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| **MECHANIC ASSESSMENT TOOL**  **About this tool:** This tool is designed for assessing mechanics. |
| **Training** | **Yes** | **No** | **Not Sure** |
| Have you undertaken formal training as an automotive mechanic? |  |  |  |
| **If yes:** |  |  |  |
| Was this training undertaken at an accredited training institution? |  |  |  |
| Did the training require you to undertake practical experience in a workshop? |  |  |  |
| Was this qualification awarded by an Industry Body or Association or regulatory authority? |  |  |  |
| Are you able to provide results and/or transcripts of trade training that you have completed? |  |  |  |
|  |  |  |  |
| **Work Experience** | **Yes** | **No** | **Not Sure** |
| Do you have on-the-job work experience as an automotive mechanic? |  |  |  |
| **If yes:** |  |  |  |
| Can you provide and evidence of employment in the trade? |  |  |  |
| Can you provide evidence of recent employment in the trade? |  |  |  |
|  |  |  |  |
|  | **Yes** | **No** |  |
| **1. Are you able to service, diagnose and repair automotive electrical systems?** |  |  |  |
| **If yes:** | **Regularly** | **Sometimes** | **Never** |
| Have you tested serviced and charged batteries? |  |  |  |
| Have you carried out repairs to single electrical circuits? |  |  |  |
| Have you repaired ignition systems? |  |  |  |
| Have you serviced and repaired spark ignition engine management systems? |  |  |  |
|  |  |  |  |
|  | **Yes** | **No** |  |
| **2. Are you able to service, diagnose and repair automotive electrical controls?** |  |  |  |
| **If yes:** | **Regularly** | **Sometimes** | **Never** |
| Have you repaired charging systems? |  |  |  |
| Have you repaired starting systems? |  |  |  |
| Have you serviced and repaired electronic drive management systems? |  |  |  |
| Have you serviced and repaired electronic body management systems? |  |  |  |
|  |  |  |  |
|  | **Yes** | **No** |  |
| **3. Are you able to service, diagnose and repair automotive driveline and sub-assemblies?** |  |  |  |
| **If yes:** | **Regularly** | **Sometimes** | **Never** |
| Have you serviced and repaired final drive assemblies? |  |  |  |
| Have you serviced and repaired drivelines? |  |  |  |
|  |  |  |  |
|  | **Yes** | **No** |  |
| **4. Are you able to service, diagnose and repair automotive transmissions?** |  |  |  |
| **If yes:** | **Regularly** | **Sometimes** | **Never** |
| Have you inspected, serviced and repaired clutch assemblies and associated operating system components? |  |  |  |
| Have you inspected and serviced manual transmissions? |  |  |  |
| Have you inspected and serviced automatic transmissions? |  |  |  |
| Have you repaired manual transmissions? |  |  |  |
|  |  |  |  |
|  | **Yes** | **No** |  |
| **5. Are you able to service, diagnose and repair automotive fuel systems?** |  |  |  |
| **If yes:** | **Regularly** | **Sometimes** | **Never** |
| Have you serviced and repaired petrol fuel systems? |  |  |  |
| Have you repaired or replaced emission control systems? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| **6. Are you able to service, diagnose and repair automotive engines and associated components?** |  |  |  |
| **If yes:** | **Regularly** | **Sometimes** | **Never** |
| Have you inspected and serviced engines? |  |  |  |
| Have you inspected, serviced and repaired cooling systems? |  |  |  |
| Have you repaired engines and associated engine components? |  |  |  |
|  |  |  |  |
|  | **Yes** | **No** |  |
| **7. Are you able to service, diagnose and repair automotive steering and suspension systems?** |  |  |  |
| **If yes:** | **Regularly** | **Sometimes** | **Never** |
| Have you inspected, serviced and repaired steering systems? |  |  |  |
| Have you inspected, serviced and repaired suspension systems? |  |  |  |
|  |  |  |  |
|  | **Yes** | **No** |  |
| **8. Are you able to service, diagnose and repair automotive braking systems?** |  |  |  |
| **If yes:** | **Regularly** | **Sometimes** | **Never** |
| Have you inspected and serviced braking systems? |  |  |  |
| Have you repaired hydraulic braking systems? |  |  |  |
|  |  |  |  |
|  | **Yes** | **No** |  |
| **9. Have you ever been responsible for supervising maintenance staff?** |  |  |  |
| **If yes:** | **Regularly** | **Sometimes** | **Never** |
| Do you have 3 years or more experience as a supervisor? |  |  |  |
| Have you determined the work requirements and allocated duties to other motor mechanics? |  |  |  |
| Have you conferred with managers to coordinate activities with other organisational units? |  |  |  |
| Have you maintained attendance records & rosters? |  |  |  |
| Have you explained & enforced safety regulations? |  |  |  |
| Have you overseen the work of the unit and suggested improvements and changes? |  |  |  |
| Have you conferred with workers to resolve grievances? |  |  |  |
| Have you any undertaken other supervisory tasks? |  |  |  |