**Remove, repair, and replace vehicle body interior components**

**Level**

3

**Credits**

3

**Purpose**

This unit standard is for people in the automotive repair industry. People credited with this unit standard are able to remove and replace door window glass and other door hardware; and remove and replace seats, seatbelts, interior body trim, and carry out minor related repairs.

**Subfield**

Motor Industry

**Domain**

Vehicle Bodywork

**Status**

Registered

**Status date**

25 May 2007

**Date version published**

25 May 2007

**Planned review date**

31 December 2012

**Entry information**

Recommended: Unit 22799, *Demonstrate safety precautions on vehicles fitted with air bags and/or seatbelt pre-tensioners*; or demonstrate equivalent knowledge and skills.

**Accreditation**

Evaluation of documentation and visit by NZQA and industry.

**Standard setting body (SSB)**

NZ Motor Industry Training Organisation

**Accreditation and Moderation Action Plan (AMAP) reference**

0014


**Special notes**

1. Legislation relevant to this unit standard includes but is not limited to – Health and Safety in Employment Act 1992;
2 Land Transport Rules are produced for the Minister of Transport by Land Transport New Zealand (LTNZ). These rules are available online at http://www.landtransport.govt.nz/rules.

3 Definitions

*Company 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 but are not limited to – company specifications and procedures, work instructions, manufacturer specifications, product quality specifications, and legislative requirements.

*Manufacturer instructions* refer to specifications and/or instructions provided by the manufacturer for the correct installation and operation of the component(s) or system(s) provided by that manufacturer.

*Suitable tools and equipment* means industry approved tools and equipment that are recognised within the industry as being the most suited to complete the task in a professional and competent manner with due regard to safe working practices.

4 For this unit standard, it is essential that the assessment is carried out on commercial jobs in the workplace under normal workplace conditions.

### Elements and performance criteria

**Element 1**

Remove and replace a door window glass and other door hardware.

**Performance criteria**

1.1 Safe working practices are observed throughout the task in accordance with legislative requirements.

Range personal safety, safety of others, no damage to equipment, vehicle safety.

1.2 Suitable tools and equipment are selected and used to enable components to be removed and replaced in accordance with the vehicle manufacturer instructions.

1.3 Interior door handles are removed without damage to the handles, door trim, and paintwork, and are replaced so that they are secure, function correctly, and comply with Land Transport Rule requirements.

1.4 Door locking mechanisms and window regulators are removed without damage to the door trim, glass, and paintwork, and are replaced in accordance with the manufacturer instructions so that they function correctly and comply with Land Transport Rules.

1.5 Door window glass, channels, and moulding are removed without damage to the bodywork, and are replaced to the manufacturer specifications and legislative requirements, so that they are correctly aligned and have no leaks.
Element 2

Remove and replace seats, seatbelts, interior body trim, and carry out minor related repairs.

Performance criteria

2.1 Safe working practices are observed throughout the task in accordance with legislative requirements.

Range personal safety, safety of others, no damage to equipment, vehicle safety, precautions when handling and/or working near seat belt pre-tensioners and air bag mechanisms.

2.2 Suitable tools are selected and used to enable components to be removed, repaired, and replaced in accordance with the vehicle manufacturer instructions.

2.3 The seats are removed from a vehicle without damage to the seats, carpet, and other trim, and are refitted to be properly secured and aligned in accordance with the vehicle manufacturer instructions and Land Transport Rule requirements.

2.4 Repairs to the seat mechanism are carried out to restore serviceability in accordance with Land Transport Rule requirements.

2.5 Seatbelts are removed and replaced with LTNZ approved belts, and are fully operational and properly secured in accordance with Land Transport Rule requirements.

2.6 Interior trim panels are removed to gain access for repairs without causing any avoidable damage in accordance with company requirements.

Please note

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.
Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the NZ Motor Industry Training Organisation jlane@mito.org.nz if you wish to suggest changes to the content of this unit standard.