

Title	Inspect a vehicle glazing and book an automotive reglazing job		
Level	4	Credits	5

Purpose	A person credited with this standard can inspect a vehicle and book an automotive re-glazing job.
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Classification	Glass and Glazing > Automotive Reglazing
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Available grade	Achieved
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Guidance Information

- 1 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.
- 2 Evidence generated for assessment against this standard must reflect the best practice guidelines and principles specified in:
 - 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>.

Outcomes and performance criteria

Outcome 1

Inspect a vehicle glazing and book an automotive re-glazing job.

Performance criteria

- 1.1 Communicate with the customer to determine and record the job parameters.

Range may include but is not limited to – written instructions, verbal instructions (personal and/or telephone contact), viewing the presented job.
- 1.2 Inspect the vehicle glazing and provide information to the customer about any obvious faults and problems with the vehicle.
- 1.3 Agree rectification options before accepting the job.

- 1.4 Complete a job sheet and/or job card and confirm the listed instructions and conditions with the customer.
- Range may include but is not limited to – job number, customer details, vehicle details, precise job description as agreed with customer.
- 1.5 Determine the book-in time, estimated time of completion, and cost estimate.
- Range workflow and daily hours sold calculation, availability of parts and/or materials.
- 1.6 Provide relevant information to the customer.
- 1.7 Confirm and record the agreed payment method.

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 February 2022	N/A

Consent and Moderation Requirements (CMR) reference	0048
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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.