



**Australian Government**

# **AURTTA3017 Carry out vehicle safety and roadworthy inspections**

**Release 1**

## AURTTA3017 Carry out vehicle safety and roadworthy inspections

### Modification History

Release	Comment
Release 1	<p>Replaces AURT365508A Carry out vehicle safety/roadworthy inspection</p> <p>Unit code updated to meet policy requirements</p> <p>Minor changes to unit title</p> <p>Reference to OHS legislation replaced with new WHS legislation</p> <p>Licensing statement added to unit descriptor</p>

### Unit Descriptor

<b>Unit descriptor</b>	<p>This unit covers the competence required to complete a vehicle safety inspection and to report on findings compared with standards by vehicle manufacturer/component supplier, legislation, regulatory bodies and industry organisations.</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

<b>Application of the unit</b>	<p>This unit of competence applies to the following and should be contextualised to the qualification to which it is being applied.</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

<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 to undertake a vehicle safety inspection	1.1. Nature and scope of work requirements are identified and confirmed 1.2. WHS requirements, including individual State/Territory regulatory requirements and personal protection needs are observed throughout the work 1.3. Procedures and information such as workshop manuals and specifications, and tooling, are sourced 1.4. Method options are analysed and those most appropriate to the circumstances are selected and prepared 1.5. Technical and/or calibration requirements for inspection are sourced and support equipment is identified and prepared
2. Complete vehicle inspection	2.1. Correct information is accessed and interpreted from appropriate sources to enable inspection to conform to standards and procedures 2.2. Vehicle inspection is carried out using approved methods and equipment, according to specifications and tolerances relative to the vehicle 2.3. Inspection is completed without causing damage to any component or system 2.4. Vehicle components are compared to manufacturer/ component supplier specifications
3. Report findings	3.1. Vehicle inspection report is completed in approved format 3.2. Vehicle system tolerances outside vehicle manufacturer/ component supplier specifications are highlighted and drawn to the attention of customer and/or reported 3.3. Records relating to vehicle safety inspections are processed in accordance with company policy 3.4. Inspection is completed within enterprise guidelines 3.5. Inspections are carried out according to industry regulations/guidelines, WHS legislation, legislation and enterprise procedures/policies
4. Prepare vehicle for customer delivery	4.1. Inspection documentation is completed 4.2. Final inspection is made to ensure safety features are in place 4.3. Vehicle is presented to workplace expectations 4.4. Job card is completed and delivered to appropriate

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	persons

## 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 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 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 vehicle safety/ roadworthy inspections, including the use of specialist tooling, measuring equipment, computerised technology and communication devices and the documenting/recording of results

#### Required knowledge

A working knowledge of:

- WHS regulations/requirements, equipment, material and personal safety requirements
- Australian Design Rules
- vehicle/component inspection procedures
- inspection checklists
- 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 inspection in accordance with regulatory and/or workplace requirements</li> <li>• interpreting condition of the components compared with manufacturer/component supplier specifications</li> <li>• inspection of vehicle and its associated components within workplace timeframes</li> <li>• completing the written inspection report</li> <li>• vehicle presentation 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 vehicle safety/roadworthy inspections</li> <li>• equipment, hand and power tooling appropriate to vehicle safety/roadworthy inspections</li> <li>• activities covering mandatory task requirements</li> <li>• specifications and work instructions</li> </ul>
<b>Method of assessment</b>	Assessment must satisfy the endorsed assessment guidelines

<b>EVIDENCE GUIDE</b>	
	<p>of the automotive industry's RS&amp;R Training Package</p> <p>Assessment methods must confirm consistency and accuracy 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 may be applied under project related conditions and require evidence of process</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>Methods</b>	<p>Methods include conducting a vehicle inspection by vehicle manufacturer/component supplier, State/Territory legislation, industry practices and/or customer requirements</p>



<b>RANGE STATEMENT</b>	
<b>WHS</b>	WHS 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, 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/regulation/codes of practice and workplace policies and practices
<b>Safe operating procedures</b>	Safe operating procedures are to include, but are not limited to 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 may not be 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 or hand-held power tooling, ramps, hoists, pits, measuring equipment, specialist tooling for

<b>RANGE STATEMENT</b>	
	removal and testing equipment, including meters and gauges
<b>Materials</b>	Materials may include vehicle protection and cleaning materials
<b>Communications</b>	Communications are to include, but are not limited to verbal and visual instructions and fault documenting and may include site specific instructions, written instructions, plans or 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 vehicle safety/roadworthy inspections</li> <li>• regulatory/legislative requirements pertaining to vehicle safety</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>	Mechanical Miscellaneous
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## Co-requisite units

Not applicable.

## Competency field

<b>Competency field</b>	Technical
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