
AUTOMOTIVE ADMINISTRATION
Describe factors in determining, and
draw a workplace layout in the motor
body industry

level:	5
credit:	4
final date for comment:	December 2008
expiry date:	December 2009
sub-field:	Motor Industry
purpose:	This theory unit standard is for people with management responsibility who work in the motor body industry. People credited with this unit standard are able to describe factors in determining a vehicle body shop workplace layout, and draw a vehicle body shop workplace layout.
entry information:	Open.
accreditation option:	Evaluation of documentation and visit by NZQA and industry.
moderation option:	A centrally established and directed national moderation system has been set up by the NZ Motor Industry Training Organisation.
special notes:	<ol style="list-style-type: none">1 The following legislation and regulations must be consulted and followed where applicable: Building Act 1991; Hazardous Substances and New Organisms Act 1996; Health and Safety in Employment Act 1992; Resource Management Act 1991; Local body regulations; Spray Coating Regulations 1962.2 When the performance criteria state <i>company guidelines</i>, it is assumed that it is to the same standard as the product and vehicle manufacturers' standards.

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- 3 This unit standard applies to premises with a combined panel and paint shop or an independent panel or paint shop.

Elements and Performance Criteria

element 1

Describe factors in determining a vehicle body shop workplace layout.

performance criteria

- 1.1 Legislation requirements for planning the building layout are identified.
- 1.2 Purpose of planning the layout is described according to company guidelines.
- Range: includes but is not limited to – smooth work flow, increased efficiency, company image, staff amenities and levels, individual work areas, new equipment, equipment location, expansion, staffing levels, attractive to customer, signage, legislation requirements, safety for staff and customers.
- 1.3 Procedures for determining building specifications are described according to company guidelines.
- Range: includes but is not limited to – building location, entry/exit points, surrounding area, parking, legislation requirements, future expansion, storage areas, staffing levels, local body zoning.
- 1.4 International Organization for Standardization (ISO) and the vehicle manufacturers' requirements are described in terms of a vehicle body shop workplace.

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1.5 Procedures for determining the space available for the proposed layout are described according to company guidelines and the manufacturers' recommendations.

Range: may include but is not limited to – paint, panel, reception, assessment area, bench area, paint mixing area, storage areas, paint preparation bay, strip and fit areas, dangerous goods store, staffing levels, staff amenities, legislation requirements.

1.6 Procedures for determining the equipment, tools, and fittings to be used in the layout are identified consistent with legislation, manufacturers' requirements and/or company guidelines.

Range: spray booth/oven, paint mixing room, body alignment equipment, air lines and take off points, electrical points, power tools, hand tools, dust extraction equipment, lighting, heating, legislation requirements.

1.7 Procedures for determining the budget for the layout are identified according to company guidelines.

1.8 Office, reception, and staff amenity areas are described according to company guidelines.

Range: may include but is not limited to – customer and staff comfort, assessment area, lighting, telephone and computer areas, legislation requirements.

element 2

Draw a vehicle body shop workplace layout.

performance criteria

2.1 A drawing to scale of a building layout is produced and meets the needs of all the facilities of a vehicle body shop and the requirements of legislation.

Range: includes but is not limited to – company image, work flow, interface with other departments, staffing levels, storage areas, parking, surrounding area, signage.

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Comments on this unit standard

Please contact the NZ Motor Industry Training Organisation jlane@mito.org.nz if you wish to suggest changes to the content of this unit standard.

Please Note

Providers must be accredited by the Qualifications Authority or a delegated inter-institutional body before they can register credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by the Qualifications Authority before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for providers wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

This unit standard is covered by AMAP 0014 which can be accessed at <http://www.nzqa.govt.nz/site/framework/search.html>.