



Australian Government

AUM8103B Rectify/replace vehicle body panels and ancillary fittings

Revision Number: 1

AUM8103B Rectify/replace vehicle body panels and ancillary fittings

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the application of the required skills and knowledge to remove and replace new or repaired body panels, body sections, and ancillary fittings. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	This unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge at a <i>specialist</i> level. These skills and knowledge are to be used within the scope of the person's job and authority.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
	Nil	Nil
	Nil	Nil

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 required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or 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. Remove body panels and ancillary fittings (including protector mouldings and decals)	1.1. Removal activities are carried out according to OHS and organisation requirements 1.2. Job information is accessed and interpreted from appropriate manufacturer specifications 1.3. Work is completed without causing damage to any organisation property or vehicle 1.4. Where there is a potential disturbance to electrical, mechanical, electronic or other systems, assistance is sought from appropriate personnel, if required
2. Replace/refit body panels and ancillary fittings	2.1. Replacement information is accessed and interpreted from appropriate manufacturer specifications 2.2. Replacement components and ancillary fittings meet specifications for dimensions, materials and functional capability. 2.3. Components and ancillary fittings are refitted using approved methods, materials and equipment 2.4. Sealant is selected and applied according to the product manufacturer specification for type, method of application and thickness 2.5. Where there is a potential disturbance to electrical, mechanical, electronic or other systems, appropriate assistance is sought, if required 2.6. Replacement activities including bolt on, weld on and bond on procedures are completed within established industry guidelines
3. Rectify faulty or damaged panels	3.1. Panels/sections are inspected to identify appropriate methods and procedures to be used in the rectification process 3.2. Damaged/faulty panels/sections are rectified in accordance with organisation procedures and quality standards 3.3. Organisation documentation is completed

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills

- speak clearly and directly in order to inform team members of any disturbances to systems caused by the removal of body panels or ancillary fittings
- apply teamwork to a range of situations
- solve problems particularly in teams in order to meet performance indicators
- show initiative in adapting to changing work conditions or contexts particularly when working across a variety of work areas
- access, interpret and apply information on relevant organisation policies, procedures and instructions, particularly to ensure the minimisation of disturbances to electrical, mechanical and electronic systems
- manage time when planning, preparing and organising work priorities
- take responsibility for organising own work priorities.

Required knowledge

- relevant Occupational Health and Safety and Environmental regulations and organisation policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment.
- technical work documentation covering procedures, specifications, schedules and work plans or equivalent
- quality system documentation covering instructions, procedures, performance indicators and review processes or equivalent
- cost minimisation/waste avoidance policies, procedures and practices
- environmental protection requirements relating to the disposal of waste material
- established communication channels and protocols
- problem identification and resolution techniques
- equipment/material safety requirements
- use of relevant tools and equipment
- manual handling techniques
- sealant selection and applications
- removal and replacement procedures for body panels and sections
- removal and replacement procedures for ancillary fittings
- rectification techniques
- measuring techniques - use of tapes, squares
- welding, mechanical fastening, riveting and metal cutting techniques
- adhesive bonding applications and procedures

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, the Range Statement and the Assessment Guidelines for this Training Package.

Overview of assessment

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

Evidence of the following is essential:

- compliance with relevant legislative, regulations, standards, codes of practice and establish safe practices and organisation policies and procedures for managing personal work priorities
- maintaining a working knowledge of current work systems and practices
- working and communicating effectively and positively with others involved in the work
- applying, within authority, the requirements of the job or work role in relation to:
 - achieving production goals
 - achieving work quality goals
 - responding positively to changing work requirements
- contributing effectively to cost reduction initiatives
- effectively applying problem solving techniques
- modify activities to cater for variations in organisation context and environment
- interpret and communicate operational information
- employ safe working practices
- remove panels and ancillary fittings
- replace panels and ancillary fittings
- rectify damaged panels and sections
- identify appropriate components
- apply manual handling techniques
- use relevant tools and equipment
- apply appropriate sealants
- complete organisation documentation - written / electronic.

Context of and specific resources for assessment

- assessment of the competency should take place in a safe working environment in a passenger motor vehicle manufacturing plant or simulated environment using tools/equipment/machinery required for the production process without undue

EVIDENCE GUIDE

	disruption to the production process • assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • assessment methods must confirm consistency and accuracy of performance (over time and in a range of organisation relevant contexts) together with application of underpinning knowledge • assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application • assessment may be applied under project related conditions (real or simulated) and require evidence of process • assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.

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 in the Performance Criteria is detailed below. Add any 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.

OHS requirements may include:

Legislation and regulations, organisational safety policies and procedures and may include: the use of personal protective equipment and clothing, rescue services, fire fighting organisation and equipment, first aid equipment, hazard and risk control and elimination, systems covering the use of hazardous materials and substances and manual handling procedures including lifting and carrying.

Organisation requirements may include:

- access and equity principles and practices
- environmental management (waste disposal, recycling and re-use guidelines)
- emergency and evacuation procedures
- equipment use procedures
- ethical standards
- legal obligations
- maintenance and storage procedures
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- procedural manuals
- quality assurance guidelines
- quality and continuous improvement processes and standards
- recording and reporting guidelines.

Appropriate personnel may include:

- clients and managers
- supervisors
- suppliers
- team leaders
- team members.

Materials may include:

- sealing and adhesive materials
- dollies, flippers, dreadnought files, pry bars, air sanders.

Unit Sector(s)

Unit sector	Automotive Manufacturing
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Competency field

Competency field	Truck/Bus/Trailer Manufacture and Assembly
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Co-requisite units

Co-requisite units		
	Nil	Nil
	Nil	Nil