



Australian Government

**AURVEN4003 Plan and manage
compliance with environmental regulations
in the body repair industry**

Release 1

AURVEN4003 Plan and manage compliance with environmental regulations in the body repair industry

Modification History

Release	Comment
Release 1	Replaces AURV471482A Plan and manage compliance with environmental regulations in the body repair industry Unit code updated to meet policy requirements Reference to OHS legislation replaced with new WHS legislation Licensing statement added to unit descriptor

Unit Descriptor

Unit descriptor	This unit covers the competence to plan and implement a management system that ensures protection of the environment in a body repair business. Licensing, legislative, regulatory or certification requirements may apply to this unit in some jurisdictions. Users are advised to check with the relevant regulatory authority.
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Application of the Unit

Application of the unit	<p>Work involves planning and management of normal activities of a body repair shop, including removal and repair of metal and plastic panels and body components, welding, preparation of panels for painting and vehicle painting.</p> <p>This unit is applicable to body repair qualifications at both Certificate IV and V levels.</p> <p>Work requires individuals to demonstrate discretion, judgement and problem-solving skills to improve environmental performance by reducing environmental risk and waste.</p> <p>Competence may be demonstrated in workplaces involved in the repair of vehicle bodies and replacement or painting of body panels which may be metal or plastic.</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
<p>1. Plan and manage compliance with environmental regulations</p>	<p>1.1.Reasons for ethical environmental practice in a body repair workshop are identified.</p> <p>1.2.Environmental responsibilities of employers and staff in a body repair workshop are identified.</p> <p>1.3.Penalties for enterprise and employee breaches of legislation are identified.</p> <p>1.4.Waste products are minimised and facilities provided for waste materials to be stored in bins for recycling or disposal.</p> <p>1.5.Collection and recycling arrangements are sourced and implemented for liquids, sludge, solids and other waste.</p> <p>1.6.Suppliers with minimal excess packaging on goods received are sourced and packaging on goods received is sorted and disposed of.</p> <p>1.7.Waste and energy conservation strategies are identified and implemented.</p>
<p>2. Manage potential hazards to stormwater system to avoid contamination</p>	<p>2.1.Systems are in place to ensure waste water does not enter stormwater system.</p> <p>2.2.All drains are identified on a worksite map or directly indicating where they flow.</p> <p>2.3.Trade waste permits are in place.</p> <p>2.4.Impervious paved, undercover and bunded or drained treatment area(s) are provided and used for surface cleaning and preparation.</p> <p>2.5.Undercover and bunded or drained area(s) are provided and used for storage of parts and components containing environmentally hazardous material.</p> <p>2.6.Clearly identifiable storage or recycling containers are provided for liquid wastes.</p> <p>2.7.Oil separator and pits are cleaned and maintained regularly as per manufacturer/component supplier specifications.</p> <p>2.8.Spill kit is provided and used as needed to prevent stormwater contamination by staff trained in its use.</p> <p>2.9.Workplace is kept clean to prevent unintentional stormwater pollution.</p>
<p>3. Manage potential hazards to air quality</p>	<p>3.1.Compliant spray booth is provided and maintained with all spray painting conducted in it.</p>

ELEMENT	PERFORMANCE CRITERIA
to avoid contamination	<p>3.2. A well-ventilated room attached to spray booth is provided for paint mixing.</p> <p>3.3. An enclosed booth or chamber is provided for all abrasive sanding to be undertaken in.</p> <p>3.4. A well-ventilated area is provided for welding activities.</p> <p>3.5. All CFCs, HCFCs and blends from air conditioning systems are recovered for recycling or approved disposal during servicing or decommissioning.</p> <p>3.6. Clean up of spray guns and spraying equipment is conducted in an environmentally safe manner.</p> <p>3.7. Hazards of gases and fumes are identified, minimised and contained.</p>
4. Minimisation of noise hazards is planned and managed	<p>4.1. Noise generating activities are minimised and carried out within approved operating hours.</p> <p>4.2. Fixed machinery is fitted with silencers or surrounded by noise containment material.</p>
5. Manage systems	<p>5.1. An environmental policy and contingency plan suitable to the needs of business is developed and implemented.</p> <p>5.2. Waste to landfill is calculated and possible savings through reuse and recycling are calculated.</p> <p>5.3. Payback period on environmental equipment is calculated.</p> <p>5.4. Staff adherence to environmental responsibilities is managed.</p> <p>5.5. Environmental records are accurately and legibly maintained and stored securely in a form accessible for reporting procedures.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- collect, organise and understand information related to environmental procedures from legislation, regulations, policies, guidelines, standards and workplace best

REQUIRED SKILLS AND KNOWLEDGE

practice in a body repair business

- communicate ideas and information to enable work undertaken is in accordance with environmental best practice. support from stakeholders is actively sought for implementing suitable innovation and continuous improvement
- plan and organise activities, including preparation of equipment and materials, recycling and waste management system and selection of worksite to avoid environmental contamination, backtracking, workflow interruptions or wastage
- promote work with others and in a team by recognising dependencies and using cooperative approaches to minimise wastage, optimise workflow and productivity
- use mathematical ideas and techniques to complete measurements and estimate material requirements required for work and calculate wastage rates of various methods
- use planning, checking and inspection techniques to avoid environmental contamination and wastage
- use workplace technology related to environmental protection and recycling equipment

Required knowledge

A working knowledge of:

- aspects of environmental legislation and its relationship with WHS, financial and risk management
- requirements for trade waste permits
- spill clean-up procedures
- characteristics and potential environmental impact of products used in the body repair process
- philosophy of sustainability through prevention, reuse, reduce, recycle
- procedures for rectifying machinery faults and material defects
- action to be taken in case of significant environmental threat in the workplace
- reporting procedures for significant environmental damage occurring in the workplace
- cleaner production and eco-efficient strategies to avoid production of waste

Evidence Guide

EVIDENCE GUIDE

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.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- Plan and manage safe handling requirements for equipment, products and materials, including use of personal protective equipment.
- Plan and manage environmental protection procedures in business.
- Identify materials used in the repair process and assess and manage their environmental impact.
- Ensure that effective recycling processes are in place.
- Plan and manage work instructions, operating procedures and inspection processes to:
 - minimise risk of injury to self and others
 - maintain a clean workplace
 - prevent damage and wastage of goods, equipment and products
 - dispose of waste in accordance with legislative requirements and best practice
 - maintain production output and product quality.
- Report significant environmental damage or spills.
- Plan and manage maintenance of spray booth and spray equipment to ensure environmental efficiency.
- Manage effective planning and team work related to environmental best practice.
- Develop/implement or audit an existing business environmental policy which covers at a minimum: waste, recycling, hazards to stormwater, air quality, noise, energy minimisation and costs.
- Modify activities to cater for variations in workplace context and environment.

Context of, and specific resources for assessment

- Assessment may occur on the job or in a workplace simulated facility with process equipment, materials, work instructions and deadlines.
- Access to a body repair workshop with damaged vehicles, metal and plastic panels/components repair equipment and fillers, spray booth, various spray guns, paint mixing equipment, recycling bins, banded or drained preparation are and/or wash bays, quick break degreasing agents

EVIDENCE GUIDE	
	<p>liquid, sludge and solid wastes.</p> <ul style="list-style-type: none"> • Access to: <ul style="list-style-type: none"> • water based, acrylic, two pack paints and thinners/reducers. • Access to a bunded or drained system, recycling systems, oil/water separator and trade waste in a body repair workshop.
Method of assessment	<ul style="list-style-type: none"> • Assessment methods must confirm consistency of performance over time and in a range of workplace contexts. • Assessment should be by direct observation of tasks and questioning on underpinning knowledge. • Assessment should be conducted over time and should be in conjunction with assessment of other units of competence. • Assessment of this competence is most likely to be project related under real or simulated conditions and require portfolios or other forms of indirect evidence of process. Direct evidence may include certification of compliance of the final outcome/product or authorisation for use by a component authority. • Assessment must confirm inference that competence is able not only to be satisfied under the particular circumstances, but is able to be transferred to other circumstances. • 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	
<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>	
Automotive body repair workshop	<p>Automotive body repair workshop includes:</p> <ul style="list-style-type: none"> • panel removal, repair and replacement • panel surface cleaning and paint application.
WHS	<p>WHS requirements include legislation, material safety data sheets, hazardous substances and dangerous goods code and safe operating procedures.</p>
Legislative requirements	<p>Work is carried out in accordance with legislative obligations, environmental legislation, WHS regulations, manual handling procedures and organisation insurance requirements.</p>
Tooling and equipment	<p>Tooling and equipment are to include spill kits, recycling bins and drums, spray gun washers, banded/drained wash bays, spray booths, vacuum/air extraction equipment, oil/water separator, waste water management systems, quick break degreasing compounds and silt traps.</p>
Resources	<p>Resources may include pressure washing and facilities for the use of recycled water and containment facilities for hazardous substances.</p>
Materials	<p>Materials may include materials data safety sheets, manufacturer/component supplier specifications, environmental records, costings of equipment and waste removal, and may include staff environmental induction materials.</p>
Personal protective equipment	<p>Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices. Face masks are available for rubbing back and painting.</p>
Information and procedures	<p>Information and procedures may include:</p>

RANGE STATEMENT

	<ul style="list-style-type: none">• environmental legislation, regulations and advice• workplace procedures for use of tooling and equipment• work instructions and procedures• worksite environmental policy• workplace procedures relating to reporting and communication• manufacturer/component supplier specifications and operational procedures• local council and waterways regulation.
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Unit Sector(s)

Unit sector	Vehicle body
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Co-requisite units

Not applicable.

Competency field

Competency field	Environment - Body
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