



Australian Government

AURVTN2003 Carry out pre-repair vehicle body operations

Release 1

AURVTN2003 Carry out pre-repair vehicle body operations

Modification History

Release	Comment
Release 1	Replaces AURV226108A Carry out pre-repair operations (vehicle body) Unit code updated to meet policy requirements Minor changes to unit title Reference to OHS legislation replaced with new WHS legislation Licensing statement added to unit descriptor

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to clean components by mechanical or chemical means and remove components in preparation for repair and/or storage. 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	The unit includes identification and confirmation of work requirements, preparation for work, cleaning of components, removal, 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 for work	1.1. Work instructions are used to determine job requirements, including method, material and equipment. 1.2. Job specifications are read and interpreted. 1.3. Workplace health and safety (WHS) requirements, including personal protection needs are observed throughout the work. 1.4. Equipment and tooling are identified and checked for safe and effective operation. 1.5. Procedures are determined to minimise waste material. 1.6. Procedures are identified for maximising energy efficiency while completing the job.
2. Clean components prior to repairs and/or storage	2.1. Cleaning agents are used according to cleaning agent manufacturer/component supplier instructions. 2.2. Components of vehicle are cleaned to facilitate inspection, assessment, replacement, repair and/or storage. 2.3. Cleaning of components is achieved without causing damage to component or system. 2.4. Cleaning activities are carried out according to industry regulations/guidelines, WHS requirements, legislation and enterprise procedures/policies. 2.5. Used cleaning agents and waste material are safely disposed of according to statutory and enterprise requirements.
3. Remove, tag and store components	3.1. Information is accessed and interpreted from manufacturer/component supplier specifications. 3.2. Components are removed, tagged and stored in accordance with manufacturer/component supplier specifications and enterprise procedures, to prevent injury to self and others or damage to components. 3.3. Components are removed, tagged and stored without causing damage to component or system. 3.4. Removal and storage activities are carried out according to industry regulations/guidelines, WHS requirements, legislation and enterprise procedures/policies. 3.5. Report on additional parts required to complete repair (not listed on quotation) is completed in

ELEMENT	PERFORMANCE CRITERIA
	accordance with enterprise policy.
4. Clean up work area and maintain equipment	4.1. Material that can be reused is collected and stored. 4.2. Waste and scrap is removed following workplace procedure. 4.3. Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures. 4.4. Unserviceable equipment is tagged and faults identified in accordance with workplace requirements. 4.5. Operator maintenance is completed in accordance with manufacturer/component supplier specifications and worksite procedures. 4.6. Tooling is maintained in accordance with workplace procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Required skills include:

- collect, organise and understand information related to work orders, plans and safety procedures for removing, cleaning and storing vehicle units and components
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with worksite supervisor, other workers and customers, and reporting of work outcomes and problems
- plan and organise activities, including preparation and layout of worksite and obtaining of equipment and material to avoid backtracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- establish safe and effective work processes which anticipate and/or resolve problems and downtime, to systematically develop solutions to avoid or minimise reworking and wastage
- use mathematical ideas and techniques to complete measurements and estimate material requirements required for the work
- use workplace technology related to pre-repair operations, including use of measuring equipment, use of communication devices and reporting/documenting of results

Required knowledge

Required knowledge includes:

- WHS regulations/requirements, equipment, material and personal safety requirements
- use and handling of cleaning agents
- technical information
- removal and storage procedures
- component tagging methods
- work organisation and planning processes
- enterprise quality 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 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
- applying vehicle protection methods
- removing, cleaning, tagging and storing of a range of component parts
- completing workplace records.

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 pre-repair operations
 - equipment, hand and power tooling appropriate to pre-repair operations
 - activities covering mandatory task requirements
 - specifications and work instructions.

Method of assessment

- Assessment must satisfy endorsed Assessment Guidelines of the Automotive Industry Retail, Service and Repair Training Package.
- Assessment methods must confirm consistency and accuracy of performance together with application of underpinning knowledge.
- Assessment must be by direct observation of tasks, with questioning on underpinning knowledge and it

EVIDENCE GUIDE

	must also reinforce 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.
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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.

Cleaning and removal

Cleaning and removal may include:

- vehicle underbody, vehicle paint-work, glass, bright-work, plastics, rubber engine components, trim brake system components, suspension and final drive components
- wiring looms and vehicle electrics (special attention should be paid to safe disconnection of electrical components and their storage)

Methods

Methods may include:

- dismantling
- manual washing, machine assisted washing, use of protective coverings

WHS

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 firefighting equipment
- enterprise first aid
- hazard control and hazardous material and substances

Personal protective equipment

Personal protective equipment is to include that prescribed under legislation/regulation/codes of practice and workplace policies and practices

Safe operating procedures

Safe operating procedures are to include, but are not limited to:

- conduct of operational risk assessment and treatments associated with vehicular movement, toxic substances, electrical safety,

RANGE STATEMENT	
	machinery movement and operation, manual and mechanical lifting and shifting, working in proximity to others and worksite 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 • worksite 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 • enterprise operations and procedures
Statutory/regulatory authorities	Statutory/regulatory authorities may include: • federal, state/territory and local authorities administering applicable Acts, regulations and codes of practice
Tooling and equipment	Tooling and equipment may include: • hand tooling and equipment, vehicle protection, power tooling, jacks, stands, lifting equipment, special equipment (pressure washers, steam cleaners and spray equipment), storage tabs and racks
Materials	Materials may include: • cleaning agents/sprays (dew axing, detergents, degreasers and special purpose agents)
Communications	Communications are to include, but are not limited to: • verbal and visual instructions and fault reporting and may include worksite specific instructions, written instructions, plans or instructions related to job/task, telephones and

RANGE STATEMENT	
	paggers
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 (MSDS) and diagrams or sketches • safe work procedures related to pre-repair operations • regulatory/legislative requirements pertaining to 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	Vehicle body
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Co-requisite units

Not applicable.

Competency field

Competency field	Technical - Body
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