

SELF-ASSESSMENT GUIDE

Qualification:	AUTOMOTIVE MECHANICAL ASSEMBLY NC II	
Certificate of Competency 1:	<ul style="list-style-type: none"> • Assemble Mechanical Assemblies using Jigs/Fixtures 	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
• Interpret parts/materials list and engineering manuals for the job requirements*		
• Select appropriate parts and set of tools and equipment for the job requirements*		
• Load and unload parts/components into jig/fixture safely *		
• Select and use hardware parts for the job requirements*		
• Identify the required number of hardware parts fitted to the designated positions as stated in the materials/parts list and engineering manuals*		
• Identify appropriate lifting hoist/gears to be used in accordance with OH&S requirement*		
• Ensure parts are positioned and secured as per relevant drawing*		
• Tighten nuts, bolts and screws to specified torque requirement of the job (over torque)*		
• Identify assembly faults and are located, reported and rectified/scrapped in accordance with company procedures*		
• Operate impact gun not exceeding the torque requirement of the job (over torque)*		
• Know parts differentiation and classification*		
• Perform job requirements without direct supervision as per company standards*		
• Perform job requirements within prescribe time as per company standards*		
I agree to undertake assessment in 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 Signature:	Date:	

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Qualification:	AUTOMOTIVE MECHANICAL ASSEMBLY NC II	
Certificate of Competency 1:	MOUNT/INSTALL AUTOMOTIVE MECHANICAL ASSEMBLY	
Unit of competency covered:	<ul style="list-style-type: none"> • MOUNT/INSTALL BRAKE AND FUEL SYSTEMS • MOUNT/INSTALL SUSPENSION DRIVE TRAIN • MOUNT/INSTALL POWER DRIVE SYSTEM 	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
• Interpret parts/materials list and engineering manuals for the job requirement*		
• Select appropriate parts/components and set of tools and equipment for the job requirement*		
• Load and unload parts/components into jig/fixture safely*		
• Select and use hardware parts for the job requirement *		
• Identify the required number of hardware parts fitted to the designated positions as stated in the materials/parts list and engineering manuals*		
• Identify appropriate lifting hoist/gears to be used in accordance with OH&S requirement*		
• Ensure parts are positioned and secured as per relevant drawing*		
• Tighten nuts, bolts and screws to the specified torque requirements stated in the engineering manuals*		
• Secure service lines are routed, tied and clipped to specification*		
• Identify assembly faults and are recorded, reported and rectified/scrapped in accordance with company procedures*		
• Operate impact gun not exceeding the torque requirement of the job (over torque)*		
• Know components and their purpose/function within the assembly*		

<ul style="list-style-type: none"> • Know parts differentiation and classification* 		
<ul style="list-style-type: none"> • Perform the job requirements without direct supervision as per company standards* 		
<ul style="list-style-type: none"> • Perform the job requirements within prescribe time as per company standards* 		
<p>I agree to undertake assessment in 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.</p>		
<p>Candidate's Signature:</p>	<p>Date:</p>	

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Qualification:	AUTOMOTIVE MECHANICAL ASSEMBLY NC II	
Certificate of Competency 3:	<ul style="list-style-type: none"> INSTALL/FIT OUT TRIM PARTS / COMPONENTS / ASSEMBLIES 	
Instruction: <ul style="list-style-type: none"> Read each of the questions in the left-hand column of the chart. Place a check in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
<ul style="list-style-type: none"> Interpret parts/materials list and engineering manuals for the job requirements* 		
<ul style="list-style-type: none"> Select appropriate parts and set of tools and equipment for the job requirements* 		
<ul style="list-style-type: none"> Load and unload parts/components into jig/fixture safely * 		
<ul style="list-style-type: none"> Select and use hardware parts for the job requirements* 		
<ul style="list-style-type: none"> Identify the required number of hardware parts fitted to the designated positions as stated in the materials/parts list and engineering manuals* 		
<ul style="list-style-type: none"> Identify appropriate lifting hoist/gears to be used in accordance with OH&S requirement* 		
<ul style="list-style-type: none"> Ensure parts are positioned and secured as per relevant drawing* 		
<ul style="list-style-type: none"> Tighten nuts, bolts and screws to specified torque requirement of the job (over torque)* 		
<ul style="list-style-type: none"> Identify assembly faults and are located, reported and rectified/scrapped in accordance with company procedures* 		
<ul style="list-style-type: none"> Operate impact gun not exceeding the torque requirement of the job (over torque)* 		
<ul style="list-style-type: none"> Know parts differentiation and classification* 		
<ul style="list-style-type: none"> Perform job requirements without direct supervision as per company standards* 		
<ul style="list-style-type: none"> Perform job requirements within prescribe time as per company standards* 		
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Qualification:	AUTOMOTIVE MECHANICAL ASSEMBLY NC II		
Certificate of Competency 4:	<ul style="list-style-type: none"> PERFORM FINAL ENGINE RUN 		
Instruction: <ul style="list-style-type: none"> Read each of the questions in the left-hand column of the chart. Place a check in the appropriate box opposite each question to indicate your answers. 			
Can I?	YES	NO	
<ul style="list-style-type: none"> Select and use tools and equipment* 			
<ul style="list-style-type: none"> Select and use lubricants and fluids* 			
<ul style="list-style-type: none"> Ensure reservoirs and mechanical assemblies are filled with the identified lubricants/fluids to levels specified in the lubrication data sheets.* 			
<ul style="list-style-type: none"> Bleed air and hydraulic system* 			
<ul style="list-style-type: none"> Know the type and characteristic of lubricants and fluids used within the operating system* 			
<ul style="list-style-type: none"> Know proper use of hydraulic pressurized equipment* 			
<ul style="list-style-type: none"> Remove excess lubricants and fluids in accordance with company quality control standards.* 			
<ul style="list-style-type: none"> Perform the job requirements without direct supervision as per company standards * 			
<ul style="list-style-type: none"> Perform the job requirements within prescribe time as per company standards* 			
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Qualification:	AUTOMOTIVE MECHANICAL ASSEMBLY NC II	
Certificate of Competency 5:	PERFORM WHEEL ALIGNMENT OPERATIONS	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
• Perform equipment set up for alignment*		
• Read and interpret work specification to determine alignment process.*		
• Determine and select tools and equipment to meet requirements for the job.*		
• Access and interpret headlight alignment equipment's information from manufacturer specification.*		
• Align wheels to specifications.*		
• Undertake adjustment in accordance with the vehicle and equipment manufacturers specifications.*		
• Know wheel alignment principles and purposes.*		
• Safely use of wheel alignment equipment.*		
• Perform the job requirements without direct supervision as per company standards.*		
• Perform the job requirements within prescribe time as per company standards.*		
I agree to undertake assessment in 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 Signature:	Date:	