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| <b>Title</b> | <b>Carry out pre-work inspection for automotive reglazing</b> |                |          |
| <b>Level</b> | <b>4</b>  | <b>Credits</b> | <b>5</b> |

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| <b>Purpose</b> | <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> |
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| <b>Classification</b> | Glass and Glazing > Automotive Reglazing |
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| <b>Available grade</b> | Achieved |
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### 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>.

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### 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 2025         |
| Review       | 2       | 24 February 2022 | 31 December 2025         |
| Rollover     | 3       | 25 August 2022   | 31 December 2025         |
| Rollover     | 4       | 30 January 2025  | 31 December 2025         |

**Consent and Moderation Requirements (CMR) reference**

0048

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