

Title	Remove and replace fixed and movable automotive glass		
Level	3	Credits	8

Purpose	This unit standard is for people who wish to enter or are employed in the automotive and glazing industries. People credited with this unit standard are able to prepare to remove and replace fixed and moveable automotive glass, remove the existing glass from its aperture, and fit automotive glass.
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Classification	Motor Industry > Vehicle Bodywork
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Available grade	Achieved
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Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable manufacturer's specifications, service information, company and legislative requirements (this includes the knowledge and/or use of suitable tools and equipment).
- 2 Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the current version of including updated amendments to, and replacements of – Health and Safety at Work Act 2015; Resource Management Act 1991; Land Transport Rules: Glazing, Windscreen Wipe and Wash, and Mirrors 1999, Rule 32012/1; Vehicle Repair 1998, Rule 34001; applicable certification and licence procedures.
- 3 Land Transport Rules are available online at <https://www.nzta.govt.nz/>.
- 4 This unit standard applies only to the removal and replacement of broken and/or unbroken fixed and/or moveable body glass and does not apply to direct glazed windcreens – refer to Unit 22798, *Remove and install direct glazed windcreens and side and rear glass on vehicles*.
- 5 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.
Service information may include but is not limited to – technical information of a vehicle, machine, or product detailing operation; installation and servicing procedures; manufacturer instructions and specifications; technical terms and descriptions; and detailed illustrations. This may be accessed from the manufacturer.

Suitable tools and equipment refer to 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.
Personal protective equipment refers to clothing and equipment used for the protection of eyes, hands, feet, and hair.

6 Assessment

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

Outcomes and performance criteria

Outcome 1

Prepare to remove and replace fixed and moveable automotive glass.

Performance criteria

- 1.1 Method to be used, materials, and equipment required are determined from work instructions and the glass manufacturer's specifications.
- 1.2 Vehicle preparation requirements are determined.
- 1.3 Health and safety requirements, personal protective equipment, materials, and equipment requirements are identified.

Outcome 2

Remove the existing glass from its aperture.

Range includes but is not limited to four of – rear windows, quarter glass, sliding windows, electrical and/or manual sunroof, moveable body glass, rubber encapsulated glass.

Performance criteria

- 2.1 Any prior damage to vehicle's panel, paint, and trim in the immediate work area is identified and reported.
- 2.2 All necessary components, trim and fittings are removed without causing damage to materials, equipment, vehicle, or personnel.
- 2.3 All glass, including any broken glass, is removed from the aperture and other parts of the vehicle without damage to the vehicle's paint and trim.
- 2.4 The glass is protected and stored in a manner that prevents damage.

Outcome 3

Fit automotive glass.

Performance criteria

- 3.1 Work is completed without causing damage to materials, equipment, vehicle, or personnel.
- 3.2 The glass and aperture are prepared for fitment of the glass, including reinstatement of anti-corrosion protection.
- 3.3 The glass and moulding are fitted to the vehicle.
- 3.4 The glass trim, fittings, and other components removed to gain access to the glass are refitted.
- 3.5 Moveable glass is checked to ensure smooth operation.
- 3.6 Work areas and vehicle are cleaned and equipment maintained.

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	29 October 1993	31 December 2018
Review	2	4 October 1996	31 December 2018
Review	3	26 February 1999	31 December 2018
Review	4	19 May 2006	31 December 2018
Review	5	21 April 2016	31 December 2027
Review	6	25 May 2023	31 December 2027

Consent and Moderation Requirements (CMR) reference

0014

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.