practical skills development during their program.

To promote transparency and consistency, this document aligns with the 2023 Automotive Service 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

Saskatchewan Apprenticeship & Trade Certification Commission (Regina)

2140 Hamilton St Regina SK, S4P 2E3

Tel: (306) 787-2444

Toll Free: 1-877-363-0536

Website: www.saskapprenticeship.ca

Saskatchewan Apprenticeship & Trade Certification Commission (Saskatoon)

603 45th Street West Saskatoon, SK S7L 5W5

Tel: (306) 933-8476

Toll Free: 1-877-363-0536

Website: www.saskapprenticeship.ca

District Offices

Estevan (306) 637-4930

La Ronge (306) 425-4385

Moose Jaw (306) 694-3735

North Battleford (306) 446-7409

Prince Albert (306) 953-2632

Swift Current (306) 778-8945

Yorkton (306) 786-1394

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

1-877-363-0536
apprenticeship@gov.sk.ca
saskapprenticeship.ca

