Overview

This unit is about making visual checks to assess the external and internal condition of motor vehicles, including ancillary equipment where fitted, and completing vehicle assessment records.
IMIVV4 SQA Unit Code (HA65 04)
Assess motor vehicle condition

Performance criteria

You must be able to:

P1 conduct all vehicle assessments in a work area which is safe for yourself and others
P2 authenticate the documentation relating to the vehicle
P3 refer any documentation discrepancies to the relevant person promptly
P4 carry out vehicle assessments and checks in a systematic way following:
P4.1 your workplace procedures and
P4.2 health and safety requirements
P5 ensure your assessment of the external and internal features of the vehicle identifies any appearance and condition faults accurately
P6 ensure you record and report any personal property belonging to a customer accurately
P7 report any problems with the vehicle to the relevant person(s) promptly
P8 make suitable recommendations for refurbishment or repair work clearly and accurately
P9 ensure your vehicle assessment records are accurate, complete and processed promptly in the format required
Knowledge and understanding

Legislative and organisational procedures and requirements

K1 your workplace procedures and policies for:
  K1.1 vehicle assessment and acceptable vehicle condition
  K1.2 reporting and dealing with customer’s lost property
K2 the process for reporting vehicle problems and documentation discrepancies
K3 health and safety requirements for vehicle assessment activities

Vehicle assessment

K4 the importance of making regular and accurate assessments of vehicle condition
K5 the process of assessing the vehicle
K6 why it is important to make comparisons against any previous condition reports
K7 the damage and types of defects that may be found when carrying out an assessment of the external and internal features of the vehicle
K8 the other types of commonly occurring problems that can be identified during an assessment of the external and internal features of the vehicle
K9 how to conduct vehicle assessments in a safe and systematic manner
K10 how to assess the condition of external and internal features of vehicles
K11 how to identify refurbishment work and repairs in line with your organisation’s policies
K12 how to inspect basic components

Vehicle records and documentation completion

K13 the types and purposes of documentation relevant to the vehicle assessment
K14 the types of documentation discrepancies which may become evident when assessing a vehicle
K15 how to analyse and authenticate vehicle records
K16 how to complete and process vehicle assessment documentation
IMIVV4 Assess motor vehicle condition

Additional Information

Glossary

Vehicles:
These can be any of the following – light vehicles, commercial vehicles, motorcycles, mopeds and scooters

Full valet:

Light vehicles – a valet covering both the interior, exterior, hard and soft trim of the vehicle

Motorcycles, mopeds and scooters - a valet covering the entire machine

Commercial vehicle – a valet covering the interior and exterior of the cab, including hard and soft trim

Hard trim:
Examples include; decorative metal, decorative wood, scuff plates, rubbing strips and inlaid bumpers

Soft trim:
Examples are plastic, leather, fabric and carpets

Vehicle interior:
This can include the engine compartment as well as the passenger compartment, where relevant to the vehicle

Documentation:
This refers to written and/or electronically communicated documents

Assessment of internal and external features of vehicles:
Examples include: checking for any type of body damage to the vehicle (dents, scratches, etc), alignment of doors and body panels, condition of external trim and any accessories, tyre wear

Problems with the vehicle:
Examples include damage (reported and unreported), defects, malfunctions, missing equipment and accessories

Recommendations:
Examples include replacement of basic components, repairs, cleaning or no
action required

**Vehicle assessment records:**

These can be paper based or electronic
### IMIVV4 SQA Unit Code (HA65 04)

**Assess motor vehicle condition**

<table>
<thead>
<tr>
<th>Developed by</th>
<th>IMI Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version number</td>
<td>1</td>
</tr>
<tr>
<td>Date approved</td>
<td>September 2010</td>
</tr>
<tr>
<td>Indicative review date</td>
<td>September 2012</td>
</tr>
<tr>
<td>Validity</td>
<td>Current</td>
</tr>
<tr>
<td>Status</td>
<td>Original</td>
</tr>
<tr>
<td>Originating organisation</td>
<td>IMI Ltd</td>
</tr>
<tr>
<td>Original URN</td>
<td>4</td>
</tr>
<tr>
<td>Relevant occupations</td>
<td>Motor Vehicle Valeting (Automotive)</td>
</tr>
<tr>
<td>Suite</td>
<td>Motor Vehicle Valeting</td>
</tr>
<tr>
<td>Key words</td>
<td>Valet; motor; vehicle; assess; condition</td>
</tr>
</tbody>
</table>