

Domain	AUTOMOTIVE MECHANICS	Unit ID: 70
Title:	Clean and finish the interior, exterior and components of an automobile	
Level: 1		Credits: 3

Purpose

This unit standard specifies the competencies required to clean and finish an automobile and its components. It includes cleaning the internal and external of an automobile, polishing an automobile and cleaning the engine compartment. This unit standard is intended for those who work as automotive mechanics.

Special Notes

1. Entry information:
 - Prerequisite
 - UNIT 65- *Apply safety rules and regulations in an automotive mechanics workshop* or demonstrated equivalent knowledge and skills.
2. To demonstrate competence, at a minimum, evidence is required of cleaning the interior and exterior of an automobile, polishing an automobile and cleaning the engine compartment of an automobile. In performing these tasks ensure correct identification of requirements and finishing of the tasks, correct selection and use of appropriate processes, tools and equipment and completing all work to specification.
3. Assessment evidence may be collected from a real workplace, or a simulated real workplace or an appropriate simulated realistic environment in which automotive mechanic operations are carried out.
4. This unit standard applies to passenger and light commercial automobiles with a Gross Automobile Mass \leq 5 500 kg (Petrol & Diesel).
5. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with manufacturers' and company guidelines.
6. '*Specifications*' refers to any, or all of the following: manufacturers' specifications and recommendations, as well as workplace specific requirements.
7. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 6, 1992
 - Occupational Health and Safety Regulations No. 18, 1997
 - Road Traffic and Transport Regulations No. 266, 2000
 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

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.

Tools and equipment may include but are not limited to tool set, lift (hoist), water hose, vacuum cleaner, cleaning rags, sponges, brushes, buffing machine, polishing mob, high pressure cleaner.

Materials are to include but are not limited to air freshener, cleaning detergents, wax, polish and degreaser.

Performance Criteria

- 1.1 Work instructions, including repair order forms, 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 quantity requirements are identified and obtained in accordance with repair order form and/or specifications.
- 1.5 Materials are safely handled and located, ready for use.
- 1.6 Environmental protection requirements are identified and applied in accordance with environmental plans and legislative requirements.

Element 2: Clean interior and exterior of an automobile

Range

Tools and equipment may include tool set, lift (hoist), water hose, vacuum cleaner, high pressure cleaner, cleaning rags, sponges and brushes.

Materials may include but are not limited to air freshener, cleaning detergents, and finishing agents.

Performance Criteria

- 2.1 Tools and equipment are selected and safely used according to customer and workplace requirements.
- 2.2 Cleaning, protection and finishing agents are selected and used according to automobile finish type, manufacturers' recommendations and workplace procedures.
- 2.3 Automobile interior, exterior and under body are cleaned according to manufacturers' specifications and workplace procedures.
- 2.4 Automobile interior, exterior and under body are dried according to workplace and manufacturers' procedures.
- 2.5 Cleaning and drying are completed without causing damage to automobile components or systems.
- 2.6 Cleaning, protection and finishing agents are stored according to product manufacturers' recommendations and legislative requirements.

Element 3: Polish an automobile

Range

Tools and equipment may include buffing machine, polishing mob.

Materials may include cleaning and polishing agents and cleaning material.

Performance Criteria

- 3.1 Tools and equipment are selected and used according to customer and workplace requirements.
- 3.2 Materials are selected according to automobile finish type, workplace methods and paint manufacturers' recommendations.
- 3.3 Materials are used and stored according to product manufacturers' recommendations and legislative requirements.
- 3.4 Automobile body exterior paint is polished according to workplace and product manufacturers' procedures.
- 3.5 Polishing is completed without causing damage to automobile components or systems.

Element 4: Clean engine compartment

Range

Engine compartment cleaning may include hand cleaning and/or pressure cleaning procedures.

Tools and equipment may include pressure cleaning equipment and drying equipment.

Materials are to include cleaning and surface protection agents.

Performance Criteria

- 4.1 Tools and equipment are selected and used according to customer and workplace requirements.
- 4.2 Cleaning and protection agents are selected and used according to workplace methods and manufacturers' prescribed methods and procedures.
- 4.3 Engine compartment, components and engine are washed and cleaned according to workplace and product manufacturers' prescribed methods and procedures.
- 4.4 Washing and cleaning is completed without causing damage to components or systems.
- 4.5 Engine compartment, components and engine are dried according to workplace and manufacturer prescribed methods and procedures, without causing damage to components or system.
- 4.6 Cleaning and protection agents are stored according to manufacturers' recommendations and legislative requirements.

Element 5: Complete work and clean up

Range

Work completion details may include but are not limited to work schedule or appointment sheet, automobile drop-off form, repair order form, service record book, service plan form and sign-out form for equipment.

Performance Criteria

Work is completed and appropriate personnel notified in accordance with workplace procedures.

Work area is cleared of waste, cleaned, restored and secured in accordance with workplace procedures.

Reusable material is collected and stored in accordance with workplace procedures.

Tools and equipment are cleaned, checked and maintained in accordance with workplace procedures.

Work completion details are finalised in accordance with workplace procedures.

Registration Data

Subfield:	Automotive Engineering
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