

Title	Select automotive workshop products and services, and develop systems and procedures for their use		
Level	5	Credits	4

Purpose	People credited with this unit standard are able to identify and select automotive workshop products and services, and develop systems and procedures to maintain and use automotive workshop products and services.
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Classification	Motor Industry > Automotive Administration
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Available grade	Achieved
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Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe work practices and be in accordance with applicable service information, and company requirements and legislative requirements. This includes the knowledge and use of suitable tools and equipment.
- 2 Legislation, regulations and/or industry standards relevant to this unit standard may include:
 - Health and Safety at Work Act 2015; and any subsequent amendments and replacements.
- 3 Definitions

Company requirements refer to instructions to staff on policy and procedures that are available in the workplace. These requirements may include – company policies and procedures, work instructions, product quality specifications and legislative requirements.

Service information refers to information such as technical information for a vehicle, machine, or product detailing operation; installation and servicing procedures; manufacturer instructions; technical terms and descriptions; and detailed illustrations.

Suitable tools and equipment refer to industry approved tools and equipment that are recognised within the industry as being the most suited to complete the task in a professional and competent manner with due regard to safe work practices.
- 4 Assessment

For this unit standard, it is essential that the practical assessment evidence is obtained in the workplace under normal workplace conditions.

Outcomes and performance criteria

Outcome 1

Identify and select automotive workshop products and services.

Performance criteria

- 1.1 Workshop requirements for automotive products and equipment are identified.
- 1.2 Existing automotive workshop products and services are identified and recorded.

Range may include – plant, tools, equipment, consumables, outwork.
- 1.3 Evaluation of the existing automotive products and services is made and recorded.

Range may include – fit for purpose, condition, time and/or life expectancy, frequency of use, future serviceability, warranty or guarantee duration, availability of parts and/or service backup.
- 1.4 Products and services identified to meet automotive workshop requirements are selected and obtained.

Outcome 2

Develop systems and procedures to maintain and use automotive workshop products and services.

Performance criteria

- 2.1 A maintenance programme is developed and implemented to ensure that all automotive workshop plant and equipment are maintained to operational efficiency.
- 2.2 Provision of preventative maintenance, provision of tools and equipment, and stock levels of useable parts and consumables are determined to minimise disruption to automotive workshop repairs and other downtime.
- 2.3 Secure and protected storage conditions are determined to ensure the preservation of tools, equipment, and consumables from degradation, deterioration, and wastage.
- 2.4 Relationship with service contractor is maintained to ensure the service requested is obtained.

- 2.5 Safety and special manufacturer requirements regarding the use of automotive workshop tools and equipment are determined, and a safety policy regarding their use is established.

Range personal safety, safety of others, tool and equipment safety.

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	23 February 1999	31 December 2018
Revision	2	16 April 2003	31 December 2018
Review	3	25 June 2007	31 December 2018
Review	4	21 April 2016	31 December 2023
Review	5	24 March 2022	N/A

Consent and Moderation Requirements (CMR) reference	0014
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.