
Overview

This standard identifies the competences needed to assemble various internal and external trim and fitments to commercial and/or passenger carrying vehicles, in accordance with approved procedures. You will be required to fit a range of trim and fitments to the vehicle, which could include mud flaps, anti-spray brushes, bump stops, rubbing strips, decorative trims, mirrors, floor and roof coverings, seating, sound insulation, seat belts, stairs, steps, ladders, cargo control equipment, storage boxes, hand rails, fitted furniture, transfers, safety and first aid equipment, by using a variety of assembly methods and techniques such as threaded fasteners, staples, adhesives, rivets, Velcro and push/clip fasteners. You will also be expected to use a range of tools and specialised equipment associated with the assembly methods, and to check that the assembly has been completed to the level of accuracy and quality required by the specification.

Your responsibilities will require you to comply with organisational policy and procedures for the assembly activities undertaken, and to report any problems with the assembly process, or with the tools and equipment that are used, that you cannot 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 procedures appropriate to the fitting of trim and fitments to the vehicle. You will understand the fitting methods and techniques used, and their application, and will know about the tooling and ancillary equipment, the types of trim, fitments and consumables, 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 trim and fitment assembly 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.
follow the relevant instructions, assembly drawings and any other specifications
3.
ensure that the specified components are available and that they are in a usable condition
4.
assemble the components in their correct positions using the appropriate methods and techniques
5.
secure the components using the specified connectors and securing devices
6.
check the completed assembly to ensure that all operations have been completed and the finished assembly meets the required specification
7.
deal promptly and effectively with problems within your control and report those that cannot be solved
8.
ensure that work records are completed, stored securely and available to others as per organisational requirements
9.
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)
2.
the health and safety requirements of the work area and the activities, and the responsibility these requirements place on you
3.
the hazards associated with the activities, and how to minimise them and reduce 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 assembly of trim and fitments to the vehicle, and how to interpret them correctly
6.
how to identify the components to be used; component identification systems (such as codes and component orientation indicators)
7.
the assembly methods and procedures to be used, and the importance of adhering to these procedures
8.
how the trim and fitments are to be aligned and positioned prior to securing, and the tools and equipment that are used
9. the various mechanical fasteners and other components that are used (such as threaded fasteners, set and self-tap screws)
10.
the application of sealants and adhesives within the assembly activities, and the precautions that must be taken when working with them
- 11.

the company coding procedure for component variants to meet customer requirements

12.

the function of the various trim and fitments

13.

the importance of ensuring that fasteners are adjusted to the required settings

14.

the consumables, tools and equipment that are used for the assembly of trim and fitments to vehicles

15.

the importance of using the specified fasteners for the assembly, and why you must not use substitutes

16.

how to deal with components or fastening devices that are incorrectly assembled, damaged or have other faults

17.

the quality control procedures to be followed during the assembly operations

18.

how to conduct any necessary checks to ensure the accuracy and quality of the fitted trims or fitments

19. how to recognise defects (such as incorrect assembly, ineffective fasteners, foreign object damage)

20. the importance of ensuring that the completed assembly is free from left-over items and foreign objects

21. 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

22. preparations to be undertaken on the components and fixing points, prior to fitting the components to the vehicle

23.

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

24.

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

25.

the problems that can occur with the fitting of trims and fitments, and how they can

be avoided

26.

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

27. 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 trim assembly activities:

1.1 obtain and use the appropriate documentation (such as job instructions, trim and fitment assembly drawings, 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 tools and equipment to be used are within current calibration/certification dates

1.4

ensure that trim and fitments used are free from damage, foreign objects, dirt or other contamination before assembling them

1.5

use lifting and slinging equipment in accordance with health and safety guidelines and procedures

1.6

use safe and approved techniques to assemble the trim and fitments to the vehicles

1.7

return all tools and equipment to the correct location on completion of the assembly activities

1.8 leave the work area in a safe and appropriate condition on completion of the activities

2.

Use a variety of securing devices, to include three of the following:

2.1 staples

2.2 adhesives/tapes

2.3 mechanical fasteners

2.4 push/clip fastenings

2.5 rivets

2.6 Velcro

3.

Assemble trim and fitments using three of the following assembly aids:

3.1 templates

3.2 temporary clamping devices

3.3 alignment devices

3.4 power tools

3.5 other specific assembly tools

4.

Assemble trim and fitments to vehicles, to include eight of the following:

- 4.1 mud flaps/guards
- 4.2 ladders
- 4.3 internal storage (lockers, boxes, racks)
- 4.4 anti-spray brushes
- 4.5 curtains/blinds
- 4.6 hand rails
- 4.7 bump stops
- 4.8 seats/covers
- 4.9 stairs/steps/ramps
- 4.10 rubbing strips
- 4.11 floor covering
- 4.12 cargo control equipment, access facilities, secure anchor points, assistive technology
- 4.13 decorative trim (badges, grills)
- 4.14 roof lining
- 4.15 fitted furniture
- 4.16 mirrors
- 4.17 seat belts
- 4.18 transfers/decals
- 4.19 external stowage boxes
- 4.20 sound insulation
- 4.21 safety and first aid equipment
- 4.22 other specific equipment

5.

Use appropriate equipment to carry out all of the following quality checks:

- 5.1 dimensions
- 5.2 positional accuracy
- 5.3 component quality
- 5.4 completeness
- 5.5 component security
- 5.6 freedom from damage and foreign objects

6.

Check assembly of trims and fitments complies with one of the following quality and accuracy standards:

- 6.1 legislation, industry standards, codes of practice and procedures specific system requirements
- 6.2 customer standards and requirements
- 6.3 company standards and procedures

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