

<b>Title</b>	<b>Select and use hand tools and workshop equipment for an automotive application</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	People credited with this unit standard are able to select the appropriate hand tools and workshop equipment for the job, and maintain and use hand tools and workshop equipment for an automotive application.
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<b>Classification</b>	Motor Industry > Automotive Workshop Engineering
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<b>Available grade</b>	Achieved
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### Guidance Information

- 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.
- Performance of the outcomes of this unit standard must comply with the: Health and Safety at Work Act 2015; and any subsequent amendments or replacements.
- 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.
- 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. For the purpose of assessment, company requirements may include training provider’s guidelines.  
*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* refers 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.
- Hand tools and workshop equipment vary between businesses and between occupations. This standard is not intended to encompass all variants available on the market, but to indicate basic tools and equipment required to complete the various mechanical jobs in an automotive workshop.

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## Outcomes and performance criteria

### Outcome 1

Select the appropriate hand tools and workshop equipment for the job for an automotive application.

#### Performance criteria

- 1.1 Hand tools, measuring instruments, and workshop equipment are selected for the task according to the manufacturer's specifications and requirements.

Range may include – hand tools – adjustable wrenches, Allen keys, bars, chisels, files, hacksaw, hammers, inspection mirror, magnet, pliers, punches, riveter, screwdrivers, socket sets, spanners, wire brushes; measuring instruments – dial test indicators, feeler gauge, gap gauges, micrometers, torque wrenches, vernier callipers; workshop equipment – air compressor, buff, clamps, cleaning equipment, computer system, drills, extractors, fault finding diagnostic equipment, floor creeper, grease gun, grinder, hoist, inspection light, jacks, lifting equipment, measuring equipment, multimeter, parts trays, press, protective covers, pullers, soldering equipment, stands, straight edge and surface plate, thread restoring and cutting tools, welding equipment, work bench and vice, workshop manuals.

- 1.2 The selection of hand tools and equipment is made that enables the task to be completed without undue time being lost, componentry damage, or injury to people.

### Outcome 2

Maintain and use hand tools and workshop equipment for an automotive application.

#### Performance criteria

- 2.1 Safe working practices are observed throughout the task according to legislative requirements.

Range personal safety, safety of others, no damage to tools and equipment.

- 2.2 Hand tools and workshop equipment are cleaned, lubricated, and stored for easy access without damage and loss.

- 2.3 Hand tools are maintained in a safe working condition.

- 2.4 Measuring instruments are checked to ensure accuracy before use.

- 2.5 Measuring instruments and hand tools are used to determine accurate dimensions.
- Range may include – micrometer, ball gauge, vernier calliper, dial test indicator, feeler gauge, gap gauge, torque wrench.
- 2.6 Workshop equipment is checked to ensure that it is in a safe operating condition prior to use.
- 2.7 Hand tools and workshop equipment are used in the manner and purpose for which they are designed.

<b>Replacement information</b>	This unit standard and unit standard 21669 replaced unit standard 228 and unit standard 3880.
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<b>Planned review date</b>	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 2023
Review	2	16 December 2021	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	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 the Hanga-Aro-Rau Manufacturing, Engineering, and Logistics Workforce Development Council [qualifications@hangaarorau.nz](mailto:qualifications@hangaarorau.nz) if you wish to suggest changes to the content of this unit standard.