

Title	Perform general servicing checks on a motor vehicle		
Level	2	Credits	3

Purpose	<p>This unit standard is intended for people in the automotive service industry.</p> <p>People credited with this unit standard are able to carry out general servicing checks on a car or light commercial vehicle, change the engine oil and filter, and interchange the wheels.</p>
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Classification	Motor Industry > Automotive Preventive Maintenance
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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 working 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 Performance of the outcomes of this unit standard must comply with the following:
Health and Safety at Work Act 2015;
Resource Management Act 1991, s15 Discharge of contaminants into environment;
Land Transport Rule: Tyres and Wheels 2001;
Land Transport Rule: Vehicle Equipment 2004.
- 3 Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.
- 4 **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 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 working practices.

Outcomes and performance criteria

Outcome 1

Carry out general servicing checks on a car or light commercial vehicle.

Performance criteria

- 1.1 Protective covers are installed and used so that no grease, oil, and other foreign matter are put on upholstery, carpets, mats, and vehicle exterior during the task.
- 1.2 The exterior of the vehicle is inspected for condition and installation of panels and attachments, and any defects are noted and reported to the supervisor.
- Range includes but is not limited to – glass, bright metal trim, decorative trim, paint, alignment of doors, bonnet and boot, operation of locks and safety catches, tyre size, condition and pressures of tyres, security of wheel nuts.
- 1.3 Components under the bonnet are checked with the engine off, for fluid level, leaks, tightness, and adjustment, and any defects are noted and reported to the supervisor.
- Range includes but is not limited to – radiator and hoses, engine oil, power steering system, brake and clutch master cylinder, windscreen washer, battery, manual transaxle oil, drive belts, cables.
- 1.4 The interior of the vehicle is inspected for adjustment and operation of the controls, for condition and installation of panels and attachments, and any defects are noted and reported to the supervisor.
- Range includes but is not limited to – trim, seat belts, seats and upholstery, steering wheel, horn, brake and clutch pedals, ignition switch and steering lock, lights, wipers and washers, radio and/or tape player and/or CD player, mirrors, windows, fuses; may include – security system.
- 1.5 The engine is started and brought up to normal operating temperature, and any necessary checks are made.
- Range includes but is not limited to – automatic transmission oil level, idle speed, electric fan operation, leaks.
- 1.6 Components under the vehicle are checked for fluid level, leaks, tightness, and adjustment, and any defects are noted and reported to the supervisor.
- Range includes but is not limited to – fuel and hydraulic lines, drive shaft(s), manual transmission oil, differential oil, steering and suspension components, exhaust system, handbrake cable and/or rods.

- 1.7 Protective coverings are removed without damage to components.

Outcome 2

Change the engine oil and filter.

Performance criteria

- 2.1 Protective covers are installed and used so that no grease, oil, and other foreign matter are put on upholstery, carpets, mats, and vehicle exterior during the task.
- 2.2 Oil and filter is changed.
- 2.3 Filter is disposed of.
- 2.4 Protective coverings are removed without damage to components.

Outcome 3

Interchange the wheels.

Performance criteria

- 3.1 The inter-changeability of the wheels and tyres is determined.
- Range includes but is not limited to – matching type and size of wheels and tyres, matching tyres by amount of wear.
- 3.2 The play and roughness of the wheel bearings are checked, and if beyond the vehicle manufacturer's specifications and legislative requirements, reported to the supervisor.
- 3.3 The wheels are removed, repositioned, and refitted in accordance with the vehicle manufacturer's servicing schedule.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 July 2005	31 December 2022
Rollover and Revision	2	26 November 2007	31 December 2022
Review	3	29 April 2021	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 MITO New Zealand Incorporated info@mito.org.nz if you wish to suggest changes to the content of this unit standard.