



TRAINING VALIDATION CHECKLIST

You will complete the checklist throughout training. Use the checklist as a guide so that you know what you will need to explain and demonstrate. Before any section can be considered complete, you must pass all related Rally Point quizzes and demonstrate or explain each item without referencing notes or training materials.

Print this document and keep it in your training binder to track your progress. The checklist is considered complete when **all sections are complete with all dates and signatures.**

Date	Fuel Filter Service Recommendations
	Demonstrates the ability to identify the location of 3+ fuel filters.
	Demonstrates the ability to recommend 3+ fuel filters based on mileage.
	Demonstrates proper fuel filter service call out "Fuel filter service on bay 1!".
Date	Proper Techniques
	Demonstrates knowledge of tools used for fuel filters.
	Shadows MOD on 3+ fuel filter services.
	Demonstrates the ability to assemble a XF56117.
	Demonstrates how to properly dispose of fuel filters.
	Demonstrates how to find the do not service list for fuel filters.
Date	Priming And Safety
	Demonstrates the ability to prime fuel filter during safety check.
	Performs proper call out after priming fuel filter.
	Understands how to handle truck that doesn't immediately start after priming.
	Successfully services 5+ fuel filters.



TRAINING VALIDATION CHECKLIST

VERBAL REVIEW: Recommendations, Technique, Safety

The following discussion should occur after all tasks in this phase are fulfilled. Trainer, ask your trainee all these questions before officially signing off on this section. This is in addition to all Rally Point Quizzes.

Recommendations

Why is it important to follow the manufacturers recommendations for fuel filter service? Why don't we service all fuel filters?

Technique

Why is it important to use the correct tools when service a fuel filter? Who can help you if you're unsure how to remove and replace a fuel filter? Where should you dispose of an old fuel filter?

Safety

What's the best way to keep time while priming a fuel filter? When do we start priming the fuel filter? When do we call out, we are priming the fuel filter? What should you do if a truck doesn't immediately start after priming?

The signatures below represent successful completion of Fuel Filter Training, the trainer is confident in the knowledge and skills exhibited by the trainee. The trainee is comfortable performing the expected task in this section with minimal assistance.

Home Store Manager Signature & Date	Trainee Signature & Date