

Lab Policies Regarding Live Work

Working in a typical automotive shop or “lab” environment requires that all participants observe and abide by all safety rules while, at the same time, practicing good common sense. Students must always be aware of the many moving parts, pressurized components and electric items encountered when servicing a vehicle. Extreme caution must be practiced when lifting or hoisting a vehicle. Safety for all shop personnel is job one.

Consideration must be given to the vehicle and the service operation that no harm comes to the vehicle. Students are required to treat each vehicle, including training vehicles, with respect. Students are expected to reassemble components correctly and with all fasteners installed and torqued.

Consideration must also be given to the learning experience related to the operation. Service information is available to the student in print form and through online information systems. Students are expected to reference related procedures and specifications for the job at hand. The student is also required to consult with the instructor to confirm proper procedure before attempting any repair that is unfamiliar to the student. This is a learning environment so don't be afraid to ask for help.

The Collision Repair Program covers ASE recommended tasks. Task sheets outline a specific service operation with instructions and may include checklists for the student to document his/her progress as well as areas for the student to fill in test results. Students are required to complete task sheets during each lab session. These task sheets must be turned in to the instructor at the end of each lab and will be graded. Task sheets are available from the instructor and will be posted on Canvas.

Live work will consist of repairs to vehicles that belong to students, faculty and staff of NCC and the general public. Students may request to repair their own vehicle with permission of the instructor and after all other work is completed. Students must have instruction on repair procedures and equipment prior to commencing the repairs.

As noted above, protective eyewear is required in all labs, food and drinks are not allowed, and service bays must be cleaned at the end of each lab session. All students must contribute to the clean-up process.