



Australian Government

AURTTA2009 Carry out pre-repair operations (mechanical)

Release 1

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Modification History

Release	Comment
Release 1	Replaces AURT226008A Carry out pre-repair operations (mechanical) 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 required to clean components by mechanical or chemical means and remove components in preparation for either storage or repair. 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	This unit of competence applies to vehicle body, light vehicle, heavy vehicle, mobile plant and motorcycle. The unit includes identification and confirmation of work requirement, preparation for work, cleaning of components, the removal of components, tagging and storage of components and completion of work finalisation processes, including clean-up and documentation. Work requires individuals to demonstrate judgement and problem-solving skills in managing own work activities and contributing to a productive team environment.
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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
1. Prepare to undertake pre-repair operations	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 required, are sourced 1.4. Method options are analysed and those most appropriate to the circumstances are selected and prepared 1.5. Technical requirements for pre-repair are sourced and support equipment is identified and prepared 1.6. Warnings in relation to working with chemical cleaning agents are observed
2. Clean components prior to repair and/or storage	2.1. Cleaning agents are used according to cleaning agent manufacturer/component supplier instructions 2.2. Cleaning of components is achieved without causing damage to any component or system 2.3. Components of the vehicle are cleaned to facilitate inspection, assessment, replacement, repair and/or storage 2.4. Used cleaning agents and waste materials are safely disposed of according to statutory and enterprise requirements 2.5. Cleaning activities are carried out according to industry regulations/guidelines, WHS legislation, legislation and enterprise procedures/policies
3. Remove, tag and store components	3.1. Correct information is accessed and interpreted from manufacturer/component supplier specifications 3.2. Components are removed, tagged and stored without causing damage to any component or system 3.3. Components are removed and tagged in preparation for storage or use 3.4. Components are treated with rust prevention following cleaning process and stored in accordance with manufacturer/component supplier specifications and enterprise procedures, to prevent injury to self and others or damage to components 3.5. Removal and storage activities are carried out according to industry regulations/guidelines, WHS

ELEMENT	PERFORMANCE CRITERIA
	legislation, legislation and enterprise procedures/policies 3.6. Report on additional parts required to complete the repair (not listed on quotation) is completed in accordance with enterprise policy

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 required 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 one's 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 carry out pre-repair operations, including the use of measuring equipment, and communication devices, cleaning equipment and systems and the reporting/documenting of results

Required knowledge

A working knowledge of:

- WHS regulations/requirements, equipment, material and personal safety requirements
- types and layout of service/repair manuals (hard copy and electronic)
- dangers of working with chemical cleaning agents and cleaning equipment
- cleaning procedures
- dismantling procedures
- good working practices to avoid damage to electrical components
- manual handling techniques
- storage procedures

REQUIRED SKILLS AND KNOWLEDGE

- enterprise quality procedures
- work organisation and planning processes

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	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: • observing safety procedures and requirements • communicating effectively with others involved in or affected by the work • selecting methods and techniques appropriate to the circumstances • completing preparatory activity in a systematic manner • conducting cleaning, dismantling and storage in accordance with workplace requirements • completing cleaning, dismantling and storage to manufacturer/component supplier requirements • completing cleaning, dismantling and storage of components within workplace timeframes
Context of, and specific resources for assessment	Application of competence is to be assessed in the workplace or simulated worksite Assessment is to occur using standard and authorised work practices, safety requirements and environmental constraints Assessment is to comply with regulatory requirements, including Australian Standards The following resources should be made available: • workplace location or simulated workplace • material relevant to carrying out pre-repair operations • equipment, hand and power tooling appropriate to carrying out pre-repair operations • activities covering mandatory task requirements • specifications and work instructions
Method of assessment	Assessment must satisfy the endorsed assessment guidelines of the automotive industry's RS&R Training Package Assessment methods must confirm consistency and accuracy of performance together with application of underpinning knowledge

EVIDENCE GUIDE

	Assessment must be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies Assessment may be applied under project related conditions and require evidence of process 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 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 Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role
Guidance information for assessment	

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, 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.

Unit scope

Methods include:

- steam cleaning, high-pressure washing, manual washing and the use of protective coverings
- dismantling

WHS

WHS requirements are to be in accordance with legislation/regulations/codes of practice and enterprise safety policies and procedures. This

RANGE STATEMENT	
	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
Personal protective equipment	Personal protective equipment is to include that prescribed under legislation/regulations/codes of practice and workplace policies and practices
Safe operating procedures	Safe operating procedures are to include, but are not limited to the conduct of 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
Emergency procedures	Emergency procedures related to this unit are to include, but are not limited to emergency shutdown and stopping of equipment, extinguishing fires, enterprise first aid requirements and site evacuation
Environmental requirements	Environmental requirements are to include but are not limited to waste management, noise, dust and clean-up management
Quality requirements	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
Statutory/regulatory authorities	Statutory/regulatory authorities may include Federal, State/Territory and local authorities administering acts, regulations and codes of practice
Tooling and equipment	Tooling and equipment may include hand tooling and equipment, personal and vehicle protection, storage tabs and racks, special equipment (pressure washers, steam cleaners, spray equipment), power tooling, jacks and stands, lifting equipment

RANGE STATEMENT	
Materials	Materials may include cleaning agents/sprays (dewaxing, detergents, degreasers, special purpose agents) and rust prevention material
Communications	Communications are to include, but are not limited to verbal and visual instructions and fault reporting and may include site specific instructions, written instructions, plans or instructions related to job/task, telephones and pagers
Information/documents	Sources of information/documents may include: • verbal or written and graphical instructions, signage, work schedules/plans/specifications, work bulletins, memos, material safety data sheets, diagrams or sketches • safe work procedures related to carrying out pre-repair operations • regulatory/legislative requirements pertaining to the automotive industry, including Australian Design Rules • engineer's design specifications and instructions • organisation work specifications and requirements • instructions issued by authorised enterprise or external persons • Australian Standards

Unit Sector(s)

Unit sector	Mechanical Miscellaneous
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Co-requisite units

Not applicable.

Competency field

Competency field	Technical
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