Job No.

Mechanic's/Trainee's name **Date**

Vehicle Owner's Name	Vehicle make	<i>Routine Servicing or Vehicle Cleaning</i>
Address	Model	
	Reg. No.	
	Mileage	
	Vin No.	
	Engine No.	

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[illegible]

Any items found that require Extra Work	Materials used; Description	Cost
.....		
.....		
.....		
.....	Totals	

UNIT No. A1-G (C&G No. 001)		UNIT No. A6-G (C&G No. 015)		UNIT No. A7-L (C&G No. 007)		UNIT No. A12-G (C&G No. 005)		UNIT No. A13-G (C&G No. 006)		
Contract with customers to provide for their needs		Reinstate the cleanliness of the vehicle		Routinely service the vehicle to maintain optimum performance		Maintain effective working relationships		Maintain the health, safety and security of the working environment		
Element		Element		Element		Element		Element		
A1.1	A1.2	A6.1	A6.2	A7.1	A7.2	A12.1	A12.2	A13.1	A13.2	A13.3
Advise customer of vehicle needs.	Record vehicle needs, terms, conditions.	Clean vehicle exterior.	Clean the interior of vehicle/soft trim surfaces.	Carry out scheduled examinations of vehicle systems.	Carry out scheduled adjustment, replacement and replenishment of or to components or systems.	Establish and develop customer relationships.	Maintain working relationships with colleagues.	Maintain individual health and safety.	In event of accidents contribute to limitation of damage.	Maintain safety and cleanliness of work area and machinery.

**Assessor's/Supervisor's
signature**

Answer Yes (Y)/No(N) in the blocks above if you covered the NVQ elements shown while completing the above job. If you completed all or most of the elements you should make details of each stage on separate element check sheets and place them in your Portfolio.

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