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## Overview

This standard is about the straightforward removal and fitting of basic mechanical, electrical and trim (MET) components and body parts specific to carrying out automotive glazing repair and installation processes and procedures. It also covers quality checks on the operation of the components fitted to ensure their correct function.

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## Performance criteria

### *You must be able to:*

P1 use the appropriate personal protective equipment when removing and fitting basic MET components and non-structural body panels

P2 protect the vehicle and its contents effectively when removing and fitting basic MET components and non-structural body panels

P3 select and use the correct tools and equipment for the panels or components you are going to remove or fit

P4 ensure that the tools and equipment you require are in a safe working condition

P5 remove and fit basic MET components and non-structural body panels following:

P5.1 removal and fitting procedures

P5.2 manufacturers' instructions

P5.3 your workplace procedures

P5.4 health, safety and legal requirements

P6 avoid damaging other components, units and panels on the vehicle

P7 store all removed panels and components safely in the correct location

P8 realign the panels and components you have fitted correctly in a way which regains their original manufactured gaps

P9 check that the components you have fitted operate correctly following the manufacturer's specification

P10 report any additional faults you find during the course of your work to the relevant person(s) promptly

P11 report any delays in completing your work to the relevant person(s) promptly

P12 remove and fit MET components or non-structural body panels within the agreed timescale

P13 complete work records accurately, in the format required and pass them to the relevant person(s) promptly

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## Knowledge and understanding

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

Legislative and organisational requirements and procedures

K1 the health, safety and legal requirements relating to the removal and fitting of MET components and non-structural body panels

K2 your workplace procedures for:

K2.1 the referral of problems

K2.2 reporting of delays to the completion of work

K2.3 completion of work records

K3 the work that needs to be done and the standard required

K4 the requirements for protecting the vehicle and contents from damage before, during and after removing and fitting activities

K5 the importance of selecting, using and maintaining the appropriate personal protective equipment when removing and fitting MET components and non-structural body panels

Removing and fitting basic MET components

K6 how to find, interpret and use sources of information applicable to the removal and fitting of MET components and non-structural body panels.

K7 how to select, check and use all the tools and equipment required to remove and fit MET components and non-structural body panels.

K8 the correct procedures for removing and fitting MET components and non-structural body panels.

K9 the correct procedures for working with supplementary safety systems when fitting and removing MET components and non-structural body panels.

K10 the correct procedures for working with Gas Discharge headlight systems and when fitting and removing MET components and non-structural body panels.

K11 the methods of storing removed panels and components and the importance of storing them correctly.

K12 the different types of fastenings and fixings and the reasons for their use.

K13 the need for correct alignment of panels and components and the correct methods used to achieve this.

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K14 the types of quality checks that can be used to ensure correct alignment and operation of components to manufacturer's specification and their purpose.

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## Scope/range

Basic MET components include:

- 1 Windscreen
  - 1.1 heated screen
  - 1.2 light sensors
  - 1.3 head-up displays
  - 1.4 rain sensor
  - 1.5 moisture sensor
  - 1.6 lane change cameras
  - 1.7 GPS
  - 1.8 integral aerials
- 2 Whole vehicle
  - 2.1 wipers
  - 2.2 headlamp units/headlinings
  - 2.3 window mechanisms
  - 2.4 rear and side mirrors
  - 2.5 anti-theft
  - 2.6 trap-detectors
  - 2.7 electric mirrors
  - 2.8 SRS systems/pressure sensors
  - 2.9 locking systems
- 3 Non-structural body panels and interior and exterior trim

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