

**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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| **TUTOR COMMENTS:****Name: Signature: Date:**  |

If chosen for sampling, Internal/External Moderators must complete the following:

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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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| **TUTOR COMMENTS:****Name: Signature: Date:**  |

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## 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.

**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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