

Reference No.																			
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SELF-ASSESSMENT GUIDE

Qualification	AUTOMOTIVE BODY REPAIRING NC II		
Units of Competency Covered	<input type="checkbox"/> Remove and store vehicle body components <input type="checkbox"/> Replace and repair vehicle body panels and components <input type="checkbox"/> Repair vehicle body panels using filler (rough finish)		
Instruction:			
<input type="checkbox"/> Read each question and check the appropriate column to indicate your answer.			
Can I?	YES	NO	
PERFORM PREPARATORY ACTIVITIES			
<input type="checkbox"/> Identify the job required based on the Job/Repair Order			
<input type="checkbox"/> Select and check serviceability of needed tools, equipment and materials			
<input type="checkbox"/> Prepare work area and plans activities			
REMOVE AND STORE VEHICLE BODY COMPONENTS			
<input type="checkbox"/> Remove vehicle body components according to manufacturer’s repair manual *			
<input type="checkbox"/> Tag and secure vehicle body components			
<input type="checkbox"/> Clean vehicle body components according to safety and environmental requirements *			
REPAIR AND REPLACE VEHICLE BODY PANELS AND COMPONENTS			
<input type="checkbox"/> Inspect vehicle components for damage and/or needs repair/ replacement, if any			
<input type="checkbox"/> Tag and store body panels and its components using appropriate materials and according to industry standards			
<input type="checkbox"/> Perform necessary repair method to align body panels and its component *			
REPAIR VEHICLE BODY PANELS USING FILLER (ROUGH FINISH)			
<input type="checkbox"/> Degrease body panels before performing repair tasks			
<input type="checkbox"/> Remove paint and prepare damaged body panels for filler application *			
<input type="checkbox"/> Mix and apply filler to repaired body panels according to industry criteria *			
<input type="checkbox"/> Perform standard sanding procedures			
<input type="checkbox"/> Complete repair to pre-paint condition (ready for painting) *			
PERFORM POST-REPAIR ACTIVITIES			
<input type="checkbox"/> Inspect to determine if repair of body panels met standards and panel is ready for painting			

<input type="checkbox"/> Prepare body panel for turnover and quality checking of immediate supervisor		
<input type="checkbox"/> Clean and store tools/supplies/equipment/vehicle		
<input type="checkbox"/> Accomplish standard documents after repair of body panels using filler		
OBSERVES WORK ENVIRONMENT, HEALTH AND SAFETY PRACTICES		
<input type="checkbox"/> Clean work area and practice good housekeeping *		
<input type="checkbox"/> Practice 3 Rs (reduce, recycle, re-use) and proper wastes disposal, according to environmental standards *		
<input type="checkbox"/> Identify hazards and risks associated with work *		
<input type="checkbox"/> Use appropriate PPE		
<input type="checkbox"/> Practice works safety and health measures in performing tasks *		
I agree to undertake assessment with the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's Name and Signature		Date