

Title	Remove and replace automotive glass		
Level	4	Credits	20

Purpose	<p>A person credited with this standard can:</p> <ul style="list-style-type: none"> • prepare to remove and replace automotive glass; • remove and replace automotive glass from vehicle; and • complete cleaning, storage, and maintenance requirements for removing and replacing automotive glass.
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Classification	Glass and Glazing > Automotive Reglazing
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Available grade	Achieved
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Guidance Information

1 Legislation and references

Performance of the outcomes of this unit standard must comply with the following:

- Health and Safety at Work Act 2015,
- AS/NZS 2366.1:1999. Windscreen repairs – Repair procedures.
- AS/NZS 2366.2:1999. Windscreen repairs – Repair systems.
- AS/NZS 2080:2006. Safety glazing for land vehicles

AS/NZS and NZS standards are available at <http://www.standards.co.nz>.

Land Transport Rules:

- *Vehicle Repair 1998* – Rule 34001/1998
- *Glazing Windscreen Wipe and Wash, and Mirrors 1999* – Rule 32012/1999

Land Transport Rules are available at <https://www.nzta.govt.nz/resources/rules/>.

New Zealand Transport Agency, *Vehicle Inspection Requirements Manual (VIRM)*, available at <http://vehicleinspection.nzta.govt.nz/virms/in-service-wof-and-cof/general/vision/glazing>.

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.

2 Definitions

Fixed glass – refers to windscreens, stationary sunroofs, mirrors, fixed body glass (glued in, e.g. rear window), front windscreen, cargo glass, e.g. in station-wagon opera glass, (not part of the door).

Job specification – refers 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.

Movable glass – refers to door glass, movable sunroofs, sliding windows e.g. in buses, boats, caravans.

Personal protective equipment – refers to anything used or worn by a person (including clothing) to minimise risks to the person's health and safety; air-supplied respiratory equipment.

Worksite requirements – refer to procedures used by the organisation carrying out the work and applicable to the tasks being carried out. They may include but are not limited to – standard operating procedures, safety procedures and guidelines, equipment operating procedures, codes of practice, quality management practices.

3 Assessment

Evidence generated for assessment against this standard must be verified by a person who has current expertise in the automotive glazing trades and has had the opportunity to regularly observe the candidate in the workplace.

This unit standard must be assessed under the supervision of a commercially competent practitioner in workplace conditions that reflect:

- current health, safety, industry, and workplace requirements.
- industry requirements for commercially acceptable timeframes.
- statutory and regulatory requirements applicable to the automotive reglazing industry.
- documented worksite specifications, procedures, and practices.
- manufacturer recommendations, specifications, and technical data sheets.
- applicable material safety data sheets.

Glass removal and replacement must be completed without injury to personnel or damage to products and equipment. Personal protective equipment must be used to meet regulatory and worksite requirements.

4 Range

Five of – direct glazed, two of each – framed, rubber fitted, fixed side or rear, moveable side.

Rubber fitted may include – self-locking, rope in, weather seal, locking strip.

Outcomes and performance criteria

Outcome 1

Prepare to remove and replace automotive glass.

Performance criteria

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| 1.1 | Determine the glass removal method, and materials and equipment requirements from the glass manufacturer's and job specifications. |
| 1.2 | Determine vehicle preparation requirements from the glass manufacturer and vehicle specifications and prepare the vehicle for removal of glass. |
| Range | may include but is not limited to - testing and removal of electrical and electronic components, removal of a pillar trim, removal of wipers and exterior trim and/or mouldings to gain access. |

- 1.3 Select and prepare required personal protective equipment to meet health and safety requirements.
- 1.4 Identify and confirm replacement glass and other material specifications with the job specifications.
- 1.5 Identify procedures for minimising waste of materials.

Outcome 2

Remove and replace automotive glass from vehicle.

Performance criteria

- 2.1 Remove automotive glass to meet the job specifications.

Range use of appropriate tooling to remove glass, clean and prepare the aperture for glass installation.
- 2.2 Install automotive glass to meet the job specifications.

Range prepare glass, prepare aperture, apply adhesive or sealant, install glass,
- 2.3 Replace and test all components and trim and/or mouldings where required as removed under performance criterion 1.2.
- 2.4 Clean the glass and prepare the vehicle for collection.
- 2.5 Provide warranty and safety information to the vehicle owner.
- 2.6 Complete any required documentation.

Outcome 3

Complete cleaning, storage, and maintenance requirements for removing and replacing automotive glass.

Performance criteria

- 3.1 Identify and store re-useable materials.
- 3.2 Remove and safely dispose of waste and scrap materials.
- 3.3 Clear, clean, and inspect the work area.
- 3.4 Undertake equipment maintenance procedures.

Range equipment includes – vehicle protective equipment, tools, glass removal/cutting out tools, adhesive or sealing application tools, glass lifting tools.

3.5 Clean and store tools, plant, and equipment used to replace automotive glass.

Replacement information	This unit standard replaced unit standard 22349 and unit standard 26081.
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Planned review date	31 December 2030
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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 2026
Revision	3	25 August 2022	31 December 2026
Revision	4	30 January 2025	31 December 2026
Review	5	24 July 2025	N/A

Consent and Moderation Requirements (CMR) reference	0073
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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.