

Receive and inventory end of life vehicles

Overview

This standard is about taking ownership of end of life vehicles (ELVs), including completing relevant documentation and creating unique vehicle stock records.

For the purposes of this standard, ELVs include light vehicles, light commercial vehicles and motorcycles.

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Performance criteria

You must be able to:

P1 select and wear suitable personal protective equipment when receiving end of life vehicles

P2 access and use suitable sources of information to identify vehicle

P3 use organisation's systems to create end of life vehicle stock **records**

P4 assess vehicle for damage and/or defects

P5 clearly mark-up vehicles for ease of identification

P6 identify target marketable parts on the vehicle

P7 carry out receipt and inventory activities following:

P7.1 your workplace procedures

P7.2 health, safety and environmental requirements

P7.3 relevant regulations

P8 work in a way that minimises risk of:

P8.1 damage to vehicle

P8.2 damage to other vehicles or working environment

P8.3 injury to self or others

P9 ensure your **records** are accurate, complete and passed to the relevant person(s) within the agreed timescale in the format required

P10 complete all vehicle receipt and inventory activities within the agreed timescale

P11 promptly report any problems or anticipated delays in completion to the relevant person(s)

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Knowledge and understanding

You need to know and understand:

**Legislative and organisational requirements and procedures **

K1 current relevant legislation, regulations, codes of practice and guidelines relating to end of life vehicles

K2 the requirements for and importance of how to select and wear personal protective equipment when receiving end of life vehicles

K3 your organisation's systems and procedures for:

K3.1 documentation completion

K3.2 creating and maintaining **records** *

K3.3 vehicle mark-up and storage

K3.4 dealing with special considerations

K3.5 the referral of problems

K3.6 reporting delays to the completion of work

K4 the importance of working within your level of competence and responsibility

K5 the hazards associated with working on or near petrol and alternative fuel vehicle systems and components

K6 the importance of working to agreed timescales and keeping others informed of progress

K7 the importance of promptly reporting anticipated delays to the relevant person(s)

Creating vehicle inventory

K8 how to find, interpret and use sources of information to enable correct vehicle identification

K9 the importance of accurate vehicle identification and the implications of getting it wrong

K10 how to deal with vehicles where the vehicle registration mark (VRM) and chassis number (VIN) do not match data sources

K11 how to use organisation's systems to create vehicle *records** for end of life vehicles**

K12 the importance of creating a unique stock number for an end of life vehicle

K13 the importance of taking images of the vehicle, where appropriate

K14 how to mark-up vehicles and what needs to be considered for ease of identification at all times

K15 how the business processes vehicles in order to identify them for potential future marketable revenue streams

K16 the principles of parts grading and the circumstances where the grade might need to be amended and recorded

K17 how to locate where vehicles and/or their parts are stored using the appropriate information systems used in your organisation

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Scope/range

1. **Records** to include:

- 1.1. vehicle details
- 1.2. acquisition details
- 1.3. financial transactions
- 1.4. special considerations

Glossary

This section contains examples and explanations of some of the terms used but does not form part of the standard.

Acquisition details

To include source of vehicle and date acquired, inventoried and dismantled.

Agreed timescale

This can be as dictated by government guidance, a contractual service level agreement or customer request

Alternative fuel

This is defined as any type of fuel that may be used to power an internal combustion engine, examples would include LPG, bio ethanol etc. plus hydrogen fuel cell systems.

Documentation

To include certificate or notification of destruction and proof of ownership

End of life vehicle (ELV)

A vehicle that has come to the end of its useful life as a motor vehicle and is categorised as waste, generally due to age, malfunction or accident. These may include light vehicles, light commercial vehicles and motorcycles.

Financial transactions

To include traceability of payments according to Financial Conduct Authority.

Special considerations

To include whether vehicle has been assigned to any hazard category (including flood or fire damage, biohazard contamination or an alternative fuel source), or subject to recall by manufacturer or DVSA.

Vehicle details

To include VIN and registration numbers, make and model, year of manufacture or first registration, odometer reading (if possible), salvage category and images.

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