

**Learner Unit Achievement Checklist**

**SEG Awards Level 2 Certificate in Motor Vehicle Studies (Body Repair)**

**600/2966/3**

###### SEG Awards Level 2 Certificate in Motor Vehicle Studies (Body Repair)

## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**F/601/5451 Skills in removing and fitting motor mechanical electrical and trim (MET) components to vehicles**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** use suitable personal protective equipment and use suitable vehicle coverings throughout all MET removal and replacement activities  **1.2** work in a way which minimises the risk of damage or injury to the vehicle, people and the environment |  |  |  |  |
| **2.1** select suitable sources of technical information to support motor vehicle removal and recognised fitting activities including:a. vehicle technical datab. removal and fitting proceduresc. legal requirements  **2.2** use technical information to support motor vehicle removal and recognised fitting activities |  |  |  |  |
| **3.1** select the appropriate tools and equipment necessary for carrying out removal and fitting of MET components  **3.2** ensure that equipment has been calibrated to meet manufacturers’ and legal requirements  **3.3** use the correct tools and equipment in the way specified by manufacturers when carrying removal and fitting of MET components |  |  |  |  |
| **4.1** carry out removal and fitting of MET components adhering to the correct specifications and tolerances for the vehicle and following:a. the manufacturer’s approved removal and fitting methodsb. Recognised researched removal and fitting methodsc. health and safety requirementsd. workplace procedures  **4.2** ensure that the removal and fitting of MET components conforms to the vehicle operating specification and any legal requirements  **4.3** ensure no damage occurs to other components when removal and fitting of MET components  **4.4** ensure all components and panels are stored safely and in the correct location |  |  |  |  |
| **5.1** produce work records that are accurate, complete and passed to the relevant person(s) promptly in the format required  **5.2** make suitable and justifiable recommendations for cost effective repairs  **5.3** record and report any additional faults noticed during the course of their work promptly in the format required |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**Y/601/5424 Knowledge of removing and fitting motor mechanical electrical and trim (MET) components to vehicles**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Identify the procedures involved in carry out the systematic removal and fitting of vehicle MET components to the standard required  **1.2** . Identify the procedures involved in working with supplementary safety systems when fitting vehicle MET components  **1.3** . Identify the procedures involved in working with gas discharge headlamp systems when fitting vehicle MET components  **1.4** . Describe the methods and procedures for storing removed vehicle MET components  **1.5** . Identify the different types of fastenings and fixings used when removing and fitting vehicle MET components  **1.6** . Explain the reasons for the use of different types of fastenings and fixings used in vehicle MET components  **1.7** . Describe the procedures, methods and reasons for ensuring correct alignment of vehicle MET components  **1.8** . Identify the quality checks that can be used to ensure correct alignment and operation of vehicle MET components  **1.9** . Identify correct conformity of vehicle systems against vehicle specification and legal requirements on completion  **1.10** . Explain the procedure for reporting cosmetic damage to vehicle MET components and units |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**D/601/5425 Knowledge of removing and fitting non permanently fixed motor vehicle body panels**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Identify the procedures involved in carry out the systematic removal and fitting of non-permanently fixed vehicle body panels: a. wingsb. doorsc. bonnetsd. boot lidse. tailgates  **1.2** . Identify the procedures involved in working with supplementary safety systems when fitting basic non-permanently fixed vehicle body panels  **1.3** . Describe the methods and procedures for storing removed non-permanently fixed vehicle body panels  **1.4** . Identify the different types of fastenings and fixings used when removing and fitting non-permanently fixed vehicle body panels  **1.5** . Explain the reasons for the use of different types of fastenings and fixings used in non-permanently fixed vehicle body panels  **1.6** . Describe the procedures, methods and reasons for ensuring alignment of non-permanently fixed vehicle body panels  **1.7** . Identify the quality checks that can be used to ensure alignment and operation of non-permanently fixed vehicle body panels  **1.8** . Identify conformity of vehicle systems against vehicle specification and legal requirements on completion  **1.9** . Explain the procedure for reporting damage to vehicle non-permanently fixed vehicle body panels |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**R/601/5454 Skills in removing and fitting non permanently fixed motor vehicle body panels**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Use suitable personal protective equipment and vehicle coverings throughout all removal and replacement activities  **1.2** . Work in a way which minimises the risk of damage or injury to the vehicle, people and the environment |  |  |  |  |
| **2.1** . Select suitable sources of technical information to support motor vehicle removal and recognised fitting activities including:a. vehicle technical datab. removal and fitting proceduresc. legal requirements  **2.2** . Use technical information to support motor vehicle removal and recognised fitting activities |  |  |  |  |
| **3.1** . Select the appropriate tools and equipment necessary for carrying out removal and fitting of non-permanently fixed vehicle panels  **3.2** . Ensure that equipment has been calibrated to meet manufacturers’ and legal requirements  **3.3** Use the correct tools and equipment in the way specified by manufacturers when carrying removal and fitting of non-permanently fixed vehicle panels |  |  |  |  |
| **4.1** . Carry out removal and fitting of non-permanently fixed vehicle panels  **4.2** . Carry out removal and fitting of non-permanently fixed vehicle panels adhering to the correct specifications and tolerances for the vehicle.  **4.3** Ensure that the removal and fitting of non-permanently fixed panels conforms to the vehicle operating specification and any legal requirements  **4.4** . Ensure the components are realigned correctly in a way which regains their original manufactured tolerance  **4.5** . Ensure no damage occurs to other components when removal and fitting of non-permanently fixed vehicle panels  **4.6** . Ensure all components and panels are stored safely and in the correct location |  |  |  |  |
| **5.1** . Produce work records that are accurate, complete and passed to the relevant person(s) promptly in the format required  **5.2** . Make suitable and justifiable recommendations for cost effective repairs  **5.3** . Record and report any additional faults noticed during the course of their work promptly in the format required |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**D/601/5456 Skills in removing and replacing exterior motor vehicle body panels including permanently fixed components**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Use suitable personal protective equipment and vehicle coverings throughout all removal and replacement activities  **1.2** . Work in a way which minimises the risk of damage or injury to the vehicle, people and the environment |  |  |  |  |
| **2.1** . Select suitable sources of technical information to support motor vehicle removal and fitting activities including:a. vehicle technical datab. removal and fitting proceduresc. legal requirements  **2.2** . Use technical information to support motor vehicle removal and fitting activities |  |  |  |  |
| **3.1** . Select the appropriate tools and equipment necessary for carrying out removal and fitting of exterior body panels including permanently fixed vehicle panels  **3.2** . Ensure that equipment has been calibrated to meet manufacturers’ and legal requirements  **3.3** . Use the appropriate tools and equipment in the way specified by manufacturers when carrying removal and fitting of exterior body panels including permanently fixed vehicle panels |  |  |  |  |
| **4.1** . Identify prior to working on the vehicle the component materials involved that will be worked on during the repair  **4.2** . Remove and re-fit adjacent exterior body panels including those that are permanently fixed  **4.3** . Carry out removal and fitting of exterior body panels including permanently fixed vehicle panels adhering to specifications and tolerances for the vehicle and following:a. recognised researched removal and fitting methodsb. health and safety requirementsc. workplace procedures  **4.4** . Use and apply sealants and anti corrosion materials conforming to the manufacturers specification  **4.5** Ensure that the replacement panels conform to the vehicle specifications for dimension, material and functional capability  **4.6** . Ensure the components are realigned correctly in a way which regains their original manufactured tolerance  **4.7** . Ensure any damage is minimised to mating surfaces. Any damage caused should be correctly reinstated.  **4.8** . Ensure permanently fixed panels are replaced without incurring damage to the vehicle systems  **4.9** . Ensure all components and panels are stored safely and in the correct location |  |  |  |  |
| **5.1** . Produce work records that are accurate, complete and passed to the relevant person(s) promptly in the format required  **5.2** . Make suitable and justifiable recommendations for cost effective repairs  **5.3** . Record and report any additional faults noticed during the course of their work promptly in the format required |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**H/601/5426 Knowledge of removing and replacing exterior motor vehicle body panels including permanently fixed components**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Identify the properties and different types of materials used in the construction of vehicle bodies  **1.2** . Describe the properties of materials used in vehicle body construction  **1.3** . Identify the properties and safe use of body component sealants, adhesives, and anti corrosion materials  **1.4** . Describe the correct type of sealant to use in a given application in removing and replacing vehicle panels  **1.5** . Describe how to apply sealants and anti corrosion materials following manufacturers recommended methods |  |  |  |  |
| **2.1** . Identify the procedures involved in carry out the systematic removal of the manufacturers original joining technique  **2.2** . Identify the procedures involved in carry out the systematic replacement of fixed and non-permanently fixed vehicle panels using recognised joining techniques  **2.3** . Identify the procedures involved in working with supplementary safety systems when replacing fixed and non-permanently fixed exterior vehicle body panels including fixed panels  **2.4** . Describe the need for correct alignment of panels and the methods used to achieve this  **2.5** . Identify the quality checks that can be used to ensure correct alignment and contour of panels and operation of components to manufacturers specification  **2.6** . Describe the methods and procedures for storing components and the importance of storing them correctly and in accordance with legal requirements  **2.7** . Identify the different types of fastenings, fixings and adhesives bonding used in the removal and replacement of vehicle body panels  **2.8** . Explain the reasons for the use of different types of fastenings, fixings and adhesives used in vehicle body panel replacement  **2.9** . Identify the procedures involved in carry out the systematic replacement of vehicle panels using fastenings, fixings and adhesives bonding techniques  **2.10** . Describe how panel removal and replacement affects the overall body structure  **2.11** . Identify the manufacturers approved methods of working for he removal and replacement of exterior body panels  **2.12** . Identify correct conformity of vehicle systems against vehicle specification and legal requirements on completion  **2.13** . Explain the procedure for reporting damage caused to the vehicle during the panel replacement activities |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**K/601/5427 Knowledge of minor motor vehicle exterior body panel repairs**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Identify tools used in the repair of metal finishing and plastic repairs  **1.2** . Identify tools to carry out reshaping work including specialist dent removal tools  **1.3** . Describe how to prepare, test, use and maintain the hand and power tools required to prepare damage and reshape damaged areas |  |  |  |  |
| **2.1** . Identify the properties and different types of materials used in the construction of vehicle bodies  **2.2** . Describe the properties and use of metals used to manufacturer body panels  **2.3** . Identify the properties and safe use of types of filling materials used to repair panels  **2.4** . Explain how to mix and apply plastic fillers  **2.5** . Describe the techniques for identifying the type of plastic used for manufactured components  **2.6** . Identify and describe the different types and grades of abrasive paper and their use |  |  |  |  |
| **3.1** . Describe how to prepare the vehicle to avoid contamination  **3.2** . Describe how to prepare damaged areas to facilitate repairs  **3.3** . Describe how to rough out and metal finish body panels  **3.4** . Identify the procedures involved to reshape filling materials to match the original contour  **3.5** . Describe how to finish repairs to a suitable agreed condition to enable the next stage of repairs to proceed  **3.6** . Identify the procedures for repairing damage to plastic components including thermal and adhesive techniques  **3.7** . Describe the techniques used to regain the contours of repaired plastic components  **3.8** . Identify and describe the techniques for reshaping damaged body panels using hand and specialist tools t  **3.9** . Describe the methods used to check for panel contours for accuracy after reshaping  **3.10** . Explain the procedures for reinstating anti corrosion, sealant and sound deadening materials  **3.11** . Describe the aspects of pedestrian safety in relation to the reparability of vehicles |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**K/601/5458 Skills in carrying out minor repairs to motor vehicle exterior body panels**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Use suitable personal protective equipment and vehicle coverings throughout all repair activities  **1.2** . Work in a way which minimises the risk of damage or injury to the vehicle, people and the environment |  |  |  |  |
| **2.1** . Select suitable sources of technical information to support motor vehicle removal and fitting activities including:a manufacturers’ instructionsb vehicle technical datac removal and fitting proceduresd legal requirements  **2.2** . Use technical information to support motor vehicle removal and fitting activities |  |  |  |  |
| **3.1** . Select the appropriate tools and equipment necessary for carrying out repairs to motor vehicle exterior and body panels  **3.2** . Check that equipment has been calibrated to meet manufacturers’ and legal requirements  **3.3** . Use the correct tools and equipment in the way specified by manufacturers when carrying out repairs to motor vehicle exterior body panels |  |  |  |  |
| **4.1** . Identify prior to working on the vehicle the component materials involved that will be worked on during the repair  **4.2** . Carry out minor repairs to motor vehicle exterior body panels so they are restored to their original contour using hand tools and filling materials effectively  **4.3** . Carry out minor repairs to motor vehicle exterior body panels adhering to specifications and tolerances for the vehicle and following:a. the manufacturer’s approved removal and fitting methodsb. recognised researched removal and fitting methodsc. health and safety requirementsd. workplace procedures  **4.4** . Replace any sealer, anti corrosion and sound deadening materials which were removed prior to the repair and conforming to the manufacturers specification  **4.5** . Ensure all plastic repairs regain the strength of the original part  **4.6** . Ensure any damage is minimised to mating surfaces. Any damage caused should be correctly reinstated.  **4.7** . Ensure all completed repairs are finished to and agreed standard ready for the refinishing process |  |  |  |  |
| **5.1** . Produce work records that are accurate, complete and passed to the relevant person(s) promptly in the format required  **5.2** . Make suitable and justifiable recommendations for cost effective repairs  **5.3** . Record and report any additional faults noticed during the course of their work promptly in the format required |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**R/601/5468 Skills in motor vehicle body metal active gas (MAG) welding techniques**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Use suitable personal protective equipment and vehicle coverings throughout all motor vehicle body MAG welding operations  **1.2** Work in a way which minimises the risk of damage or injury to the vehicle, people and the environment |  |  |  |  |
| **2.1** . Select suitable sources of technical information to support motor vehicle body MAG welding operation activities including:a. vehicle technical datab. welding proceduresc. legal requirements  **2.2** . Use technical information to support motor vehicle body MAG welding operation activities |  |  |  |  |
| **3.1** . Select the appropriate tools and equipment necessary for carrying out motor vehicle body MAG welding operations  **3.2** . Ensure all tools and equipment that are required are in a safe working condition  **3.3** . Set up and use the appropriate tools and equipment in the way specified by manufacturers when carrying motor vehicle body MAG welding operations  **3.4** . Clean and store PPE and equipment in the appropriate manner |  |  |  |  |
| **4.1** . Prepare surface to ensure a good MAG weld is achieved  **4.2** . Ensure alignment, mating and treatment of flanges to enable a suitable join to be achieved  **4.3** . Conduct MAG weld operations including:a. lap plugb. lap seamc. butt jointd. fillet joint  **4.4** . Conduct MAG weld operations following:a. manufacturers processes, methods and proceduresb. test procedures to provide test coupons on equivalent material in accordance with Industry Standardsc. recognised researched repair methods  **4.5** . Dress the weld area without reducing material thickness and protect the area to inhibit corrosion where applicable  **4.6** . Recognise when the weld is not forming correctly and what action needs to be taken  **4.7** . Inspect and assess quality of welds in accordance with Industry Standards and manufacturers specification  **4.8** . Avoid damaging other components, units, panels and surfaces on the vehicle and the surrounding work area. Any damage caused should be correctly reinstated  **4.9** . Ensure no damage is incurred to other vehicle systems when MAG welding |  |  |  |  |
| **5.1** . Produce work records that are accurate, complete and passed to the relevant person(s) promptly in the format required  **5.2** . Make suitable and justifiable recommendations for cost effective repairs  **5.3** . Record and report any additional faults noticed during the course of their work promptly in the format required |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**T/601/5432 Knowledge of motor vehicle body metal active gas (MAG) welding techniques**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Describe the health, safety and legal requirements relating to the joining of carbon steels using MAG welding techniques  **1.2** . Describe the importance of selecting, using and maintaining the appropriate personal protective equipment when joining carbon steels using MAG welding techniques  **1.3** . Describe the requirements for protecting the vehicle and contents from damage before, during and after the joining of carbon steels by MAG welding techniques |  |  |  |  |
| **2.1** . Explain the use of all tools and equipment required to join carbon steels using MAG welding techniques  **2.2** . Describe, within the scope of their responsibilities, how to select, prepare and maintain the tools and equipment required to join carbon steels using MAG welding techniques |  |  |  |  |
| **3.1** . Explain the importance of correct surface preparation methods to ensure a good MAG weld is achieved  **3.2** . Identify the need for correct alignment and mating of carbon steels and the methods used to achieve this in MAG welding  **3.3** . Describe the welding techniques used in MAG welding to include:a. plugb. lapc. buttd. fillet  **3.4** . Identify the faults and defects that can occur when MAG welding  **3.5** . Identify common causes which result in faults and defects  **3.6** . Describe the quality control measures that can be used to help ensure correct joining of carbon steels before, during and after the welding process  **3.7** . Describe how to inspect and assess MAG welding in accordance to Industry Standards  **3.8** . Compare the advantages and disadvantages of MAG welding over other welding methods  **3.9** . Explain the importance and implications of checking and carrying out weld test pieces prior to carrying out the welding process |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**F/601/5434 Knowledge of motor vehicle body resistance spot welding operations**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Describe the health, safety and legal requirements relating to the joining of materials using resistance spot welding techniques  **1.2** . Describe the importance of selecting, using and maintaining the appropriate personal protective equipment when joining materials using resistance spot welding techniques  **1.3** . Describe the requirements for protecting the vehicle and contents from damage before, during and after the joining of materials by resistance spot welding techniques |  |  |  |  |
| **2.1** . Identify and explain the use of all tools and equipment required to join materials using resistance spot welding techniques  **2.2** . Describe, within the scope of their responsibilities, how to select, prepare and maintain tools and equipment required to join materials using resistance spot welding techniques |  |  |  |  |
| **3.1** . Describe the importance of correct surface preparation methods to ensure a good resistance spot weld is achieved  **3.2** . Identify the need for alignment and mating of materials and the best methods used to achieve this in resistance spot welding  **3.3** . Describe the welding processes, techniques and joints used for the joining of materials using resistance spot welding  **3.4** . Identify the faults and defects that can occur when carrying out resistance spot welding  **3.5** . Identify common causes which produce the faults and defects in resistance spot welding  **3.6** . Describe the types of quality control checks that can be used to ensure correct joining of materials  **3.7** . Describe how to inspect and assess resistance spot welding in accordance to Industry Standards including:a. weld pitchb. indentationc. heat zoned. nugget sizee. peel and shear test  **3.8** . Compare the advantages and disadvantages of resistance spot welding over other welding methods  **3.9** . Explain the importance and implications of checking and carrying out weld test pieces prior to carrying out the welding process |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**Y/601/5469 Skills in motor vehicle body resistance spot welding operations**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Use suitable personal protective equipment and vehicle coverings throughout all motor vehicle body resistance spot welding operations  **1.2** . Work in a way which minimises the risk of damage or injury to the vehicle, people and the environment |  |  |  |  |
| **2.1** . Select suitable sources of technical information to support motor vehicle body resistance spot welding operation activities including:a. vehicle technical datab. welding proceduresc. legal requirements  **2.2** . Use technical information to support motor vehicle body resistance spot welding operation activities |  |  |  |  |
| **3.1** . Select the appropriate tools and equipment necessary for carrying out motor vehicle body resistance spot welding operations  **3.2** . Ensure tools and equipment that are required are in a safe working condition  **3.3** . Set up and use the correct tools and equipment in the way specified by manufacturers when carrying motor vehicle body resistance spot welding operations  **3.4** . Clean and store PPE and equipment in the appropriate manner |  |  |  |  |
| **4.1** . Carry out surface preparation to ensure a good resistance spot weld is achieved  **4.2** . Ensure alignment and mating and treatment of flanges to enable a suitable join to be achieved  **4.3** . Produce resistance spot welding operations following:a. manufacturers processes, methods and proceduresb. test procedures and providing test coupons on equivalent material in accordance with Industry Standardsc. recognised researched repair methods  **4.4** . Dress and protect the area to inhibit corrosion where applicable  **4.5** . Identify when the weld is not forming correctly and what action needs to be taken  **4.6** . Inspect and assess all resistance spot weld quality in accordance with Industry Standards and manufacturers specification  **4.7** . Ensure the integrity of the weld and record the type of weld achieved on the appropriate paperwork.  **4.8** . Store and record all weld test pieces  **4.9** . Avoid damaging other components, units, panels and surfaces on the vehicle and the surrounding work area. Any damage caused should be correctly reinstated  **4.10** . Ensure no damage is incurred to other vehicle systems when resistance spot welding |  |  |  |  |
| **5.1** . Produce work records that are accurate, complete and passed to the relevant person(s) promptly in the format required  **5.2** . Make suitable and justifiable recommendations for cost effective repairs  **5.3** . Record and report any additional faults noticed during the course of their work promptly in the format required |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**J/601/6116 Knowledge of tools and equipment used in vehicle refinishings**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Describe the use of common types of hand and power tools used for vehicle refinishing  **1.2** . Identify the main components of a spray gun  **1.3** . Describe, within the scope of their responsibilities, how to select, prepare and maintain hand and power tools used in vehicle refinishing  **1.4** . State the limitations of hand and power tools used in vehicle refinishing  **1.5** . Explain how hand and power tools used in vehicle refinishing should be stored  **1.6** . Describe the methods of adjusting compressed air pressures by use of:a. transformer/regulatorb. spray gun pressure gauge  **1.7** . Describe the operation of gun cleaning machines to include the use of solvent and water based gun cleaners  **1.8** . Describe the cleaning and maintenance of Suction/Gravity feed guns  **1.9** . Identify spray gun faults, their cause and how they should be rectified |  |  |  |  |
| **2.1** . Identify workshop equipment used in vehicle refinishing  **2.2** . Describe the preparation and safe use of workshop equipment  **2.3** . Describe the maintenance requirements of a compressed air system oil level |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**Y/601/6153 Skills in tools and equipment used in vehicle refinishing**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Select, prepare, safely use and maintain suitable hand and power tools when vehicle refinishing  **1.2** . Report any faulty or damaged tools to the relevant person(s) clearly and promptly.  **1.3** . Store work tools in a clean, serviceable and safe manner, which permits ease of access and identification for use. |  |  |  |  |
| **2.1** . Select, prepare and safely use vehicle refinishing workshop equipment  **2.2** . Report any faulty or damaged equipment to the relevant person(s) clearly and promptly.  **2.3** . Store work equipment in a clean, serviceable and safe manner, which permits ease of access and use. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**J/601/6231 Skills in working with plastic materials and components**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Use suitable personal protective equipment and vehicle coverings throughout all preparation and application of foundation materials to plastics used in vehicle refinishing  **1.2** . Work in a way which minimises the risk of damage or injury to the vehicle, people and the environment |  |  |  |  |
| **2.1** . Select suitable sources of technical information to support preparation and application of foundation materials to plastics in vehicle refinishing  **2.2** . Use technical information to support preparation and application of foundation materials to plastics in vehicle refinishing |  |  |  |  |
| **3.1** . Select the appropriate tools and equipment necessary for carrying out preparation and application of foundation materials to plastics in vehicle refinishing  **3.2** . Ensure that equipment has been calibrated to meet manufacturers requirements  **3.3** Use the correct tools and equipment in the way specified by manufacturers when carrying out preparation and application of foundation materials to plastics in vehicle refinishing  **3.4** . Leave all application equipment in a clean and serviceable condition |  |  |  |  |
| **4.1** . Identify the type of plastic component prior to working on the vehicle  **4.2** Remove and store safely any components likely to be affected by the preparation process  **4.3** . Keep the work area clean and tidy throughout all preparation activities  **4.4** Use surface cleaning agents and protect adjacent panels to those being repaired  **4.5** . Leave the prepared areas free from contamination and ready for the application of foundation materials  **4.6** . Check the viscosity of foundation materials  **4.7** . Prepare and apply all foundation materials to plastics  **4.8** Dry and cure all foundation materials to plastics  **4.9** Dispose of waste material to conform with legal and workplace requirements  **4.10** . Ensure all completed repairs are finished to an agreed standard ready for the next process |  |  |  |  |
| **5.1** . Produce work records that are accurate, complete and passed to the relevant person(s) promptly in the format required  **5.2** . Make suitable and justifiable recommendations for cost effective repairs  **5.3** . Record and report any additional faults identified during the course of their work promptly in the format required |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**Y/601/6119 Knowledge of working with plastic materials and components**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Identify the types of substrate likely to be found in vehicle refinishing  **1.2** . Identify the main methods used to determine the vehicle substrate  **1.3** . Identify the properties of the substrate  **1.4** . Identify substrate to determine the selection of the preparation process and suitable foundation material  **1.5** . Identify the types of plastic likely to be found in vehicle body manufacturing |  |  |  |  |
| **2.1** . Describe the choice and use of surface cleaning agents prior to applying foundation materials to plastics  **2.2** . Describe how to condition and clean surfaces prior to the application of foundation coatings to ensure adequate adhesion |  |  |  |  |
| **3.1** . Describe how to mix and check the viscosity of foundation materials  **3.2** . Describe the importance of viscosity and its effects on the surface finish  **3.3** . Describe the properties of the foundation materials  **3.4** . Describe the principles of paint mixing, the importance of the right additive (hardener or thinner) in the correct ratio  **3.5** . Describe the curing and drying recommendations for the various foundation materials to plastics  **3.6** . Describe how to apply foundation coatings  **3.7** . Describe how to find and interpret sources of information relevant to the mixing and application of foundation coatings relating to plastics  **3.8** . Describe how to avoid application defects  **3.9** . Outline and describe the masking procedures, methods and techniques for part or whole vehicles  **3.10** . Describe how to carry out masking procedures to avoid material wastage and vehicle contamination for each stage of the process  **3.11** . Identify the requirements for protecting the vehicle and contents from damage before, during and after preparing and applying foundation materials to plastics |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**R/601/6135 Knowledge of vehicle colour matching**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Describe the colours of the spectrum  **1.2** . Identify the primary colours  **1.3** . Explain the effect by which pigments produce visible colour, including black and white  **1.4** . Identify and recognise colour classification systems  **1.5** . Describe the terms colour, strength, hue, chroma  **1.6** . Explain the effects of the viewing environment on colour matching  **1.7** . Explain the terms gloss, opacity and metamerism and there effects on colour matching |  |  |  |  |
| **2.1** . Explain the purpose of paint materials  **2.2** . Describe the kinds of undercoats, their functions and use on motor vehicles  **2.3** . Describe the kinds of topcoats, their functions and use on motor vehicles including:a) solid coloursb) clear over base coloursc) metallic coloursd) pearl colours  **2.4** . Identify and explain the basic ingredients of paints  **2.5** . Explain the types of paints available and their function including:a) single packb) two packc) acrylic  **2.6** . Explain the types of pigments available and their function  **2.7** . Explain the types of solvents available and their function  **2.8** . Explain the purpose of testing paint materials |  |  |  |  |
| **3.1** . Describe how to find, interpret and use sources of information relevant to the mixing and matching of vehicle paint colours  **3.2** . Describe how to identify the paint substrate and the importance of doing so  **3.3** . Explain how to compare, mix, test and adjust colour tones and effects, including metallic and mica effects  **3.4** . Explain the consequences of adding too much of one type of tinter and the process for correcting and adjusting it  **3.5** . Describe how to use test panels and colour test cards including drying and the importance of doing so  **3.6** . Explain how spray equipment adjustments can alter colour  **3.7** . Explain how to identify the causes of colour mismatch and how to rectify  **3.8** . Explain how to assess and evaluate the need for blending techniques to achieve and acceptable colour match  **3.9** . Describe the importance of correctly preparing the existing finish for colour matching and checking the match using the correct light source |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**T/601/6256 Skills in vehicle colour matching**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Use suitable personal protective equipment and vehicle coverings when carrying vehicle mixing and matching  **1.2** . Work in a way which minimises the risk of damage or injury to the vehicle, people and the environment |  |  |  |  |
| **2.1** . Select suitable sources of technical information to support paint mixing and matching activities  **2.2** . Use technical information to support paint mixing and matching activities |  |  |  |  |
| **3.1** . Select the appropriate tools and equipment necessary for carrying out paint mixing and matching activities  **3.2** . Ensure that equipment has been calibrated to meet manufacturers requirements  **3.3** Use the correct tools and equipment in the way specified by manufacturers when carrying out paint mixing and matching activities  **3.4** . Leave all mixing and application equipment in a clean and serviceable condition |  |  |  |  |
| **4.1** . Identify prior to working on the vehicle the type of substrate to be painted.  **4.2** . Prepare all the refinishing systems and materials required following health and safety requirements  **4.3** . Mix, compare and adjust colour tones and effects using suitable mixing and matching techniques  **4.4** . Ensure all refinishing systems and materials prepared meet the specification required for colour and viscosity prior to application  **4.5** . Apply refinishing systems and materials to colour test cards  **4.6** Dry all colour test cards before checking colour  **4.7** Ensure the colour produced meets the material manufacturer’s requirements, the customer requirements and is a blendable match to the existing colour  **4.8** Dispose of waste materials to conform with legal and workplace requirements |  |  |  |  |
| **5.1** . Produce work records that are accurate, complete and passed to the relevant person(s) promptly in the format required  **5.2** . Make suitable and justifiable recommendations for cost effective repairs  **5.3** . Record and report any additional faults noticed during the course of their work promptly in the format required |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**Y/501/7020 Introduction to vehicle refinishing**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Use safe working practices when undertaking vehicle refinishing |  |  |  |  |
| **2.1** Select and use abrasives to prepare various substrates for the next operation.  **2.2** Demonstrate the safe use of power equipment with particular attention to correct PPE |  |  |  |  |
| **3.1** Identify substrate to be refinished  **3.2** Demonstrate the correct methods and stages of surface preparation.  **3.3** Demonstrate the correct methods of masking paintwork for the refinishing operation |  |  |  |  |
| **4.1** Demonstrate the correct methods of preparing a range of primers for use  **4.2** Demonstrate the correct and safe methods of painting with primer/s to an acceptable standard.  **4.3** Prepare primed surface to accept top coat |  |  |  |  |
| **5.1** Demonstrate the correct methods of preparing a range of top coats and application equipment for use  **5.2** Demonstrate the correct safe method of painting panels with top coat.  **5.3** Demonstrate the correct and safe method of servicing equipment after use with the above painting techniques. |  |  |  |  |
| **6.1** Identify basic paint defects  **6.2** Identify cause and rectification of paint defects |  |  |  |  |
| **7.1** Demonstrate the correct procedure for compounding, machine or hand glazing  **7.2** Apply polishes to protect the refinished surface |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**D/601/6171 Knowledge of health safety and good housekeeping in the automotive environment - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** explain the importance of wearing the types of PPE required for a range automotive repair activities  **1.2** identify vehicle protective equipment for a range of repair activities  **1.3** describe vehicle and personal safety considerations when working at the roadside |  |  |  |  |
| **2.1** describe why the automotive environment should be properly cleaned and maintained.  **2.2** describe requirements and systems which may be put in place to ensure a clean automotive environment.  **2.3** describe how to minimise waste when using utilities and consumables  **2.4** state the procedures and precautions necessary when cleaning and maintaining an automotive environment.  **2.5** Describe the selection and use of cleaning equipment when dealing with general cleaning, spillages and leaks in the automotive environment.  **2.6** describe procedures for correct disposal of waste materials from an automotive environment  **2.7** describe procedures for starting and ending the working day which ensure effective housekeeping practices are followed |  |  |  |  |
| **3.1** list the main legislation relating to automotive environment health and safety.  **3.2** describe the general legal duties of employers and employees required by current health and safety legislation  **3.3** describe key, current health and safety requirements relating to the automotive environment.  **3.4** describe why workplace policies and procedures relating to health and safety are important |  |  |  |  |
| **4.1** identify key hazards and risks in an automotive environment  **4.2** describe policies and procedures for reporting hazards, risks, health and safety matters in the automotive environment.  **4.3** state precautions and procedures which need to be taken when working with vehicles, associated materials, tools and equipment.  **4.4** identify fire extinguishers in common use and which types of fire they should be used on  **4.5** identify key warning signs and their characteristics that are found in the vehicle repair environment.  **4.6** state the meaning of common product warning labels used in an automotive environment. |  |  |  |  |
| **5.1** explain the importance of personal conduct in maintaining the health and safety of the individual and others  **5.2** explain the importance of personal presentation in maintaining health safety and welfare |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**Y/601/7254 Skills in health safety and good housekeeping in the automotive environment - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . select and use personal protective equipment throughout activities. To include appropriate protection of:  a. eyes  b. ears  c. head  d. skin  e. feet  f. hands  g. lungs  **1.2** . select and use vehicle protective equipment throughout all activities |  |  |  |  |
| **2.1** select and use cleaning equipment which is of the right type and suitable for the task  **2.2** use utilities and appropriate consumables, avoiding waste  **2.3** use materials and equipment to carry out cleaning and maintenance duties in allocated work areas, following automotive work environment policies, schedules and manufacturers instructions  **2.4** perform housekeeping activities safely and in a way which minimizes inconvenience to customers and staff  **2.5** keep the work area clean and free from debris and waste materials  **2.6** keep tools and equipment fit for purpose by regular cleaning and keeping tidy  **2.7** dispose of used cleaning agents, waste materials and debris to comply with legal and workplace requirements |  |  |  |  |
| **3.1** name and locate the responsible persons for health and safety in their relevant workplace  **3.2** identify and report working practices and hazards which could be harmful to themselves or others  **3.3** carry out safe working practices whilst working with equipment, materials and products in the automotive environment  **3.4** rectify health and safety risks encountered at work, within the scope and capability of their job role |  |  |  |  |
| **4.1** show personal conduct in the workplace which does not endanger the health and safety of themselves or others  **4.2** display suitable personal presentation at work which ensures the health and safety of themselves and others at work |  |  |  |  |

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