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Elements and Performance Criteria

Element 1: Plan and prepare for work

Range

Planning and preparation may include but is not limited to workplace inspection, equipment defect identification, assessment of conditions and hazards and determination of work requirements.

Materials are to include but are not limited to 0.4mm to 0.8mm sheet metal, ferrous and/or non-ferrous material.

Performance Criteria

- 1.1 Work instructions, including repair order forms, maintenance schedules, specifications and operational details are obtained, confirmed and applied.
- 1.2 Safety requirements are followed in accordance with safety plans and policies.
- 1.3 Tools and equipment selected to carry out tasks are consistent with the requirements of the job, checked for serviceability and any faults rectified or reported prior to commencement.
- 1.4 Material requirements are identified and obtained in accordance with repair order form and/or maintenance schedule and/or specifications.
- 1.5 Materials are safely handled and located, ready for use.
- 1.6 Environmental protection requirements are identified and in applied accordance with environmental plans and legislative requirements.

Element 2: Use common automotive mechanics service tools

Range

Automotive service hand tools may include but are not limited to tools for turning such as open ended spanners, ring spanners, combination spanners, socket spanners including attachments, driving handles, extensions and adaptors, special spanners such as crow's foot and c-shaped, adjustable spanners, torque wrenches, allen wrenches (allen keys), wheel braces, screw drivers, torx bit, tools for gripping and holding such as combination pliers, long-nose pliers, side-cutting pliers, circlip pliers, multi-grip pliers, vice grip pliers, bench vices, tools for hammering and driving such as ball-pein hammer, cross-pein hammer, panel hammer, rubber hammer, punches, tools for cutting and forming such as hacksaws, cold chisels, wad punches, files, tools for pulling and pushing such as pullers and presses, special service tools such as grease gun.

Automotive service power tools may include but are not limited to air impact wrench, air blow gun, tools for grinding and abrading such as bench grinder, angle grinder, air grinder.

Performance Criteria

- 2.1 Automotive service hand tools are identified and selected to match requirements of the task according to manufacturers' requirements and workplace procedures.
- 2.2 Automotive service power tools are identified and selected to match requirements of the task according to manufacturers' requirements and workplace procedures.
- 2.3 Safe working practices are carried out throughout the task according to legislative and workplace procedures.

Element 3: Use common automotive service workshop equipment

Range

Automotive service workshop equipment may include but are not limited to jacks such as hydraulic jacks, air jacks, safety stands, hoists, air compressors, cleaning equipment such as pressure cleaner, vacuum cleaner, parts wash tub, wheel and tyre equipment such as tyre changing machine, wheel balancing machine, service and diagnostic equipment such as multimeter, tach-dwell meter, timing light, exhaust gas analyser.

Performance Criteria

- 3.1 Automotive service workshop equipment is identified and selected to match requirements of the task according to manufacturers' requirements and workplace procedures.
- 3.2 Safe working practices are carried out throughout the task in line with legislative and workplace requirements.

Element 4: Service and maintain workplace tools and equipment

Range

Signs of damage may include but is not limited to wear, cracks, leaks, faulty electrical insulation.

Performance Criteria

- 4.1 Tools and equipment are serviced, adjusted and/or maintained as specified by the manufacturer and/or workshop requirements within the scope of responsibility.
- 4.2 Damaged or worn out tools and equipment are identified and reported.
- 4.3 Safe working practices are carried out throughout the task according to legislative and company requirements.

Element 5: Store and secure tools and equipment

Range

Signs of damage may include but is not limited to wear, cracks, leaks, faulty electrical insulation.

Performance Criteria

- 5.1 Tools and equipment are cleaned and checked for any sign of damage.
- 5.2 Tools and equipment are stored and secured according to manufacturers' requirements and company policy.
- 5.3 Safe working practices are carried out throughout the task according to legislative and workplace requirements.

Element 6: Complete work and clean up

Range

Work completion details may include but are not limited to repair order form, sign-out form for equipment, company specific maintenance or service plan.

Performance Criteria

- 6.1 Work is completed and appropriate personnel notified in accordance with workplace procedures.
- 6.2 Work area is cleared of waste, cleaned, restored and secured in accordance with workplace procedures.
- 6.3 Reusable material is collected and stored in accordance with workplace procedures.
- 6.4 Tools and equipment are cleaned, checked, maintained and stored in accordance with workplace procedures.
- 6.5 Work completion details are finalised in accordance with workplace procedures.

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