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

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| 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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Explanatory notes

- 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 windscreens – refer to Unit 22798, *Remove and install direct glazed windscreens 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 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.
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 evidence requirements

Outcome 1

Prepare to remove and replace fixed and moveable automotive glass.

Evidence requirements

- 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.

Evidence requirements

- 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.

Evidence requirements

- 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.

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| Planned review date | 31 December 2021 |
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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 | N/A |

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| Consent and Moderation Requirements (CMR) reference | 0014 |
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMRs). The CMR 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 MITO New Zealand Incorporated info@mito.org.nz if you wish to suggest changes to the content of this unit standard.