



Australian Government

AURVTN032 Inspect vehicle damage and determine repair procedures

Release: 1

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Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the performance outcomes required to inspect a vehicle for damage and determine suitable repair procedure. It involves preparing for the task, selecting and using measuring equipment, inspecting damage, determining repair requirements, and completing workplace processes and documentation.

It applies to those working in the automotive body repair industry.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Competency Field

Vehicle Body

Unit Sector

Technical - Body

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.
1. Prepare to inspect vehicle damage	1.1 Job requirements are determined from workplace instructions 1.2 Vehicle specifications and repair procedures from original equipment manufacturer (OEM) or authorised agency are accessed and interpreted 1.3 Hazards associated with the work are identified and risks are

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	managed 1.4 Vehicle to be inspected is located, checked and confirmed against vehicle information in workplace instructions 1.5 Inspection methods are analysed, and most appropriate option for vehicle and job requirement is selected 1.6 Materials and equipment required to conduct inspection are sourced and prepared
2. Inspect vehicle damage	2.1 Vehicle is inspected to determine location and extent of direct and indirect damage according to OEM or authorised agency's recommended procedures, workplace procedures and safety requirements 2.2 Accurate measurements are taken and inspection findings are recorded, including photographs where appropriate, according to workplace procedures 2.3 Vehicle inspection is completed without causing damage to vehicle or components
3. Complete repair report	3.1 Vehicle inspection report and repair plan are prepared and given to appropriate personnel according to workplace procedures 3.2 Direct and indirect damage to vehicle is clearly identified in report, based on workplace and OEM or authorised agency's recommended repair procedures 3.3 Report is checked for accuracy and completeness and finalised for submission to insurance company and/or customer according to workplace procedures 3.4 Responses to queries about the damage inspection and repair report are provided when requested

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance and are not explicit in the performance criteria.

Skills	Description
Learning skills to:	locate specifications and relevant information efficiently.
Writing skills to:	legibly and accurately fill out workplace documentation and rectification reports outlining repair recommendations, and parts

Skills	Description
	and material required.
Oral communication skills to:	- clarify instructions and procedures - convey inspection findings and repair recommendations.
Numeracy skills to:	- interpret and calculate OEM or authorised agency repair and vehicle specifications correctly using metric and imperial systems of measurement - compare measurements and identify non-conformance measurements - use basic mathematical operations, including addition, subtraction, multiplication and division to calculate material for repairs in damage inspection report - calculate recommended remove and replacement times in damage inspection report.
Planning and organising skills to:	plan own work requirements and prioritise actions to achieve required outcomes and ensure tasks are completed within workplace timeframes.
Problem solving skills to:	assess implications of damage to vehicle.
Technology skills to:	use digital camera to complete reporting tasks.

Range of Conditions

This section specifies work environments and conditions that may affect performance.

Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Inspection methods</i> must include:	- visual checking - physical checking: - taking measurements - partial dismantling - referencing OEM or authorised agency's specifications.
<i>Safety requirements</i> must include:	- work health and safety (WHS) and occupational health and safety (OHS) requirements, including procedures for: - selecting and using personal protective equipment (PPE) - using measuring equipment.
<i>Report</i> must include:	- material list - estimation of time required to complete repairs.

Unit Mapping Information

Equivalent to AURVTN4032 Determine vehicle damage and recommended repair procedures

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>