VEHICLE SERVICEMAN AND INTERIOR CLEANER

Competency Standards Code : 63S004
Source : National Competency Standard

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National Certificate at NVQ Levels in the occupation of BAKER will be awarded to those who are competent in

unit 7+8 – I63S004Q1L2- **N.V.Q. Level 2**
units 1+2+3+4+5+6 – I63S004Q2L3 - **N.V.Q. Level 3**
units 4+7+8+9+10 – I63S004Q3L3- **N.V.Q. Level 3**



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Unit of Competency	Elements	Module Number & Module	Task Number & Task
01. Attend to lubricant requirements of vehicles Serviced **I63S004U01**	**1. Carryout work related to filling of lubricating oil** **2. Carryout work related to charging grease**	M-04 Lubrication and filters	**J1** Change / top up Engine Oil **J2** Check and top up Brake Oil **J3** Check and top Power Steering Oil **J4** Change Automatic Transmission oil using Automatic Transmission Fluid (ATF) machine **J5** Change / Top up Automatic Transmission Oil without Automatic Transmission Flied (ATF) machine **J6** Change / Top up differential oil **J7** Charge grease **K1** Clean / Replace air filters **K2** Replace oil filters **K3** Clean / Replace diesel filters
02. Carry out checking of battery, radiator coolant and water in the windscreen washer of vehicles serviced **I63S004U02**	**1. Check battery terminals and electrolyte level** **2. Attend to radiator coolant** **3. Attend to water in the windscreen washer**	M-02 Wash exterior, Vacuum and interior clean of vehicle serviced	**B1** Wash vehicle exterior **B2** Cleaning carpets **B3** Wipe on vehicle body **B4** Shine tyres
03. Attend to filters of vehicles serviced **I63S004U03**	**1. Replace oil filter** **2 Attend to air filter** **3. Attend to diesel filter**	**M-03** Engine compartment and undercarriage	**D1** Top up battery with distilled / de-ionized water **D2** Clean battery terminal post **D3** Top up windscreen washer fluid reservoir **E1** Top up radiator coolant / water **E2** Inspect visually engine compartment component
04) Carryout cleaning of engine compartment of vehicles serviced **I63S004U04**	**1. Clean engine compartment by washing** **2. Clean engine compartment without washing**	**M-03** Engine compartment and undercarriage	**F1** Prepare for cleaning engine compartment **F2** Clean engine compartment (Non-washable engine) **F3** Clean engine compartment (Washable engine)

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Unit of Competency	Elements	Module Number & Module	Task Number & Task
05) Perform checking of the condition and functionality of wheels of vehicles Serviced I63S004U05	**1. Perform checking of the condition of wheels** **2. Carryout checking of brake pads / liners, drums, and disks**	**M-03** Engine compartment and undercarriage	**G1** Remove and re-fix wheels **G2** Clean wheels **G3** Check conditions of brake pads, liners, drum, disc, brake cylinders for leakages **G4** Check tyre condition, rotation and air pressure
06) Carryout servicing of undercarriage of vehicles serviced I63S004U06	**1. Carryout visual inspection of bushes and boots** **2. Check undercarriage for oil / fuel leaks** **3. Check under body for Damages** **4. Clean undercarriage by washing**	**M-03** Engine compartment and undercarriage	**H1** Check condition of undercarriage **H2** Clean undercarriage
07) Carryout servicing of outside of the body of vehicles I63S004U07	**1. Check vehicle body for Damages** **2. Carryout cleaning of body by washing**		
08) Vacuum and shine inside of the body of vehicles serviced I63S004U08	**1. Remove dust and dirt by vacuuming** **2. Wipe and shine interior surfaces**	M-02 Wash exterior, Vacuum and interior clean of vehicle serviced	C1 Extract dirt / dust C2 Wipe / shine interior surfaces
09) Perform interior cleaning of motor vehicles I63S004U09	**1. Carry out cleaning of seats** **2. Carry out cleaning of hood** **3. Carry out cleaning of floor Carpets** **4. Carryout cleaning of dashboard, panels, beadings and door edges**		**L1** Prepare interior for cleaning **L2** Remove / Refit vehicle seats **L3** Clean vehicle seats and door bowels **L4** Clean floor carpets **L5** Clean / Shine floor mats dirt or stain. **L6** Clean vehicle hood liner / boor bowels **L7** Clean boot compartment, boot carpets, spare wheel and carriage **L8** Clean and shine interior components, glasses and mirrors

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KNOWLEDGE REQUIRED FOR VEHICLE SERVICEMAN AND INTERIOR CLEANER

1 Preparation for servicing of vehicles - M-01

- ✓ Basic knowledge on automobile
- ✓ Vehicle security systems
- ✓ Accessories in vehicles
- ✓ Parking procedures
- ✓ importance of parking a vehicle in a proper place
- ✓ Services that are provided by the workplace
- ✓ Referring service manual and job card
- ✓ Providing directions to driver using hand-signals
- ✓ Keeping jacks
- ✓ Operating hoist
- ✓ Applying and releasing parking break
- ✓ Operating electricity / Pressurized air / High-pressure water and machineries used in work place
- ✓ Preparation of cleaning chemicals
- ✓ General tools
- ✓ Communication skills
- ✓ Safety and environment concerns;
  - Safety equipment and procedures
  - Preparation of serviceman for service
  - Prepare safety equipment needed
  - Waste disposal
  - Personal safety and safety procedures
  - First aids

2. Wash exterior, Vacuum and interior clean of vehicle serviced M-02

- ✓ Standard body parts of a vehicle
- ✓ Standard accessories of a motor vehicle
- ✓ Vehicle body paint types
- ✓ Decorative items used in motor vehicles
- ✓ Brush types
- ✓ Glass cleaners
- ✓ Conditions of vehicle body (Dust / Mud / Tar / Dirt)
- ✓ Cleaning liquid types & their applications
- ✓ Washing cloth types & applications
- ✓ Personal Safety
- ✓ Removers (Ex: Tar, Mark, etc.)
- ✓ Cleaning methods for different types of paints
- ✓ Work place procedures
- ✓ Working environment
- ✓ Occupational Health related issues
- ✓ Glass cleaning methods
- ✓ Body wiping methods
- ✓ Managing time
- ✓ Type of vacuum cleaners and applications
- ✓ Accessories and their application of vacuum cleaners
- ✓ Maintenance of vacuum cleaner
- ✓ Disposal of waste
- ✓ Dash board shiners and methods of application
- ✓ Components of vehicle interior
- ✓ Material used in vehicle interior vinyl / rubber / plastic
- ✓ Care of personal belongings of owner
- ✓ Air-freshener and application of air freshener

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- ✓ Do not apply shiners on meter board steering wheel
- ✓ Parking brake leaver gear leaver and displays
- ✓ Waste disposal should be done according to the safety & environment concerns

3. Engine compartment and undercarriage M-03

- ✓ Types of batteries, their maintains and electrolyte levels
- ✓ Components and the functions of "Led Acid" battery
- ✓ Polarity and condition of battery
- ✓ Safety procedures to be followed in handling battery
- ✓ Type of chemical cleaners use to remove corrosion
- ✓ Radiator types their functions and conditions
- ✓ Types of radiator coolants
- ✓ Radiator coolant level and draining the radiator
- ✓ Preparation of radiator coolants
- ✓ Location of windscreen washer tank
- ✓ Types of windscreen washers
- ✓ Safety procedures to be followed in applying cleaning chemicals and washing engines
- ✓ Safety equipment and safety procedures to be followed
- ✓ Types of engines and components of engines
- ✓ Electrical components (Fuse box etc.)
- ✓ Reservoirs & their locations
- ✓ Methods of cleaning engine compartment by washing and without washing
- ✓ Types of washing liquids and detergents
- ✓ Engine which can be damaged by washing
- ✓ Procedure of removing and refitting tyre
- ✓ Basic knowledge on wheels and allied items of vehicle
- ✓ Types of wheels and methods of cleaning wheels
- ✓ Procedure of removing brake drums
- ✓ Cleaning brake drums
- ✓ Checking ware & tare of brake liners
- ✓ Brake pads and shoes
- ✓ Basic knowledge on the components vehicle under carriage
- ✓ Methods of cleaning undercarriage and undercarriage cleaners used
- ✓ Grease and their applications
- ✓ Care should be taken to avoid damaging the knobs when removing them
- ✓ Care should be taken to avoid contacting the acid with skin and the vehicle
- ✓ Waste disposal should be done according to the safety & environment requirements
- ✓ Care should be taken to avoid damaging the heat insulator
- ✓ Chemicals should not be applied on meter board, steering wheel, parking brake leaver

04. Lubrication and filters M-04

- ✓ Lubricants and lubrication.
- ✓ Types of lubricants used in petrel and diesel vehicles.
- ✓ Safety precautions.
- ✓ Safety procedures in waste disposal.
- ✓ Oil extractors.
- ✓ Oil drains machines.
- ✓ Grease chargers / Nipples.
- ✓ ATF Changing machines.
- ✓ Brake oil bleeder.
- ✓ Fluid testers.

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- ✓ Filter wrench.
- ✓ Lubricant measuring instruments.
- ✓ Environmental concerns and waste disposal.
- ✓ Knowledge in filter.
- ✓ Filter removal tools.
- ✓ Location of filters.
- ✓ Cleaning of filters.
- ✓ Usage of a new snap nut washer.
- ✓ Safety & Environment concerns;

  - Waste disposal should be done according to the safety & environment regulations.

05 Interior cleaning of motor vehicles M-05

- ✓ Read and interpret manuals.
- ✓ Use of hand tools.
- ✓ Interior materials and suitable cleaning materials for each type.
- ✓ Interior components.
- ✓ Removal methods (discussing, seats, console box etc.).
- ✓ Chemicals.
- ✓ Materials used and methods of applications in interior cleaning.
- ✓ Selecting appropriate chemicals.
- ✓ Using the cleaning machine.
- ✓ Types of brushes.
- ✓ Cloths and sponge.
- ✓ Cleaning by using compressed air.
- ✓ Works shop procedures.
- ✓ Removing and refitting of electrical connections.
- ✓ Occupational health and safety and safety gears and equipment.
- ✓ Types of vacuum cleaners their applications.
- ✓ Accessories and maintenance of vacuum cleaner.
- ✓ Disposal of waste.
- ✓ Care of personal belongings of owner.
- ✓ Air fresheners and it's applications.
- ✓ Safety & environment concerns;
  - Safety procedures.
  - Disposal of waste.
  - Safety & environment regulations.
  - Personal safety

06) Keeping up vehicle body paint M-06

- ✓ Body surface.
- ✓ Cleaning liquids procedures of cleaning the vehicle body.
- ✓ Knowledge about exterior body accessories.
- ✓ Chemicals for upkeep vehicle body paint.
- ✓ Cutting methods by hand and machine.
- ✓ Operation of polishing machines and types of pads.
- ✓ Wheel polish and tyre shiners, polishing methods by hand and machine.
- ✓ Waxing methods / protecting methods by hand and machine, types of wax, waxing cloths.
- ✓ Wheel cleaning and shining methods.
- ✓ Cleaning and shining methods for rubber vinyl and plastic surfaces.
- ✓ Glass cleaning and shining methods.
- ✓ Safety precautions.
- ✓ Types, grades of water sandpaper and applications of compound.
- ✓ Protective coatings.
- ✓ Occupational health, safety and safety gear & equipment.
- ✓ Compound and other dust may be inhaled.

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