



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **AURT217665A Remove, fit and inspect wheel assemblies**

**Release: 1**

## AURT217665A Remove, fit and inspect wheel assemblies

### Modification History

Not Applicable

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers the competence required to remove, fit and inspect wheel assemblies.
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### Application of the Unit

<b>Application of the unit</b>	<p>The unit includes identification and confirmation of work requirement, preparation for work, removal, fitting and adjustment of wheel assemblies and completion of work finalisation processes, including clean-up and documentation.</p> <p>Work requires individuals to demonstrate discretion, judgement and problem-solving skills in managing own work activities and contributing to a productive team environment.</p> <p>Work is carried out in accordance with award provisions.</p>
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### Licensing/Regulatory Information

Not Applicable

### Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	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
<p><b>1. Prepare for work</b></p>	<p>1.1. Nature and scope of work requirements are identified and confirmed</p> <p>1.2. Information required for the work is accessed from manufacturer/component supplier specifications and correctly interpreted</p> <p>1.3. OH&amp;S policies and procedures are observed throughout the work processes</p> <p>1.4. Components, tooling and equipment required for the work are identified, selected and prepared in accordance with site procedures</p> <p>1.5. Wheel assemblies to be inspected are identified and prepared in accordance with manufacturer/component supplier and site procedures</p>
<p><b>2. Remove wheel assemblies for inspection</b></p>	<p>2.1. Information required for inspection is accessed from manufacturer/component supplier specifications and correctly interpreted</p> <p>2.2. Wheel is removed in accordance with manufacturer/component supplier requirements and approved safety practices</p> <p>2.3. Inspection of road wheel assemblies, mounting points and fittings for damage and wear is completed without causing damage to any component or system</p> <p>2.4. Removed/components are inspected in accordance with authorised procedures and inspection reports raised and processed</p>
<p><b>3. Fit wheel assemblies</b></p>	<p>3.1. Information required for fitting/refitting and adjustment of wheel assemblies is accessed from manufacturer/ component supplier specifications and correctly interpreted</p> <p>3.2. Wheel fitting and adjusting procedures are carried out in accordance with legislation, industry and enterprise policies/procedures guidelines</p> <p>3.3. Tightening sequence, torque settings and spoke retensioning are completed in accordance with manufacturer/component supplier specifications and site procedures</p> <p>3.4. Wheel operation is checked for correct assembly, run-out, offset and even wear in accordance with site procedures</p> <p>3.5. Findings and recommendations are completed in accordance with enterprise procedures</p>

ELEMENT	PERFORMANCE CRITERIA
4. <b>Prepare wheel assemblies for use or storage</b>	4.1. Work schedule documentation is completed 4.2. Final inspection is made to ensure work is to workplace expectations 4.3. Job card is processed in accordance with workplace procedures

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- apply research and interpretive skills sufficient to locate, interpret and apply manufacturer/component supplier procedures, workplace policies and procedures
- apply analytical skills required for identification and analysis of technical information
- apply plain English literacy and communication skills in relation to dealing with customers and team members
- apply questioning and active listening skills for example when obtaining information from customers
- apply oral communication skills sufficient to convey information and concepts to customers
- apply planning and organising skills to own work activities, including making good use of time and resources, sorting out priorities and monitoring one's own performance
- interact effectively with other persons both on a one-to-one basis and in groups, including understanding and responding to the needs of a customer and working effectively as a member of a team to achieve a shared goal
- establish safe and effective work processes which anticipate and/or resolve problems and downtime, to systematically develop solutions to avoid or minimise reworking and avoid wastage
- use mathematical ideas and techniques to correctly calculate time, assess tolerances, apply accurate measurements, calculate material requirements and establish quality checks
- use workplace technology related to removal, fitting and adjustment of wheel assemblies, including the use of measuring equipment, specialist tooling, computerised technology, and communication devices and the reporting/documenting of results

#### Required knowledge

**REQUIRED SKILLS AND KNOWLEDGE**

A working knowledge of:

- OH&S regulations/requirements, equipment, material and personal safety requirements
- dangers of working with split rims
- wheel types, applications and limitations
- working knowledge of wheel removal, fitting and adjustment techniques and procedures
- types and layout of service/repair manuals (hard copy and electronic)
- working knowledge of wheel inspection and classification
- run out and off set checking procedures
- enterprise quality procedures
- work organisation and planning processes

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<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>	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>It is essential that competence in this unit signifies ability to transfer competence to changing circumstances and to respond to unusual circumstances in the critical aspects of:</p> <ul style="list-style-type: none"> <li>• observing safety procedures and requirements</li> <li>• communicating effectively with others involved in or affected by the work</li> <li>• selecting methods and techniques appropriate to the circumstances</li> <li>• completing preparatory activity in a systematic manner</li> <li>• conducting removal, replacement and tightening sequence and tensioning of wheel assemblies in accordance with workplace and manufacturer/ component supplier requirements</li> <li>• completing work within workplace timeframes</li> <li>• wheel assemblies are presented to customer in compliance with workplace requirements</li> </ul>
<b>Context of, and specific resources for assessment</b>	<p>Application of competence is to be assessed in the workplace or simulated worksite</p> <p>Assessment is to occur using standard and authorised work practices, safety requirements and environmental constraints</p> <p>Assessment is to comply with regulatory requirements, including Australian Standards</p> <p>The following resources should be made available:</p> <ul style="list-style-type: none"> <li>• workplace location or simulated workplace</li> <li>• material relevant to removal, fitting and adjustment of wheel assemblies</li> <li>• equipment, hand and power tooling appropriate to removal, fitting and adjustment of wheel assemblies</li> <li>• activities covering mandatory task requirements</li> <li>• specifications and work instructions</li> </ul>
<b>Method of assessment</b>	<p>Assessment must satisfy the endorsed assessment guidelines of the automotive industry's RS&amp;R Training Package</p> <p>Assessment methods must confirm consistency and accuracy</p>

<b>EVIDENCE GUIDE</b>	
	<p>of performance together with application of underpinning knowledge</p> <p>Assessment must be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies</p> <p>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</p> <p>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</p> <p>Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role</p>
<b>Guidance information for assessment</b>	

## Range Statement

<b>RANGE STATEMENT</b>	
<p>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.</p>	
<b>Wheel assemblies</b>	<ul style="list-style-type: none"> <li>• Wheel assemblies may include those for light and heavy vehicles, motorcycles and trailers</li> <li>• Wheel assemblies may be spoked, split, well, safety and disc and be of steel or alloy construction</li> </ul>
<b>OH&amp;S</b>	<p>OH&amp;S requirements are to be in accordance with legislation/regulations/codes of practice and enterprise safety policies and procedures. This may include protective clothing and equipment,</p>



<b>RANGE STATEMENT</b>	
	use of tooling and equipment, workplace environment and safety, handling of material, use of fire fighting equipment, enterprise first aid, hazard control and hazardous materials and substances
<b>Personal protective equipment</b>	Personal protective equipment is to include that prescribed under legislation/regulations/codes of practice and workplace policies and practices
<b>Safe operating procedures</b>	Safe operating procedures are to include, but are not limited to the conduct of operational risk assessment and treatments associated with vehicular movement, toxic substances, electrical safety, machinery movement and operation, manual and mechanical lifting and shifting, working in proximity to others and site visitors
<b>Emergency procedures</b>	Emergency procedures related to this unit are to include, but are not limited to emergency shutdown and stopping of equipment, extinguishing fires, enterprise first aid requirements and site evacuation
<b>Environmental requirements</b>	Environmental requirements are to include but are not limited to waste management, noise, dust and clean-up management
<b>Quality requirements</b>	Quality requirements are to include, but are not limited to regulations, including Australian Standards, internal company quality policy and standards and enterprise operations and procedures
<b>Statutory/regulatory authorities</b>	Statutory/regulatory authorities may include Federal, State/Territory and local authorities administering acts, regulations and codes of practice
<b>Tooling and equipment</b>	Tooling and equipment may include hand tooling, power tooling, lifting equipment and support stands, dial indicators and torque wrenches
<b>Communications</b>	Communications are to include, but are not limited to verbal and visual instructions and fault reporting and may include site specific instructions, written instructions, plans or

<b>RANGE STATEMENT</b>	
	instructions related to job/task, telephones and pagers
<b>Information/documents</b>	<p>Sources of information/documents may include:</p> <ul style="list-style-type: none"> <li>• verbal or written and graphical instructions, signage, work schedules/plans/specifications, work bulletins, memos, material safety data sheets, diagrams or sketches</li> <li>• safe work procedures related to the removal, fitting and adjustment of wheel assemblies</li> <li>• regulatory/legislative requirements pertaining to the automotive industry, including Australian Design Rules</li> <li>• engineer's design specifications and instructions</li> <li>• organisation work specifications and requirements</li> <li>• instructions issued by authorised enterprise or external persons</li> <li>• Australian Standards</li> </ul>

### Unit Sector(s)

<b>Unit sector</b>	Technical
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### Co-requisite units

<b>Co-requisite units</b>		

## Competency field

Competency field	
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