



**Australian Government**

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

# **AURV230349A Prepare vehicle components for paint repairs**

**Release: 1**

## AURV230349A Prepare vehicle components for paint repairs

### Modification History

Not Applicable

### Unit Descriptor

<b>Unit descriptor</b>	This unit of competency covers the skills and knowledge required to prepare body surfaces and apply primers and primer surfaces prior to final paint coats.
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### Application of the Unit

<b>Application of the unit</b>	<p>The unit includes identification and confirmation of work requirements, preparation for work, preparation of body surfaces for final paint by application of primers and primer surfaces, 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> <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
1. Prepare for work	1.1. Work instructions are used to determine job requirements, including method and material type. 1.2. Job specifications are read and interpreted. 1.3. Occupational health and safety (OHS) requirements, including personal protection needs, are observed throughout the work. 1.4. Materials are selected and inspected for quality. 1.5. Hand, power tooling and safety equipment are identified and checked for operation. 1.6. Procedures are determined to minimise waste material. 1.7. Procedures are identified for maximising energy efficiency while completing the job.
2. Prepare vehicle surfaces for painting	2.1. Information is accessed and interpreted from manufacturer/component supplier specifications. 2.2. Surfaces adjacent to the surfaces to be painted are protected using approved methods and material. 2.3. Surfaces to be painted are cleaned of contaminants. 2.4. Components and ancillary fittings that can be affected by the painting process are protected and/or removed and stored securely. 2.5. Surfaces to be painted are prepared using approved methods, material and equipment. 2.6. Unrecorded damage to surfaces and ancillary equipment is noted and reported to persons. 2.7. Surface preparation activities are carried out according to industry regulations/guidelines, OHS requirements, legislation and enterprise procedures/policies. 2.8. Waste material is disposed of in accordance with statutory and enterprise requirements.
3. Apply primers	3.1. Components and ancillary fittings that can be affected by application processes are protected and/or removed and stored safely. 3.2. Primers/primer surfaces are applied using approved methods, materials and equipment. 3.3. Application activities are carried out according to industry regulations/guidelines, OHS legislation, and enterprise procedures/policies. 3.4. Work is completed without causing damage to any

ELEMENT	PERFORMANCE CRITERIA
	component or system.
4. Prepare primed surface for refinishing	<p>4.1. Surfaces to be refinished are prepared using approved methods, materials and equipment.</p> <p>4.2. Preparation activities are carried out according to industry regulations/guidelines, OHS legislation, and enterprise procedures/policies.</p> <p>4.3. Work is completed without causing damage to any component or system.</p> <p>4.4. Waste materials are disposed of in accordance with statutory and enterprise requirements.</p>
5. Clean up work area and maintain equipment	<p>5.1. Material that can be reused is collected and stored.</p> <p>5.2. Waste and scrap is removed following workplace procedure.</p> <p>5.3. Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures.</p> <p>5.4. Unserviceable equipment is tagged and faults identified in accordance with workplace procedures.</p> <p>5.5. Operator maintenance is completed in accordance with manufacturer/component supplier specifications and worksite procedures.</p> <p>5.6. 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
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with worksite supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including preparation and layout of worksite and obtaining of equipment and material to avoid backtracking, workflow interruptions

**REQUIRED SKILLS AND KNOWLEDGE**

or wastage

- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to calculate time, apply accurate measurements, calculate material requirements and establish quality checks
- 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 workplace technology, including the use of specialist tooling and equipment, measuring equipment, computerised technology and communication devices and the reporting/documenting of results

**Required knowledge**

Required knowledge includes:

- OHS regulations/requirements, equipment, material and personal safety requirements
- environmental protection requirements/material disposal and storage requirements
- material safety data sheets
- cleaning materials
- preparation methods
- industry codes of practice
- primer/paint application methods, including rolling
- rubbing down procedures
- enterprise quality procedures
- work organisation and planning processes

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
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.	
<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 is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations 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>• cleaning and masking the areas/equipment for paint repairs</li> <li>• removing components and ancillary fittings for protection</li> <li>• applying primers to manufacturer/component supplier specifications.</li> </ul>
<b>Context of, and specific resources for assessment</b>	<ul style="list-style-type: none"> <li>• Application of competence is to be assessed in the workplace or simulated worksite.</li> <li>• Assessment is to occur using standard and authorised work practices, safety requirements and environmental constraints.</li> <li>• Assessment is to comply with regulatory requirements, including Australian standards.</li> <li>• The following resources should be made available: <ul style="list-style-type: none"> <li>• workplace location or simulated workplace</li> <li>• materials relevant to the preparation of vehicle components for paint repairs</li> <li>• equipment, hand and power tooling appropriate to the preparation of vehicle components for paint repairs</li> <li>• activities covering mandatory task requirements</li> <li>• specifications and work instructions.</li> </ul> </li> </ul>
<b>Method of assessment</b>	<ul style="list-style-type: none"> <li>• Assessment must satisfy the endorsed Assessment Guidelines of AUR05 Automotive Industry Retail,</li> </ul>

<b>EVIDENCE GUIDE</b>	
	<p>Service and Repair Training Package.</p> <ul style="list-style-type: none"> <li>• Assessment methods must confirm consistency and accuracy of performance together with application of underpinning knowledge.</li> <li>• Assessment must be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies.</li> <li>• Assessment may be applied under project-related conditions and require evidence of process.</li> <li>• 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.</li> <li>• 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.</li> <li>• Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role.</li> </ul>
<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>Components</b>	<p>Vehicle components to be prepared are to include:</p> <ul style="list-style-type: none"> <li>• in-situ panels</li> <li>• doors</li> <li>• plastic components</li> </ul>



<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• glasswork</li> <li>• bonnets</li> </ul>
<b>Preparation</b>	<p>Preparation may include:</p> <ul style="list-style-type: none"> <li>• internal and external trim</li> <li>• accessories</li> <li>• lights</li> <li>• rubber seals</li> <li>• protective strips</li> <li>• decals</li> <li>• striping</li> </ul>
<b>Preparation methods</b>	<p>Preparation methods are to include:</p> <ul style="list-style-type: none"> <li>• adhesive bonding</li> <li>• sanding (wet and dry)</li> <li>• masking</li> <li>• surface preparation</li> <li>• chemical cleaning</li> <li>• priming</li> <li>• paint touch-up</li> </ul>
<b>OHS</b>	<p>OHS requirements are to be in accordance with legislation/regulations/codes of practice and enterprise safety policies and procedures. This may include:</p> <ul style="list-style-type: none"> <li>• protective clothing and equipment</li> <li>• use of tooling and equipment</li> <li>• workplace environment and safety</li> <li>• handling of material</li> <li>• use of fire fighting equipment</li> <li>• enterprise first aid</li> <li>• hazard control and hazardous material and substances</li> </ul>
<b>Personal protective equipment</b>	<p>Personal protective equipment is to include that prescribed under legislation/regulation/codes of practice and workplace policies and practices</p>
<b>Safe operating procedures</b>	<p>Safe operating procedures are to include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• operational risk assessment and treatments associated with vehicular movement, toxic substances, electrical safety, machinery</li> </ul>

<b>RANGE STATEMENT</b>	
	movement and operation, manual and mechanical lifting and shifting, working in proximity to others and worksite visitors
<b>Emergency procedures</b>	<p>Emergency procedures related to this unit are to include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• emergency shutdown and stopping of equipment</li> <li>• extinguishing fires</li> <li>• enterprise first aid requirements</li> <li>• worksite evacuation</li> </ul>
<b>Environmental requirements</b>	<p>Environmental requirements are to include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• waste management, noise, dust and clean-up management</li> </ul>
<b>Quality requirements</b>	<p>Quality requirements are to include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• regulations, including Australian standards</li> <li>• internal company quality policies and standards</li> <li>• enterprise operations and procedures</li> </ul>
<b>Statutory/regulatory authorities</b>	<p>Statutory/regulatory authorities may include:</p> <ul style="list-style-type: none"> <li>• federal, state/territory and local authorities administering Acts, regulations and codes of practice</li> </ul>
<b>Tooling and equipment</b>	<p>Tooling and equipment may include:</p> <ul style="list-style-type: none"> <li>• hand tooling</li> <li>• power tooling</li> <li>• cleaning equipment</li> <li>• adhesive equipment</li> <li>• spray painting equipment</li> <li>• rubbing down equipment</li> <li>• paint rollers</li> <li>• hand touch-up equipment</li> </ul>
<b>Materials</b>	<p>Materials may include:</p> <ul style="list-style-type: none"> <li>• paint primers and cleaning materials</li> </ul>
<b>Communications</b>	<p>Communications are to include, but are not limited to:</p>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• 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</li> </ul>
<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 (MSDS), diagrams or sketches</li> <li>• safe work procedures related to the preparation of vehicle components for paint repair</li> <li>• regulatory/legislative requirements pertaining to automotive painting and finishing</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>	Vehicle body
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## Co-requisite units

<b>Co-requisite units</b>	

## Competency field

Competency field	
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