

| | | | |
|--------------|---|----------------|----------|
| Title | Carry out pre-work inspection for automotive reglazing | | |
| Level | 4 | Credits | 5 |

| | |
|----------------|---|
| Purpose | <p>This unit standard is for experienced people working in the automotive reglazing industry.</p> <p>People credited with this unit standard are able to: confirm details for automotive reglazing work; and check vehicle interior for water leaks to enable fitting or replacing of automotive glass.</p> |
|----------------|---|

| | |
|-----------------------|--|
| Classification | Glass and Glazing > Automotive Reglazing |
|-----------------------|--|

| | |
|------------------------|----------|
| Available grade | Achieved |
|------------------------|----------|

Guidance Information

1 Definition

Worksite requirements – refer to instructions to staff on policy and procedures which are documented in memo or manual format and are available in the workplace. These requirements include – company specifications and procedures, work instructions, manufacturer’s specifications, product quality specifications, legislative requirements.

2 Legislation and standards relevant to this unit standard include – Health and Safety in Employment Act 1992; Resource Management Act 1991; Land Transport Rule: Vehicle Repair 1998 (Rule 34001); Land Transport Rule: Glazing, Windscreen Wipe and Wash, and Mirrors 1999 (Rule 32012/1); and their subsequent amendments, available at <http://www.nzta.govt.nz>; AS/NZS 2366.1:1999 *Windscreen repairs – Repair procedures*; and AS/NZS 2366.2:1999 *Windscreen repairs – Repair systems*, available at <http://www.standards.co.nz>.

3 Resources include *Vehicle Inspection Requirements Manual (VIRM)*, New Zealand Transport Agency, available at <http://www.nzta.govt.nz>.

Outcomes and performance criteria

Outcome 1

Confirm details for automotive reglazing work.

Performance criteria

- 1.1 The work required is ascertained from the customer and recorded in accordance with worksite requirements.
- Range work required includes – written instructions, verbal instructions (personal and/or telephone contact), viewing the presented job.
- 1.2 Any obvious faults and problems with the vehicle are indicated to the customer, and rectification options discussed and agreed prior to acceptance of the job.
- 1.3 Job sheet and/or job card are completed in accordance with worksite requirements.
- 1.4 The instructions and conditions listed on the job sheet and/or job card are checked with the customer in accordance with worksite requirements.
- 1.5 Booking in time and estimated time of completion is determined in accordance with customer and worksite requirements.
- Range estimation includes – work flow and daily hours sold calculations, availability of parts and/or material required.
- 1.6 A job estimate is obtained if requested by the customer in accordance with worksite requirements.
- 1.7 The customer's method of payment for the job is confirmed and recorded in accordance with worksite requirements.

Outcome 2

Check vehicle interior for water leaks to enable fitting or replacing of automotive glass.

Performance criteria

- 2.1 Vehicle interior is checked for water leaks in accordance with worksite requirements.
- Range checks include – visual inspection, testing.
- 2.2 Suitable tools and equipment are selected and used to enable the cause of any water leaks to be determined in accordance with worksite requirements.
- 2.3 Panels and trim are removed, where required, in accordance with the vehicle manufacturer's instructions to gain access to the leak area.
- 2.4 Any water leaks are rectified in accordance with worksite requirements.
- 2.5 The vehicle is retested to ensure any water leaks have been rectified in accordance with worksite requirements.

- 2.6 Trim and panels are refitted in accordance with the vehicle manufacturer's specifications if removed to gain access to the leak area.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

| Process | Version | Date | Last Date for Assessment |
|--------------|---------|------------------|--------------------------|
| Registration | 1 | 18 June 2015 | 31 December 2024 |
| Review | 2 | 24 February 2022 | 31 December 2024 |
| Rollover | 3 | 25 August 2022 | 31 December 2024 |

Consent and Moderation Requirements (CMR) reference

0048

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.