Specification of Competency Standards
for the Automotive
Unit of Competency

Functional Area - Vehicle Inspection and Prosecution

Title	Handle the documents for vehicle inspection
Code	111646L3
Range	This unit of competency is applicable in designated vehicle examination workplaces under legislative provisions. Practitioners should be able to accurately comprehend the handling of documents for vehicle inspection according to the statutory document system for vehicle examination.
Level	3
Credit	2 *(For Reference Only)*
Competency	**Performance Requirements** 1. Knowledge (Document system for vehicle examination) • Good understanding of the types of documents used for vehicle examination, their functions, applications and validity. • Comprehend the documents required for specific purposes in the vehicle examination process and their adaptations. • Acquainted with the correct information in the documents with reference to the guidelines and instructions of the vehicle examination system. 2. Performance (Handling of the documents for vehicle inspection) • Identify the functions and applications of various documents for vehicle examination. • Correctly verify the consistency of information between the documents and the inspected vehicles, such as the registration document, exemption or approval letter, onboard equipment setup certificate, etc. • Professionally record the defects and necessary information on the designated forms during the inspection process. • Report uncertainties or suspected fraudulent information to seniors in a timely manner.
Assessment Criteria	The integrated outcome requirements of this unit of competence are that the practitioner being assessed shall prove that he/she is: • Capable of identifying the functions, applications and validity of various documents for vehicle examination; • Capable of verifying the consistency of information between the documents and the inspected vehicles; and • Capable of professionally recording the defects and necessary information on the designated form during the inspection process.
Remark	The credit value of this unit of competency is set on the presumption that the practitioner concerned already possesses extensive knowledge of vehicle servicing and vehicle examination procedures.