Specification of Competency Standards
for the Automotive
Unit of Competency

Functional Area - Common Competency

Title	Establish management system for servicing workshops
Code	111661L5
Range	This unit of competency is applicable to service workshops (e.g., vehicle body service workshops, general mechanical workshops, service pits, LPG vehicle service workshops, painting workshops, and electrified vehicle workshops). Practitioners should be able to understand the operation of different vehicle servicing works and formulate appropriate management plans for the workshop regarding the 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	**Performance Requirements** 1. Knowledge (Operation of various kinds of servicing workshops) • Master the daily operation, specific functions and potential risks of various service workshops. • Good understanding of the provisions of respective regulations applicable to service workshops such as fire services, industrial undertakings, occupational safety and health, environmental protection, and labour. 2. Performance (Establish management systems and plans for service workshops) • List out the appropriate environmental requirements for different kinds and sizes of vehicle service workshops, such as lighting, ventilation and air-conditioning, sound-proofing, fire prevention, electricity supply, floor loading capacity, exhaust and combustible gas detection and extraction, floor height clearance, drainage provisions, alarming apparatus, information network. • Based 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 staff, cleaning, service and maintenance plans, maintenance budget, etc., and compile regular inspection tables for various service 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 workshops and arrange appropriate resources to meet operational needs. • Establish management procedures for servicing workshops, such as entry and exit, utilisation, security measures, etc., so as to ensure that the equipment in the workshops confirms with the respective statutory regulations of security, fire services, factories and industrial undertakings, environmental protection, and labour. • Establish environmental protection practice on domestic water consumption, electricity, fuels so as to achieve the results of energy saving and waste minimisation.
Assessment Criteria	The integrated outcome requirements of this unit of competency are that the practitioner being assessed shall prove that he/she is:

	• Capable of grasping the specific requirements, environmental standards and the facilities requirements in various kinds of vehicle service 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 • Capable of maintaining the operation of the servicing workshops in compliance with respective statutory requirements.
Remark	The respective legislations/rules involved in this unit of competency are as follows: • 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 • Electricity Ordinance • (This UoC replaced 108792L5)