

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Common Competency

Title	Establish management system for servicing workshops
Code	108792L5
Range	This unit of competency is applicable to sizable servicing workshops (e.g. vehicle body servicing workshops, general mechanical workshops, service pits, LPG vehicle service workshops, painting workshops). Practitioners should be able to understand the operation of different vehicle servicing works and formulate appropriate management plans for the workshop regarding actual organisational situation to ensure the servicing workshop is under effective and safe operation and in compliance with statutory requirements.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Operation of various kinds of servicing workshops)</p> <ul style="list-style-type: none"> • Master the daily operation, specific functions and potential risks of various servicing workshops. • Good understanding of the provisions of respective regulations applicable to servicing workshops such as fire services, industrial undertakings, occupational safety and health, environmental protection, labour. <p>2. Performance (Establish management systems and plans for servicing workshops)</p> <ul style="list-style-type: none"> • List out the appropriate environmental requirements as provided under the legislative requirements in the Remark Column for different kinds and sizes of vehicle servicing workshops such as lighting, ventilation & air-conditioning, sound-proofing, fire prevention, electricity supply, floor loading capacity, exhaust gas extraction, floor height clearance, drainage provisions, alarming apparatus, information network. • Base on the established environmental requirement with reference to the scale of the organisation, formulate the appropriate management system for the workshop such as inspection frequency, testing methods, deployment of inspection staffs, cleaning, service & maintenance plans, maintenance budget, etc, and compile regular inspections table for various servicing workshops. • Define the workshop setup for every workshop to ensure smooth traffic flow, work safety, environmental protection operation and maximum productivity. • Establish daily maintenance procedure regarding the operation of individual workshop and arrange appropriate resources to meet operation needs. • Establish management procedure for servicing workshops such as entry and exit, utilization, security measures, etc. so as to ensure that the equipment in the workshops confirm with respective statutory regulations of security, fire services, factories & industrial undertaking, environmental protection, labour. • Establish environmental protection practice on domestic water consumption, electricity, fuels so as to achieve the results of energy saving, waste minimisation.
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are that the practitioner being assessed shall prove that he/she is :</p> <ul style="list-style-type: none"> • Capable of grasp the specific requirements, environmental standards and the facilities requirement in various kinds of vehicle servicing workshops; • Capable of formulating appropriate management methods for the workshops concerning actual organisational situations to optimise the planning and setting of the workshop; establishing procedures for daily maintenance, entry and exit, utilisation and security to provide a safe and good working place; and

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	<ul style="list-style-type: none">• Capable of maintaining the operation of the servicing workshops in compliance with respective statutory requirements.
Remark	<p>The respective legislations/rules involved in this unit of competency are as follows:</p> <ul style="list-style-type: none">• Factories and Industrial Undertakings (Spraying of flammable liquids) Regulations• Factories and Industrial Undertakings (Dangerous Substances) Regulations• Dangerous Goods Ordinance• Gas Safety Ordinance• Factories and Industrial Undertakings (Lifting appliances and Lifting Gear) Regulations• Factories and Industrial Undertakings (Asbestos) Regulations• Occupational Safety and Health Ordinance• Code of Practice on Control of Air Impurities (Chemical Substances) in the Workplace• Factories and Industrial Undertakings Ordinance• Code of Practice – Safety and Health at Work for Gas Welding and Flame Cutting Work• Code of Practice – Safety and Health at Work for Manual Electric Arc Welding