

Title	Process glass manually for automotive reglazing		
Level	4	Credits	5

Purpose	<p>A person credited with this standard can:</p> <ul style="list-style-type: none"> • prepare for manual glass processing for automotive reglazing; • shape and process irregular glass manually; • apply manual edge-finishing techniques on cut glass. • complete glass surface finishing; and • complete post-processing procedures.
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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,

Land Transport Rule:

- *Vehicle Repair 1998* – Rule 34001/1998;
 - *Glazing Windscreen Wipe and Wash, and Mirrors 1999* – Rule 32012/1999;
 - *Vehicle Standards Compliance 2002* – Rule 35001/2002;
- available at <https://www.nzta.govt.nz/resources/rules/>.

New Zealand Transport Agency, *Land Transport Rules for 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 Definition

Worksite procedure refers to 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.

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.

Evidence generated for assessment against this standard must reflect workplace and industry requirements specified in:

- 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.

Outcomes and performance criteria

Outcome 1

Prepare for manual glass processing for automotive reglazing.

Performance criteria

1.1 Assess glass for suitability and quality prior to glass processing.

Range may include but is not limited to - inspect for chips, cracks, and other defects, compliance stamps and certification.

1.2 Select and prepare tools and equipment for manual glass processing.

Range setup, calibration (if required), regular maintenance; tools and equipment may include but are not limited to – grinders, polishing wheels, hand bevelers, sanding blocks, and edge arris tools.

Outcome 2

Shape and process irregular glass manually.

Performance criteria

2.1 Use manual techniques to refine glass shapes after initial cutting.

Range may include but is not limited to - adjust curves, radius edges, and intricate profiles as required.

2.2 Apply shaping methods for non-standard applications.

2.3 Verify dimensions and tolerances using measuring tools.

Range may include but is not limited to - templates, rulers, and calipers.

Outcome 3

Apply manual edge-finishing techniques on cut glass.

Performance criteria

- 3.1 Apply manual edge-finishing techniques such as arrising, bevelling, and smoothing to meet specifications.
- Range must include - safety, avoiding sharp edges, reducing stress points, precision requirements for complex shapes and fine tolerances.
- 3.2 Apply techniques to reduce stress fractures and improve the strength of glass edges.
- 3.3 Verify compliance with industry standards for edge finishing.

Outcome 4

Complete glass surface finishing.

Performance criteria

- 4.1 Apply techniques to polish glass surfaces, remove scratches, and enhance clarity.
- Range may include but is not limited to – methods for polishing small areas or performing touch-ups.
- 4.2 Verify appropriate surface preparation for subsequent adhesive application or coating processes.

Outcome 5

Complete post-processing procedures.

Performance criteria

- 5.1 Conduct quality checks to ensure processed glass meets specifications.
- Range may include but is not limited to – visual inspections, dimensional checks, edge condition verification.
- 5.2 Clean completed glass to remove residue or contaminants from manual processing.
- 5.3 Clean and store tools and equipment used to complete glass processing.
- 5.3 Document processing steps and outcomes as required by workplace or regulatory standards.

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	24 July 2025	N/A

Consent and Moderation Requirements (CMR) reference

0073

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.