

COMPETENCY PROFILE (CP)

SECTOR	TRANSPORTATION		
SUB SECTOR	AUTOMOTIVE		
JOB AREA	LIGHT VEHICLE MAINTENANCE & SERVICE		
NOSS TITLE	LIGHT VEHICLE WHEEL & SUSPENSION-REPAIR SERVICE		
LEVEL	TWO (2)	NOSS CODE	TP-308-2:2016

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Vehicle Steering & Suspension Repair	TP-308-2:2016-C01	<p>Vehicle steering & suspension service is a scope of competency to ensure steering and suspension is responsible for providing optimal ride comfort and handling performance.</p> <p>The person whom is competent in vehicle steering & suspension service must be able to inspect steering & suspension system condition, service steering system, service suspension system and prepare steering & suspension repair report in accordance with Original Equipment Manufacturer (OEM) Standard.</p> <p>The outcome of this competency is to ensure vehicle steering and suspension operates and performs smoothly without noise or stiffness defect.</p>	1. Inspect Steering & Suspension System Condition	1.1 Steering & suspension specific job order received 1.2 Tools, equipment and parts confirmed in accordance with job requirement 1.3 Steering system leakages and condition visually inspected in accordance with manufacturer manual 1.4 Suspension system leakages and condition visually inspected in accordance with manufacturer manual 1.5 Steering & suspension abnormal noises inspected in accordance with manufacturer manual 1.6 Steering & suspension stiffness condition inspected in accordance with manufacturer manual 1.7 Steering wheel free play condition is checked in accordance with manufacturer manual

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			<p>2. Service Steering System</p>	<p>1.8 Steering & suspension abnormal vibration inspected in accordance with the manufacturer manual</p> <p>1.9 Inspection report / checklist prepared in accordance with manufacturer requirement</p> <p>2.1 Tools, equipment and parts selected in accordance with service requirement</p> <p>2.2 Steering system parts and components disassembled in accordance with manufacturer manual</p> <p>2.3 Steering system components condition inspected in accordance with the manufacturer manual</p> <p>2.4 Steering system components functionality determined in accordance with the manufacturer manual</p> <p>2.5 Manual / hydraulic / electric / EPS steering system component replaced in accordance with manufacturer manual</p> <p>2.6 Steering system component reassembled in accordance with the manufacturer manual</p> <p>2.7 Steering system component to vehicle reinstalled in accordance with the manufacturer manual</p>

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2. Vehicle Brake Repair	TP-308-2:2016-C02	<p>Brake system service work is a scope of competency to restore brake system in order to slow or stop the wheels and the vehicle.</p> <p>The person whom is competent in brake system ratification work must be able perform brake system condition inspection, service brake parts & components, and prepare vehicle brake repair technical report in accordance with Original Equipment Manufacturer (OEM) standard.</p> <p>The outcome of this competency is to make sure the continuity of the brake functions, free of any fluid leakages, and to ensure the safety of the driver.</p>	<p>1 Perform Brake System Condition Inspection</p> <p>2 Service Brake Parts & Components</p>	<p>1.1 Brake repair job order received</p> <p>1.2 Tools and equipment for hydraulic brake system condition inspection prepared</p> <p>1.3 Condition of brake system parts and components checked in accordance with workshop manual</p> <p>1.4 Inspection report prepared in accordance to the manufacturer manual</p> <p>2.1 Tools, equipment parts and materials selected in accordance with workshop manual</p> <p>2.2 Brake system assembly removed in accordance with workshop manual</p> <p>2.3 Brake components disassembled in accordance with workshop manual</p> <p>2.4 Brake parts & components repaired and replaced in accordance with workshop manual</p> <p>2.5 Hydraulic brake components reassembled in accordance with workshop manual</p> <p>2.6 Brake assembly installed onto vehicle in accordance with workshop manual</p> <p>2.7 Hydraulic brake system testing procedure performed in accordance with workshop manual</p>

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			3 Prepare Vehicle Brake Repair Technical Report	2.8 Service report prepared and completed in accordance with workshop manual 3.1 Vehicle brake repair reports gathered 3.2 Content of the inspection report information checked in accordance with workshop manual 3.3 Vehicle brake repair report findings performance compliance assessed and understood 3.4 Technical report updated in accordance with the workshop manual 3.5 Technical report generated and printed out in accordance with the manufacturer manual

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3 Vehicle Wheel Repair	TP-308-2:2016-C03	<p>Vehicle wheels service is a scope of competency to ensure the functional condition of the rims and tyres, equal distribution of weight on each side of the tyre centreline and restore the front-end geometry or wheel-alignment angularity.</p> <p>The person whom is competent in vehicle wheels repair must be able to inspect tyre & rim condition, replace vehicle wheel, and prepare vehicle wheel repair technical report in accordance with Original Equipment Manufacturer (OEM) standard.</p> <p>The outcome of this competency is ability to provide tyres and rims changing to ensure handling / controllability and wheel-alignment services to ensure vehicle handling in accordance to the original equipment manufacturer (OEM) standard.</p>	<p>1. Inspect Tyre & Rim Condition</p> <p>2. Replace Vehicle Wheel</p>	<p>1.1 Tyre and rim job order received</p> <p>1.2 Tools and equipment for tyre and rim condition inspection prepared</p> <p>1.3 Tyre tread worn out condition inspected in accordance with service manual</p> <p>1.4 Tyre crack and abnormal bulging visually inspected in accordance with service manual</p> <p>1.5 Rim dent and crack visually inspected in accordance to service manual</p> <p>1.6 Tyre manufacturing year is determined in accordance with service manual</p> <p>1.7 Inspection report prepared in accordance to the workshop manual</p> <p>2.1 Wheel removed from vehicle in accordance with rim replacement requirement in workshop manual</p> <p>2.2 Tyre removed from vehicle in accordance with rim replacement requirement in workshop manual</p> <p>2.3 Valve installed to tyres in accordance with workshop manual</p> <p>2.4 Air leakages visually checked in accordance with workshop manual.</p> <p>2.5 Tyre / rim is changed in</p>

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			<p>3. Prepare Vehicle Wheel Repair Technical Report</p>	<p>accordance with manufacturer specification</p> <p>2.6 Wheel is installed onto vehicle in accordance with workshop manual</p> <p>3.1 Vehicle wheel repair reports gathered</p> <p>3.2 Content of the inspection report information checked in accordance with workshop manual</p> <p>3.3 Vehicle wheel repair report findings performance compliance assessed and understood</p> <p>3.4 Wheel repair technical report updated in accordance with workshop manual</p> <p>3.5 Wheels repair technical report generated and printed out in accordance with workshop manual</p>

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4 Vehicle Wheel Balancing	TP-308-2:2016-C04	<p>Wheel balancing competency is a set of skills to balance the wheel both statically and dynamically that includes identifying wheel balancing faultiness.</p> <p>The person whom is competent in vehicle wheel balancing must be able to perform pre-wheel balancing, carry out vehicle off-wheel balancing, carry out vehicle on-wheel balancing and prepare wheel balancing technical report / checklist.</p> <p>The outcome of this competency is ability to balance the wheel both statically and dynamically that includes to identify wheel balancing faulty</p>	<p>1. Perform Pre-Wheel Balancing</p> <p>2. Carry Out Vehicle Off-Wheel Balancing</p>	<p>1.1 Pre-wheel balancing procedure carried out according to standard manufacturer recommendation</p> <p>1.2 Wheel balancing tools and equipment prepared on work area</p> <p>1.3 Types of tyre and rim identified for balancing procedure</p> <p>1.4 Wheel component checked in accordance with manufacturer manual</p> <p>1.5 Wheel balancing machine operation manual interpreted</p> <p>1.6 Wheel condition checked, existing balance weight removed and wheel surface cleaned from any debris for balancing procedure</p> <p>1.7 Types of wheel balancing identified</p> <p>2.1 Off-wheel balancing tools, equipment and safe work area prepared</p> <p>2.2 Wheel removed from the vehicle according to balancing procedures</p> <p>2.3 Wheel set up on wheel balancing machine accordingly</p> <p>2.4 Rim and tyre data specification selected on the balancing machine</p> <p>2.5 Off-wheel balancing</p>

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			<p>3. Carry Out Vehicle On-Wheel Balancing</p> <p>4. Prepare Wheel Balancing Technical Report</p>	<p>procedure performed in accordance with manufacturer manual</p> <p>2.6 Zero reading acquired in accordance with balancing procedure</p> <p>2.7 Wheel assembled to the vehicle according to manufacturer manual</p> <p>3.1 On-wheel balancing tools, equipment, safe work area and vehicle prepared</p> <p>3.2 Types of power drive system determined in accordance to manufacturer manual</p> <p>3.3 On-wheel balancing procedure performed in accordance with manufacturer manual</p> <p>3.4 Zero reading acquired in accordance with balancing procedure</p> <p>4.1 Vehicle wheel balancing reports gathered</p> <p>4.2 Content of the wheel balancing inspection report information checked in accordance with workshop manual</p> <p>4.3 Wheel balancing report findings performance compliance assessed and understood</p> <p>4.4 Wheel balancing technical report updated in accordance with the</p>

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				workshop manual 4.5 Wheel balancing technical report generated and printed out in accordance with the workshop manual

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5 Vehicle Wheel Alignment	TP-308-2:2016-C05	<p>Wheel alignment activities is a set of competencies that requires the person to be able to align wheels according to the manufacturer specification to ensure that the vehicle can be driven safely and easily whilst reducing tyre wear and tear.</p> <p>The person whom is competent in wheel alignment must be able to perform wheel alignment inspection, carry out wheel alignment procedure and prepare technical report.</p> <p>The outcome of this competency is ability to align the wheels according to manufacturer specification to ensure that the vehicle can be driven safely and easily whilst reducing tyre wear and tear.</p>	<ol style="list-style-type: none"> 1. Perform Wheel Alignment Inspection 2. Carry Out Wheel Alignment Procedure 3. Prepare Wheel Balancing Technical Report 	<ol style="list-style-type: none"> 1.1 Wheel alignment job order received 1.2 Wheel alignment tools, equipment, safe work area and vehicle prepared 1.3 Steering & suspension system faultiness checked 1.4 Wheel alignment procedures identified in accordance with manufacturer manual 1.5 Wheel alignment checklist for customer prepared 2.1 Wheel alignment system is set according to manufacturer manual 2.2 Pre-wheel alignment procedure performed in accordance with manufacturer manual 2.3 Post-wheel alignment procedure performed in accordance with manufacturer manual 3.1 Vehicle wheel balancing reports gathered 3.2 Content of the wheel balancing inspection report information checked in accordance with workshop manual 3.3 Wheel balancing report findings performance compliance assessed and understood 3.4 Wheel balancing technical report updated in

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				accordance with the workshop manual 3.5 Wheel balancing technical report generated and printed out in accordance with the workshop manual.