



Australian Government

AURVTN2004 Remove, replace and realign bolt-on panels, sections and fittings

Release 1

AURVTN2004 Remove, replace and realign bolt-on panels, sections and fittings

Modification History

Release	Comment
Release 1	<p>Replaces AURV226864A Remove, replace and realign bolt-on panels, sections and fittings</p> <p>Unit code updated to meet policy requirements</p> <p>Reference to OHS legislation replaced with new WHS legislation</p> <p>Licensing statement added to unit descriptor</p>

Unit Descriptor

Unit descriptor	<p>This unit of competency covers the skills and knowledge required to remove and replace bolt-on vehicle body panels, body sections, and fittings.</p> <p>Licensing, legislative, regulatory or certification requirements may apply to this unit in some jurisdictions. Users are advised to check with the relevant regulatory authority.</p>
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Application of the Unit

Application of the unit	<p>The unit includes identification and confirmation of work requirements, preparation for work, removal, replacement and realignment of bolt-on panels, and completion of work finalisation processes, including clean-up and documentation.</p> <p>Work requires individuals to demonstrate judgement and problem-solving skills in managing own work activities and contributing to a productive team environment.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for work	<p>1.1. Work instructions are used to determine job requirements, including method, material and equipment.</p> <p>1.2. Job specifications are read and interpreted.</p> <p>1.3. Workplace health and safety (WHS) requirements, including dust and fume collection, breathing apparatus and eye and ear personal protection needs, are observed throughout the work.</p> <p>1.4. Material for work is selected.</p> <p>1.5. Equipment and tooling are identified and checked for safe and effective operation.</p> <p>1.6. Procedures are determined to minimise waste material.</p> <p>1.7. Procedures are identified for maximising energy efficiency while completing job.</p>
2. Remove bolt-on body panels, panel sections and ancillary fittings	<p>2.1. Information is accessed and interpreted from manufacturer/ component supplier specifications.</p> <p>2.2. Removal of body panels, panel sections and ancillary fittings is completed without causing damage to component or system.</p> <p>2.3. Where there is a potential disturbance to electrical, mechanical, electronic or other systems, assistance is sought, if required.</p> <p>2.4. Removal activities are carried out according to industry regulations/guidelines, WHS requirements, legislation and enterprise procedures/policies.</p> <p>2.5. Removed parts are tagged and stored to workplace requirements.</p>
3. Replace and realign bolt-on body panels, panel sections and ancillary fittings	<p>3.1. Information is accessed and interpreted from manufacturer/component supplier specifications.</p> <p>3.2. Replacement components and ancillary fittings meet specifications for dimensions, material and functional capability.</p> <p>3.3. Components and ancillary fittings are replaced and realigned using approved methods, material and equipment.</p> <p>3.4. Sealant is selected and applied according to product manufacturer/component supplier specification for type, method of application and thickness.</p> <p>3.5. Where there has been a disturbance to electrical,</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>mechanical, electronic or other systems, assistance is sought, if required.</p> <p>3.6.Replacement and realignment of vehicle body panels, panel sections and ancillary fittings are completed without causing damage to component or system.</p> <p>3.7.Replacement and realignment activities are carried out according to industry regulations/guidelines, WHS requirements, legislation and enterprise procedures/policies.</p>
4. Clean up work area and maintain equipment	<p>4.1.Material that can be reused is collected and stored.</p> <p>4.2.Waste and scrap is removed following workplace and environmental procedure.</p> <p>4.3.Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures.</p> <p>4.4.Unserviceable equipment is tagged and faults identified in accordance with workplace requirements.</p> <p>4.5.Operator maintenance is completed in accordance with manufacturer/component supplier specifications and worksite procedures.</p> <p>4.6.Tooling is maintained in accordance with workplace procedures.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- collect, organise and understand information related to work orders, plans and safety procedures for removing, replacing and aligning bolt-on vehicle body panels, panel sections and ancillary fittings
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with worksite supervisor, other workers and customers, and reporting of work outcomes and problems
- plan and organise activities, including preparation and layout of the worksite and obtaining of equipment and material to avoid backtracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- establish safe and effective work processes which anticipate and/or resolve problems and downtime, to systematically develop solutions to avoid or minimise reworking and wastage
- use mathematical ideas and techniques to calculate time, assess tolerances, apply accurate measurements, calculate material requirements and establish quality checks
- use workplace technology related to removal, replacement and realignment of bolt-on panels and fittings, including use of measuring equipment, use of communication devices and reporting/documenting of results

Required knowledge

Required knowledge includes:

- WHS regulations/requirements, equipment, material and personal safety requirements
- protection procedures for electrical/electronic systems and equipment
- material handling and storage/material safety data sheets (MSDS)
- use of tooling and equipment
- manual handling techniques
- sealant selection and application
- removal, replacement and alignment procedures for bolt-on body panels sections and fittings
- removal, replacement and realignment procedures for bolt-on ancillaries
- work organisation and planning processes
- enterprise quality processes

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in critical aspects of:</p> <ul style="list-style-type: none"> • observing safety procedures and requirements • communicating effectively with others involved in or affected by the work • selecting methods and techniques appropriate to the circumstances • completing preparatory activity in a systematic manner • completing removal, replacement and realigning operations , at a minimum, to cover: <ul style="list-style-type: none"> • a full front-end, including radiator support and skirt hardware • a full door assembly • an interior hood lining (or equivalent) • tagging and storing parts • completing workplace records.
<p>Context of, and specific resources for assessment</p>	<ul style="list-style-type: none"> • Application of competence is to be assessed in the workplace or simulated worksite. • Assessment is to occur using standard and authorised work practices, safety requirements and environmental constraints. • Assessment is to comply with regulatory requirements, including Australian standards. • The following resources should be made available: <ul style="list-style-type: none"> • workplace location or simulated workplace • material relevant to the removal, replacement and realignment of bolt-on panels, sections and fittings • equipment, hand and power tooling appropriate to the removal, replacement and realignment of bolt-on panels and fittings • activities covering mandatory task requirements • specifications and work instructions.

EVIDENCE GUIDE**Method of assessment**

- Assessment must satisfy the endorsed Assessment Guidelines of the Automotive Industry Retail, Service and Repair Training Package.
- Assessment methods must confirm consistency and accuracy of performance together with application of underpinning knowledge.
- Assessment must be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies.
- Assessment may be applied under project-related conditions and require evidence of process.
- Assessment must confirm a reasonable inference that competence is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.
- It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying quality circumstances. Evidence of performance may be provided by customers, team leaders/members or other persons subject to agreed authentication arrangements.
- Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Bolt-on panels, sections and fittings	Bolt-on panels, sections and fittings are interior and exterior components, including: <ul style="list-style-type: none"> • guards, doors, bonnets, boot covers, bumper bars, lamps/lights, door trims, seats and door hardware
Work methods	Work methods are to include: <ul style="list-style-type: none"> • removal and replacement/refitting • measuring and alignment • headlight aiming • tagging and storing of parts Work methods may include heating
WHS	WHS requirements are to be in accordance with legislation/regulations/codes of practice and enterprise safety policies and procedures. This may include: <ul style="list-style-type: none"> • protective clothing and equipment • use of tooling and equipment • workplace environment and safety • handling of material • use of firefighting equipment • enterprise first aid • hazard control and hazardous material and substances
Personal protective equipment	Personal protective equipment is to include that prescribed under legislation/regulation/codes of practice and workplace policies and practices
Safe operating procedures	Safe operating procedures are to include, but are not limited to: <ul style="list-style-type: none"> • conduct of operational risk assessment and treatments associated with vehicular movement, toxic substances, electrical safety,

RANGE STATEMENT	
	<p>machinery movement and operation, manual and mechanical lifting and shifting, working in proximity to others and worksite visitors</p>
Emergency procedures	<p>Emergency procedures related to this unit are to include, but are not limited to:</p> <ul style="list-style-type: none"> • emergency shutdown and stopping of equipment • extinguishing fires • enterprise first aid requirements • worksite evacuation
Environmental requirements	<p>Environmental requirements are to include, but are not limited to:</p> <ul style="list-style-type: none"> • waste management, noise, dust and clean-up management
Quality requirements	<p>Quality requirements are to include, but are not limited to:</p> <ul style="list-style-type: none"> • regulations, including Australian standards • internal company quality policies and standards • enterprise operations and procedures
Statutory/regulatory authorities	<p>Statutory/regulatory authorities may include:</p> <ul style="list-style-type: none"> • federal, state/territory and local authorities administering applicable Acts, regulations and codes of practice
Tooling and equipment	<p>Tooling and equipment may include:</p> <ul style="list-style-type: none"> • hand tooling, power tooling, and equipment, oxy heating equipment, templates and lifting equipment and sealing equipment
Materials	<p>Materials may include:</p> <ul style="list-style-type: none"> • bolts, spare parts, adhesives and cleaning materials
Communications	<p>Communications are to include, but are not limited to:</p> <ul style="list-style-type: none"> • verbal and visual instructions and fault reporting and may include worksite specific instructions, written instructions, plans or instructions related to job/task, telephones and pagers

RANGE STATEMENT**Information/documents**

Sources of information/documents may include:

- verbal or written and graphical instructions, signage, work schedules/plans/specifications, work bulletins, memos, MSDS, diagrams or sketches
- safe work procedures related to removal, replacement and realignment of bolt-on panels and fittings
- regulatory/legislative requirements pertaining to automotive industry, including Australian Design Rules
- engineer's design specifications and instructions
- organisation work specifications and requirements
- instructions issued by authorised enterprise or external persons
- Australian standards

Unit Sector(s)**Unit sector**

Vehicle body

Co-requisite units

Not applicable.

Competency field**Competency field**

Technical - Body