

14. Competency Profile (CP)

SECTION	(G)Wholesale And Retail Trade; Repair Of Motor Vehicles And Motorcycles		
GROUP	(452) Maintenance And Repair Of Motor Vehicles		
AREA	Automotive Panel Beating		
NOSS TITLE	Automotive Body Repair		
NOSS LEVEL	Three (3)	NOSS CODE	G452-006-3:2019

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
1. Automotive Parts Removing & Assembling G452-006-3:2019-C01	<p>Automotive Parts Removing & Assembling is a process to remove parts and assemble the parts together in vehicles. Importance of this competency is that the person able to perform parts removing and re-assembling of all that parts into a vehicle.</p> <p>The person who is competent in this CU shall be able to perform vehicle body and vehicle parts inspection, remove Mechanical, Electrical and Trim (MET) parts, remove non-structural parts, refit non-structural parts and refit Mechanical, Electrical and Trim (MET) parts.</p> <p>The outcome of this competency is to ensure the</p>	1. Perform vehicle body and vehicle parts inspection.	1.1 Vehicle, tools, equipment and material are secured at working bay in accordance with workshop manual. 1.2 Fuel leakage condition confirmed in accordance with workshop manual. 1.3 Battery terminal disconnected in accordance with workshop manual. 1.4 Vehicle body and vehicle parts condition confirmed in accordance with workshop manual. 1.5 Vehicle body and vehicle parts inspection report prepared in accordance with workshop manual.
		2. Remove Mechanical, Electrical and Trim (MET) parts.	2.1 Mechanical, Electrical and Trim (MET) parts are removed from the vehicle in accordance with workshop manual. 2.2 Supplementary Restraint Systems (SRS) assembly are removed from the vehicle in accordance with workshop manual. 2.3 Mechanical, Electrical and Trim (MET) parts removing report prepared in accordance with workshop manual.

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	removed parts and assembled part are fitted align within tolerance, gap, noise and vibration or calibration in accordance with job requirements..	3. Remove non-structural parts.	3.1 Pre-pulling work performed in accordance with workshop manual. 3.2 Non-structural parts are safely removed in accordance with workshop manual. 3.3 Non-structural parts removal report prepared in accordance with workshop manual.
		4. Refit non-structural parts.	4.1 Non-structural parts installed into the vehicle in accordance with workshop manual. 4.2 Non-structural parts realigned in accordance with workshop manual. 4.3 Non-structural parts replacement report prepared in accordance with workshop manual.
		5. Refit Mechanical, Electrical and Trim (MET) parts.	5.1 Mechanical, Electrical and Trim (MET) parts trim parts installed into the vehicle in accordance with workshop manual. 5.2 Mechanical, Electrical and Trim (MET) parts trim parts realigned in accordance with workshop manual. 5.3 Supplementary Restraint Systems (SRS) assembly installed into the vehicle in accordance with workshop manual. 5.4 Mechanical and electrical parts functionality test performed in accordance with workshop manual. 5.5 Mechanical, Electrical and Trim (MET) parts trim parts report prepared in accordance with workshop manual.

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2. Automotive Glass Replacement G452-006-3:2019-C02	Automotive Glass Replacement is a capability to replace defects glasses of vehicle with new and normal standard glasses.	1. Plan glass replacement activities.	1.1 Vehicle, tools, equipment and material are secured at working bay in accordance with workshop manual. 1.2 Glass condition and defect area confirmed in accordance with workshop manual. 1.3 Glass replacement method confirmed in accordance with workshop manual. 1.4 Glass replacement activities plan and report prepared in accordance with workshop manual.
	The person who is competent in this CU shall be able to plan glass replacement activities, perform front/rear windscreen removal, perform front/rear windscreen installation, perform door glass removal, perform door glass installation, perform quarter glass replacement and perform sun roof glass replacement.	2. Perform front/rear windscreen removal.	2.1 Vehicle, tools, equipment and material are secured at working bay in accordance with workshop manual. 2.2 Front/rear windscreen parts and components removed from the vehicle in accordance with workshop manual. 2.3 Front/rear windscreen removed from the vehicle in accordance with workshop manual. 2.4 Front/rear windscreen removal activities report prepared in accordance with workshop manual.
	The outcome of this competency will be able to change defects/damage of vehicle glass with good condition of glass in accordance with job requirements.	3. Perform front/rear windscreen installation.	3.1 Vehicle, tools, equipment and material are secured at working bay in accordance with workshop manual. 3.2 Front/rear windscreen assembled and fitted into the vehicle front/rear windscreen frame in accordance with workshop manual. 3.3 Front/rear windscreen parts and components installed into the vehicle in accordance with workshop manual. 3.4 Windscreen water leakage test performed in accordance with workshop manual. 3.5 Front/rear installation activities report prepared

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			<p>in accordance with workshop manual.</p>
		<p>4. Perform door glass removal.</p>	<p>4.1 Vehicle, tools, equipment and material are secured at working bay in accordance with workshop manual.</p> <p>4.2 Mechanical components, electrical components and door trim removed from the vehicle in accordance with workshop manual.</p> <p>4.3 Door glass removed from the door frame in accordance with workshop manual.</p> <p>4.4 Door glass removal activities report prepared in accordance with workshop manual.</p>
		<p>5. Perform door glass installation.</p>	<p>5.1 Vehicle, tools, equipment and material are secured at working bay in accordance with workshop manual.</p> <p>5.2 Rubber weather-strip and outer moulding onto the door frame installed onto the door glass frame in accordance with workshop manual.</p> <p>5.3 Door glass refitted into the door frame in accordance with workshop manual.</p> <p>5.4 Silicone spray lubricant applied onto rubber weather-strip in accordance with workshop manual.</p> <p>5.5 Mechanical components and electrical components installed into the door frame in accordance with workshop manual.</p> <p>5.6 Door mechanical and electrical components tested in accordance with workshop manual.</p> <p>5.7 Door trim installed onto the vehicle door in accordance with workshop manual.</p> <p>5.8 Door glass installation activities report prepared in accordance with workshop manual.</p>

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		6. Perform quarter glass replacement.	<p>6.1 Vehicle, tools, equipment and material are secured at working bay in accordance with workshop manual.</p> <p>6.2 Quarter glass removed from the quarter glass frame in accordance with workshop manual.</p> <p>6.3 Degreaser and sealant applied to quarter glass and quarter glass panel in accordance with workshop manual.</p> <p>6.4 Quarter glass fitted into the quarter glass frame in accordance with workshop manual.</p> <p>6.5 Quarter glass moulding installed onto the quarter glass frame in accordance with workshop manual.</p> <p>6.6 Quarter glass water leakage test performed in accordance with workshop manual.</p> <p>6.7 Quarter glass installation checklist report prepared in accordance with workshop manual.</p>
		7. Perform sun roof glass replacement.	<p>7.1 Vehicle, tools, equipment and material are secured at working bay in accordance with workshop manual.</p> <p>7.2 Sun roof glass removed from the sun roof glass frame in accordance with workshop manual.</p> <p>7.3 Glass flakes and debris at the sunroof frame cleaned in accordance with workshop manual.</p> <p>7.4 Sun roof glass install into the sun roof glass frame in accordance with workshop manual.</p> <p>7.5 Sun roof glass replacement report prepared in accordance with workshop manual.</p>

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<p>3. Automotive Non-Structural Body Repair</p> <p>G452-006-3:2019-C03</p>	<p>Automotive Non-Structural Body Repair is a process of restoring damaged of non-structural vehicle body parts. The importance of this competency is the person will able to perform all process involve in non-structural body repair.</p> <p>The person who is competent in this CU shall be able to plan non-structural body repair activities, perform non-structural rectification work and perform non-structural jointing panel work.</p> <p>The outcome of this competency is the person will be able to be proficient in handling process of non-structural body repair by following the act, regulation, and manufacturing specification in accordance with job requirements.</p>	<p>1. Plan non-structural body repair activities.</p> <p>2. Perform non-structural rectification work.</p>	<p>1.1 Job order interpreted in accordance with the workshop manual.</p> <p>1.2 Vehicle, tools, equipment and material are secured at working bay in accordance with workshop manual.</p> <p>1.3 Vehicle non-structural body condition inspected in accordance with workshop manual.</p> <p>1.4 Non-structural body damage area is confirmed and marked down in accordance with workshop manual.</p> <p>1.5 Non-structural body repair activities plan report prepared in accordance with workshop manual.</p> <p>2.1 Vehicle, tools, equipment and material are secured at working bay in accordance with workshop manual.</p> <p>2.2 Body parts safely disassembled from the vehicle in accordance with the workshop manual.</p> <p>2.3 New parts are replaced into vehicle in accordance with workshop manual</p> <p>2.4 Body parts realigned in accordance with workshop manual.</p> <p>2.5 Body parts secured into vehicle in accordance with workshop manual.</p> <p>2.6 Corrosion resistant treatment material activity conducted onto rectified area in accordance with the workshop manual.</p> <p>2.7 Vibration & noise insulation treatment activity conducted onto rectified area in accordance</p>

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			<p>with the workshop manual.</p> <p>2.8 Non-structural rectification work quality checked in accordance with workshop manual.</p> <p>2.9 Non-structural rectification work report prepared in accordance with the workshop manual.</p>
		<p>3. Perform non-structural jointing panel work.</p>	<p>3.1 Vehicle, tools, equipment and material are secured at working bay in accordance with workshop manual.</p> <p>3.2 Body measurement and pre-pulling work activities executed in accordance with workshop manual.</p> <p>3.3 Non-structural jointing panel dismantled from the vehicle in accordance with workshop manual.</p> <p>3.4 Adjacent body panel re-shaped in accordance with workshop manual.</p> <p>3.5 Cut and tear activities executed on the panel.</p> <p>3.6 Non-structural jointing panel activities executed in accordance with workshop manual.</p> <p>3.7 Vibration & noise insulation treatment activities executed in accordance with workshop manual.</p> <p>3.8 Non-structural jointing panel work report prepared in accordance with the workshop manual.</p>

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4. Automotive Structural Body Repair G452-006-3:2019-C04	<p>Automotive Structural Body Repair is a process of restoring damaged of structural vehicle body parts. The importance of this competency is the person will be able to perform all process involve in structural body repair.</p> <p>The person who is competent in this CU shall be able to plan structural body repair activities, perform structural rectification work and perform structural jointing panel work.</p> <p>The outcome of this competency is to make sure the person is proficient in handling process of structural body repair and following the act, regulation, and manufacturing specification in accordance with workshop manual.</p>	<p>1. Plan structural body repair activities.</p> <p>2. Perform structural rectification work.</p>	<p>1.1 Job order interpreted in accordance with the workshop manual.</p> <p>1.2 Vehicle inspection activity are performed in accordance with workshop manual.</p> <p>1.3 Damage category determine in accordance with the workshop manual.</p> <p>1.4 Damage area for repairing activity marked in accordance with the workshop manual</p> <p>1.5 Method of repairing activity are confirmed in accordance with workshop manual.</p> <p>2.1 Vehicle, tools, equipment and material are secured at working bay in accordance with workshop manual.</p> <p>2.2 Vehicle body measurement result are confirmed in accordance with the workshop manual.</p> <p>2.3 Alignment activity on body vehicle executed in accordance with the workshop manual.</p> <p>2.4 Damage body parts removed from the vehicle in accordance with the structural rectification work.</p> <p>2.5 Structural body rectification work executed in accordance with workshop manual.</p> <p>2.6 New body parts fitted into vehicle in accordance with the workshop manual.</p> <p>2.7 Structural rectification work quality checked in accordance with workshop manual.</p> <p>2.8 Structural rectification work report prepared in accordance with the workshop manual.</p>

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		<p>3. Perform structural jointing panel work.</p>	<p>3.1 Tools, equipment and material are secured at working bay in accordance with workshop manual.</p> <p>3.2 Repair sequences confirmed in accordance with workshop manual.</p> <p>3.3 Body parts tore down in accordance with workshop manual.</p> <p>3.4 Body parts safely jointed in accordance with the workshop.</p> <p>3.5 Body joint quality confirmed in accordance with workshop manual.</p> <p>3.6 Structural jointing panel work report prepared in accordance with the workshop manual.</p>
<p>5. Automotive Body Repair Inspection</p> <p>G452-006-3:2019-C05</p>	<p>Automotive Body Repair Inspection is to perform thorough inspection on safety element, external appearance and anti-rust treatment.</p> <p>The person who is competent in this CU shall be able to perform vehicle body pre-inspection, perform vehicle body post-inspection, diagnose vehicle electric & electronic parts and components and perform test drive.</p> <p>The outcome of this competency is to run a</p>	<p>1. Perform vehicle body pre-inspection.</p>	<p>1.1 Vehicle, tools, equipment and material are secured at working bay in accordance with workshop manual.</p> <p>1.2 Fluid leakages condition confirmed in accordance with workshop manual.</p> <p>1.3 Battery terminal connector disconnected in accordance with workshop manual.</p> <p>1.4 Type and cause of new damage and old damage determined in accordance with workshop manual.</p> <p>1.5 Visible and conceal direct / indirect damage marked in accordance with workshop manual.</p> <p>1.6 Gap and clearance on body panel and trim fitting measured in accordance with workshop manual.</p> <p>1.7 Vehicle body surface and glasses condition confirmed in accordance with workshop manual.</p>

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	thorough quality control inspection on the vehicle in accordance with job requirements.		1.8 Vehicle body pre-inspection prepared in accordance with the workshop manual.
		2. Perform vehicle body post-inspection.	2.1 Vehicle, tools, equipment and material are secured at working bay in accordance with workshop manual. 2.2 Fluid leakagetest performed in accordance with workshop manual. 2.3 Gap and clearance measurement on body panel and trim fitting are measured in accordance with workshop manual. 2.4 Vehicle body surface checked for defect in accordance with workshop manual. 2.5 Vehicle glasses checked for defect in accordance with workshop manual. 2.6 Post-inspection vehicle body report prepared in accordance with the workshop manual.
		3. Diagnose vehicle electric & electronic parts and components.	3.1 Diagnostic tool is determined in accordance with vehicle electric & electronic parts and components diagnostic requirements. 3.2 Scan tool result acquired in accordance with workshop manual. 3.3 Diagnostic fault code from scan tool interpreted with the OEM manual. 3.4 Type E&E faulty identified in accordance with workshop manual. 3.5 Diagnose report from diagnostic tool report are prepared in accordance with workshop manual.
		4. Perform test drive.	4.1 Body repair inspection checklist acquired in accordance with company sop. 4.2 Test drive is performed on designated route in accordance with workshop manual.

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			4.3 Body repair inspection report from the test drive and diagnostic tool report are prepared in accordance with workshop manual.
6. Automotive Body Repair Supervision G452-006-3:2019-C06	<p>Automotive Body Repair Supervision is to administer and supervise the whole work process in a work place.</p> <p>The person who is competent in this CU shall be able to prepare work schedule, conduct briefing session, prepare workshop sectional operation budget information, monitor workshop staff performance, coordinate workshop staff training, monitor workshop safety, and monitor workshop environment quality.</p> <p>The outcome of this competency is the person can evaluate and manage workshop staffs and also to manage the workshop working area in accordance with job requirements.</p>	<p>1. Prepare work schedule.</p> <p>2. Conduct briefing session.</p> <p>3. Prepare workshop sectional operation budget information.</p>	<p>1.1 Workshop manpower capacity and resources are identified.</p> <p>1.2 Workshop manpower requirements are determined in accordance with job requirements.</p> <p>1.3 Workshop work schedule is analysed in accordance with job requirements.</p> <p>1.4 Workshop work schedule is prepared in accordance with job requirements.</p> <p>2.1 Staff briefing requirements are determined in accordance with company standard practice.</p> <p>2.2 Items to brief are identified in accordance with briefing session requirements.</p> <p>2.3 Staff briefing is conducted in accordance with company operating procedure.</p> <p>2.4 Information delivered and explained clearly in accordance with company operating procedure.</p> <p>2.5 Delivered information interpreted and acted upon by subordinates in accordance with job requirements.</p> <p>3.1 Previous year workshop sectional operation budget is analysed in accordance with budget preparation requirements.</p> <p>3.2 Yearly workshop manpower requirement is determined in accordance with company annual planning.</p> <p>3.3 Forecasted workshop expenditure is determined in accordance with company budget requirements.</p>

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			3.4 Workshop sectional operation budget is prepared in accordance with section operation plan.
		4. Monitor workshop staff performance.	<p>4.1 Standard performance guidelines are identified in accordance with appraisal requirements.</p> <p>4.2 Method of monitoring workshop staff performance is identified.</p> <p>4.3 Actual productivity is observed.</p> <p>4.4 Previous year workshop personnel appraisal is analysed in accordance with human resource guidelines.</p> <p>4.5 Workshop personnel appraisal session is coordinated in accordance with human resource guidelines.</p> <p>4.6 Workshop personnel appraisal recommendation is carried out in accordance with the company operating procedures.</p> <p>4.7 Workshop personnel appraisal report are prepared and presented in accordance with human resource guidelines.</p>
		5. Coordinate workshop staff training.	<p>5.1 Training Need Analysis (TNA) conducted as per company requirements.</p> <p>5.2 Training Need Identification (TNI) determined in accordance with TNA finding.</p> <p>5.3 Logistic of training is coordinated in accordance with company SOP.</p> <p>5.4 Workshop staff training is coordinated in accordance with the training need.</p>
		6. Monitor workshop safety.	<p>6.1 Workshop safety requirements are determined in accordance with company SOP.</p> <p>6.2 Workshop safety compliance is monitored in</p>

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		7. Monitor workshop environment quality.	accordance with company regulations. 6.3 Workshop safety measures are enforced in accordance with occupational safety & health act and regulations. 7.1 Environment quality requirements are determined in accordance with relevant authority regulations. 7.2 Environment quality compliance is monitored in accordance with company requirements. 7.3 Environment quality measures are enforced in accordance with environmental quality act.
7. Automotive Surface Preparation G452-006-3:2019-E01	Automotive Surface Preparation is a scope of competency to prepare the vehicle for painting/refinishing, properly clean vehicle using soap, water, air pressure, and a wax-grease remover, evaluate the condition of the vehicles paint, prepare and treat bare metal surfaces, sand and featheredge surfaces, apply an undercoat and mask vehicle properly. The person who is competent in this CU shall be able to	1. Perform substrate treatment.	1.1 Vehicle are washed and cleaned from dirt and grimed in accordance with the workshop manual. 1.2 Masking and sanding process performed in accordance with the workshop manual. 1.3 Cleaning and degreasing process performed in accordance with the primer application process. 1.4 Substrate primer applied on the surface of the vehicle in accordance with the workshop manual and painting requirement. 1.5 Curing process performed in accordance with the workshop manual. 1.6 Substrate primer sanding process performed in accordance with the workshop manual. 1.7 Cleaning and degreasing process after substrate primer sanding process performed in accordance with the primer application process.

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	<p>perform substrate treatment, perform putty application and perform primer surfacer.</p> <p>The outcome of this competency is to ensure the vehicle are prepared to be painted accordingly without facing any defect or irregularities in accordance with the workshop manual.</p>	<p>2. Perform putty application.</p> <p>3. Perform primer surfacer.</p>	<p>2.1 Putty application performed on the surface of the vehicle in accordance with the workshop manual and painting requirement.</p> <p>2.2 Putty sanding process performed in accordance with the workshop manual.</p> <p>2.3 Cleaning and degreasing process after putty sanding process performed in accordance with the primer application process.</p> <p>3.1 Primer surfacer masking process performed in accordance with the workshop manual.</p> <p>3.2 Surfacer primer applied on the surface of the vehicle in accordance with the workshop manual and painting requirement.</p> <p>3.3 Primer surfacer sanding process performed in accordance with the workshop manual and painting requirement.</p> <p>3.4 Curing process performed in accordance with the workshop manual.</p> <p>3.5 Cleaning and degreasing process performed in accordance with the primer application process.</p>