

## Overview

This standard identifies the competences needed to prepare vehicle body surfaces for spraying, in accordance with approved procedures. You will be required to prepare the body-in-white vehicle panels ready for finishing, by using a variety of sanding and finishing methods and techniques. You will also be expected to mask off areas of the vehicle not requiring processing and, where appropriate, to apply sealant and fit sound deadeners, jigs, and panel locators. You will be expected to carry out this process to the level of accuracy and quality required by the specifications.

Your responsibilities will require you to comply with organisational policy and procedures for the preparation of vehicle body surfaces, and to report any problems with the process or with the tools and equipment used that you cannot personally resolve, or that are outside your permitted authority, to the relevant people. You will be expected to work with a minimum of supervision, taking personal responsibility for your own actions and for the quality and accuracy of the work that you carry out.

Your underpinning knowledge will provide a good understanding of your work and will provide an informed approach to applying vehicle preparation procedures. You will understand the methods and techniques used to prepare the body and the associated equipment used in the process. You will also know about the surface finishes used, and the application of cleaners and other solvents, in adequate depth to provide a sound basis for carrying out the activities to the required specification.

You will understand the safety precautions required when carrying out the surface finishing activities. You will be required to demonstrate safe working practices throughout, and will understand the responsibility you owe to yourself and others in the workplace.

## Performance criteria

*You must be able to:*

1. work safely at all times, complying with health and safety and other relevant regulations, directives and guidelines
2. ensure that the specified components are available and that they are in a usable condition
3. prepare the vehicle, equipment and materials for finishing, using appropriate methods and techniques
4. carry out the preparations using suitable equipment, methods and techniques
5. deal promptly and effectively with problems within your control and report those that cannot be solved
6. ensure that work records are completed, stored securely and available to others as per organisational requirements
7. leave the work area in a safe condition on completion of the activities, as per organisational and legal requirements

## Knowledge and understanding

### *You need to know and understand:*

1. the specific safety precautions to be taken whilst carrying out the activities (including any specific legislation, regulations or codes of practice relating to the activities, equipment or materials used)
2. the health and safety requirements of the work area and activities and the responsibility they place on you
3. the hazards associated with the activities, and how to minimise them and reduce any risks
4. the personal protective equipment and clothing (PPE) to be worn during the activities
5. the procedures for obtaining the various types of drawing, job instructions and specifications that are used during the vehicle body preparation process, and how to interpret them correctly
6. the correct and safe procedure to be adopted for the disposal of all waste materials
7. the specific health and safety precautions that need to be followed regarding storage and use of sanding/cleaning materials, and their effect on the environment and others working in the area
8. the safe and correct procedure for using cleaning and polishing chemicals, their effect on the finishing process and on the user and others
9. the application of 'clean room' procedures in appropriate work areas
10. how to identify defects in body panels and colour finished bodies, and how to resolve them
11. how to identify various grades of finishing paper; their application and the techniques associated with their use
12. the procedure to be adopted in checking the body finish throughout the process and the procedure to rectify faults
13. the methods and equipment used to transport, handle and lift the components into position, and how to check that the equipment is within its current certification dates
14. how to prepare, maintain and clean equipment used in the body finishing process
15. the legislative and company requirements for the control of finishing equipment

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paint materials and work areas

16. the quality control procedures to be followed during the preparation operations

17. how to check that the tools and equipment to be used are correctly calibrated and are in a safe, tested and serviceable condition

18. the importance of ensuring that all tools are used correctly and within their permitted operating range

19. the problems with the preparation operations and the importance of informing appropriate people of non-conformances

20. the extent of your own responsibility and to whom you should report if you have problems that you cannot resolve

21. how to access, use and maintain information to comply with organisational requirements and legislation

## Scope/range related to performance criteria

1.

Carry out all of the following during the preparation activities:

- 1.1 obtain and use the appropriate documentation (such as job instructions, material data sheets, quality control documentation)
- 1.2 adhere to procedures or systems in place for risk assessment, hazardous substances, personal protective equipment and other relevant safety regulations and procedures to realise a safe system of work
- 1.3 check that all cables, extension leads or air supply hoses are in a safe, tested and serviceable condition
- 1.4 check that all tools and equipment to be used are within current calibration/certification dates
- 1.5 ensure that body panels and components to be prepared are free from damage
- 1.6 use safe and approved techniques to prepare the vehicle body surfaces for finishing
- 1.7 return all tools and equipment to the correct location on completion of the preparation activities
- 1.8 leave the work area in a safe and appropriate condition on completion of the activities

2.

Prepare the body-in-white for the next stage of the finishing process, including five of the following:

- 2.1 hand sanding
- 2.2 ding and bump repair
- 2.3 degreasing process
- 2.4 filling
- 2.5 power sanding
- 2.6 water cleaning
- 2.7 skin panel repair
- 2.8 grinding
- 2.9 locator/jigs
- 2.10 files
- 2.11 clamps and raisers

3.

Prepare the treated body for priming, including five of the following:

- 3.1 hand sanding
- 3.2 solvent/water cleaning
- 3.3 sealing
- 3.4 power sanding
- 3.5 masking out
- 3.6 sound/vibration deadening

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- 3.7 tack ragging
- 3.8 rubbing out
- 3.9 adding decals and transfers

4.

Prepare the body for colour finish using six of the following:

- 4.1 clean wipes
- 4.2 solvents
- 4.3 panel locators
- 4.4 tack rags
- 4.5 acid etches
- 4.6 deadeners
- 4.7 masks
- 4.8 finishing papers
- 4.9 sealing guns
- 4.10 decals and transfers
- 4.11 tapes
- 4.12 rubbing down compounds

5.

Use a variety of methods and techniques to carry out primary finishing to the body, including two the following:

- 5.1 transporting protection
- 5.2 polishing
- 5.3 wax and inject internal surfaces

6.

Carry out final finishing of the vehicle body, using three of the following:

- 6.1 finishing pastes
- 6.2 waxes
- 6.3 lambs wool polishers
- 6.4 power polishers
- 6.5 wax injectors
- 6.6 surface protectors

7.

Check that prepared body surfaces comply with all of the following quality and accuracy standards:

- 7.1 body is free from damage and rub through
- 7.2 body is free from contaminants
- 7.3 surface preparation complies with specification requirements
- 7.4 all quality control checks have been achieved

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