

# IMIVV4 SQA Unit Code (HA65 04)

## Assess motor vehicle condition



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### 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

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#### 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

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### Knowledge and understanding

#### Legislative and organisational procedures and requirements

*You need to know and understand:*

- 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

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### 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

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action required

#### **Vehicle assessment records:**

These can be paper based or electronic

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