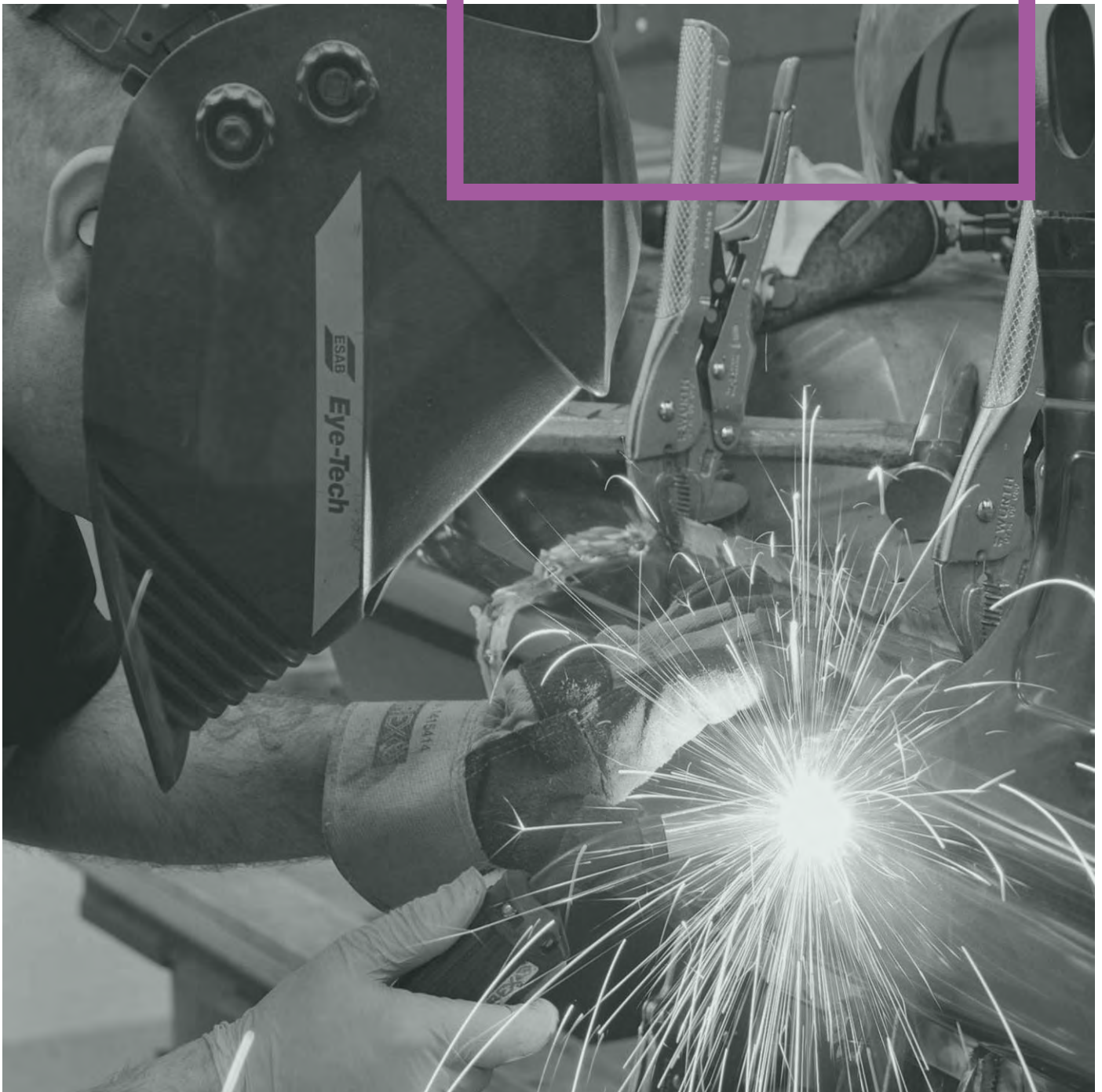




INSTITUTE OF THE
MOTOR INDUSTRY

IMI ACCREDITATION

PANEL





What is IMI Accreditation?

IMI Accreditation is a practical, non-academic way to demonstrate individual capability, providing independent proof of current competence, knowledge and skills.

Focused on the Light Vehicle area of the automotive sector, IMI Accreditation encompasses everyone within this area, from individuals working directly on vehicles to those advising customers or managing a dealership. Three different types of accreditation reflect the diverse range of roles within the motor industry: Technical, Customer Facing and Management

Accreditation typically takes just one day to achieve (depending on the specific route), with individuals assessed against industry-agreed standards. Each accreditation route is designed using best practice techniques, and offers multiple career development options for a specific job role.

Accreditation is available for the following routes:

- Technical
 - Air Conditioning
 - Autoglazing
 - Cosmetic Repair
 - Digital Audio Broadcasting
 - Electric Vehicle
 - Fast Fit
 - Light Vehicle Maintenance & Repair
 - Light Vehicle Inspection
 - Mechanical Electrical Trim
 - Motorcycle
 - Paint
 - Panel
 - Roadside
 - Vehicle Damage Assessor
- Customer Facing
 - Customer Service
 - Parts
 - Sales
- Management
 - Management

Once an individual has passed all the required practical and knowledge-based modules in a specific route, they will receive a certificate of achievement which is valid for three years.



IMI Accreditation benefits

IMI Accreditation was created to help the motor industry keep on top of constant, rapid changes in technology, legislation and working methods, by encouraging and measuring the current competence, knowledge and ability of those working within it. By providing proof of current competence, IMI Accreditation benefits both individuals and their employers.

Those gaining accreditation receive:

- An IMI Accredited certificate
- Inclusion on IMI Professional Register
- Industry-wide recognition of their skills and abilities
- Confidence
- Advice and guidance for development
- An opportunity for career progression

While the employer of an accredited individual benefits from:

- Confidence in the individual's ability
- Eligibility for British Standard/DVSA requirements (depending on routes)
- Increased customer visibility on the IMI Professional Register
- Higher work output and fewer mistakes
- Public confidence in abilities

Industry Recognition through the IMI Professional Register

The IMI Professional Register is an industry-wide database of professionals in the motor industry. The Register is promoted to consumers as a place to find trustworthy professionals who have proven their skills and competence within specialist areas of the industry. IMI Accredited individuals are automatically included on the IMI Professional Register.

Routes to Accreditation

There are two routes to gaining IMI Accredited status: Full Assessment and Conversion*. Full Assessment involves the completion of all practical and knowledge-based assessments at each level. Conversion enables an individual to use existing qualifications to gain exemption from specific modules.

IMI Accreditation continually evolves to meet the changing needs of the industry, with each accreditation valid for three years, after which time an individual is required to undertake a new assessment either at the same level, next career level or a different route in order to prove their current competence.

IMI Accreditations are delivered through the IMI approved centre network, and you can find your nearest centre or explore assessment routes at www.imiawards.org.uk.



Further Information

For further information on any of the accreditation routes, please visit www.theimi.org.uk/ata. Alternatively call 01992 511521 to contact IMI directly.

Who is the Panel route for?

The Panel route is intended for technicians whose job role involves the repair of vehicles typically involved in accidents or similar incident circumstances.

There are two levels within Panel:

- **The Technician** should be working in the accident repair sector of the industry and have at least two years experience to ensure they are familiar with the skills, knowledge and techniques required to repair & replace body components, such as vehicle body panels and their associated parts.
- **The Senior Technician** should be working in the accident repair sector of the industry and have at least three years experience to ensure they are familiar with the skills, knowledge and techniques required to repair & replace body components, including returning vehicle alignment to manufacturer specification and rectifying bodyshell faults.

Panel Route Structure

For technicians wishing to achieve accreditation there is only one method:

- **Full Assessment**

For technicians wishing to retain their accreditation there are two options, these are:

- **Full Assessment**
- or
- **AOM Update**

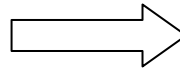
Note: In order to re-accredit using 'AOM Updates' (Assessed Outcome Modules) the candidate's accreditation must remain valid throughout the assessments and until all of the prescribed AOMs have been passed. Should the accreditation expire beforehand, the candidate will be required to re-take a 'full assessment'.



Pre-requisite Welding Certificates

Candidates wishing to be assessed at either Panel Technician or Senior Panel Technician levels MUST hold a current welding Assessed Outcome Module Certificate for AOM – 009 (BS1140 and BS4872).

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|--|------------|
| Resistance Spot Welding (BS1140) MAG Welding (BS4872) | AOM 009 |
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**Panel Technician /
Panel Senior
Technician
Assessment**

Candidates MUST present a current Assessed Outcome Module Certificate for AOM – 009 to the centre when registering for IMI Panel Full Assessment or AOM Update.

Panel - Technician

Full Assessment

This level requires the candidate to complete the following modules:

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| Cosmetic Panel Alignment | AOM 002 |
| Welded Panel/Section MAG/Bond/Rivet | AOM 028 |
| Panel Damage (Rectification) | AOM 029 |
| MET – Remove/Replace/Refit | AOM 044 |
| Cold Filler Repair | AOM 048 |

This will normally be a two day assessment.



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| Panel - Senior Technician | Full Assessment |
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This level requires the candidate to complete the following modules:

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| Cosmetic Panel Alignment | AOM 002 |
| MET - Complex | AOM 006 |
| Panel Damage (Rectification) | AOM 029 |
| Welded Panel/Section MAG/MIG Braze/Bond/Rivet | AOM 030 |
| Rectify Bodyshell Misalignment (Setup, Measure, Adjust) | AOM 032 |
| Aluminium Cosmetic Panel | AOM 034 |
| Cold Filler Repair | AOM 048 |

This will normally be a three day assessment.

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| Panel – Technician | AOM Update Reaccreditation only |
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In addition to holding a current Assessed Outcome Module certificate for AOM – 009, this level requires the candidate to complete the following modules:

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| Welded Panel/Section MAG/Bond/Rivet | AOM 028 |
| MET – Remove/Replace/Refit | AOM 044 |

This may be achieved through a one day assessment or alternatively achieved over a period of time not more than three years before the expiry of the individual's accreditation.

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| Panel - Senior Technician | AOM Update Reaccreditation only |
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In addition to holding a current Assessed Outcome Module certificate for AOM – 009, this level requires the candidate to complete the following modules:

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| MET - Complex | AOM 006 |
| Welded Panel/Section MAG/MIG Braze/Bond/Rivet | AOM 030 |

This may be achieved through a one day assessment or alternatively achieved over a period of time not more than three years before the expiry of the individual's accreditation.



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| Accreditation Module Title | Cosmetic Panel Alignment |
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| Module Code | ATA - AOM - 002 |
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| Practical Assessment Time | 0.5 hour |
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| On-line Knowledge Test | K - 002 |
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| IMI AOM Level | 2 |
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| Module Overview | |
| <p>This module is about the alignment of panels to ensure that the panels (i.e. gaps) are aligned to the correct specification.</p> <p>The candidate will need to protect the vehicle before working on the vehicle, remove a bolted panel (hinged or fixed) from a vehicle without damage, ensuring that the panel is stored correctly to prevent damage before refitting the panel to the vehicle. This will involve the use of vehicle specification information.</p> <p>The candidate will also have to ensure that any locks and catches that require adjustment are aligned to the correct settings to provide the correct opening and closing of the panel.</p> | |

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| Candidate Profile | |
| <p>The technician should be working in the accident repair sector of the industry and have at least two years experience to ensure they are familiar with the skills, knowledge and techniques required to remove & refit or replace various components, such as vehicle body panels and their associated parts, and for the preparation of panels (existing) and to give a fault free finish.</p> | |

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| Links with Accreditation Routes and Modules | |
| This module features in: | |
| IMI Accreditation Route | IMI Accreditation Level |
| MET | Technician |
| | Senior Technician |
| Panel | Technician |
| | Senior Technician |

| Skills Requirements | |
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| The candidate must demonstrate the ability to: | |
| 1.1 | Accurately assess the vehicle for pre-existing damage prior to work commencing |
| 1.2 | Protect the vehicle prior to removing any MET components and body panels to prevent damage to the vehicle during the assessment |
| 1.3 | Access and understand the vehicle manufacturer (or equivalent to) repair methods to enable the candidate to carry out the removal and replacement of vehicle components |
| 1.4 | Read and understand Material Safety Data Sheets / Material Technical Data Sheets |
| 1.5 | Disconnect / remove vehicle components / ancillaries to gain access to the repair without causing damage to the vehicle components or its systems |
| 1.6 | Remove the panel(s) without causing damage to the panel, the vehicle and its systems |
| 1.7 | Select and use the correct range of tools and equipment |
| 1.8 | Store components in a safe suitable way |
| 1.9 | Refit the panel and components without causing damage to the vehicle and its systems |
| 1.10 | Replace components to the vehicle specification; adjust the components settings to the vehicle manufacturer's settings including identify the torque settings of all components and fixtures |
| 1.11 | Ensure that the components replaced and their associated components are operating as per the vehicle manufacturer requirements |
| 1.12 | Use Personal Protection Equipment (PPE) |
| 1.13 | Follow health and safety guidelines |
| 1.14 | Work within given time constraints |

| Knowledge Requirements | |
|---|---|
| The candidate must indicate a sound knowledge of: | |
| 2.1 | The types of materials used in the construction of the vehicle |
| 2.2 | The products and techniques used in the repair of vehicle and its components |
| 2.3 | The types of fasteners and the use of which are used in the construction of a vehicle |
| 2.4 | The tools and equipment used in the repair of the vehicle body and its components |
| 2.5 | Information to access and use during the repair process of vehicle and its components |
| 2.6 | Health and safety guidelines |



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| Accreditation Module Title | MET - Complex |
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| Module Code | ATA - AOM - 006 |
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| Practical Assessment Time | 2 hours |
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| On-line Knowledge Test | K - 006 |
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| IMI AOM Level | 3 |
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| Module Overview | |
| <p>This module is to ensure that the candidate has the ability to remove & refit vehicle exterior and interior trim without damaging either the vehicle bodywork or its systems.</p> <p>The candidate will need to remove and refit items including bumper cover which will include system sensors (such as parking sensors) and their associated components, headlamp(s) of the Xenon (HID) type, exterior door handle and associated components including the door card / trim.</p> <p>The candidate will be required to realign the components (body panel(s) / headlamp) using the correct workshop equipment which may include the use of diagnostic equipment / scan tools.</p> <p>The candidate should ensure that the system(s) are operating as per vehicle manufacturer specification.</p> | |

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| Candidate Profile | |
| <p>The senior technician should be working in the accident repair sector of the industry and have at least three years experience to ensure they are familiar with the skills, knowledge and techniques required to replace various components, including returning vehicle systems to manufacturer specification and diagnosing system faults.</p> | |

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| Links with Accreditation Routes and Modules | |
| This module features in: | |
| IMI Accreditation Route | IMI Accreditation Level |
| MET | Senior Technician |
| Panel | Senior Technician |

| Skills Requirements | |
|--|--|
| The candidate must demonstrate the ability to: | |
| 1.1 | Accurately assess the vehicle for pre-existing damage prior to working on a vehicle |
| 1.2 | Protect the vehicle prior to removing any components to prevent damage to the vehicle during the assessment |
| 1.3 | Access and understand the vehicle manufacturer (or equivalent) repair methods to enable the candidate to carry out the removal and replacement of vehicle components |
| 1.4 | Assess and prepare the vehicle prior to removal of mechanical, electrical components (disconnected battery, fuses etc) |
| 1.5 | Disconnect / remove vehicle headlamp (Xenon type headlamp) without causing damage to the vehicle components or its systems |
| 1.6 | Select and use the correct range of tools and equipment including check, carry out any calibration or actions required pre and post the task |
| 1.7 | Store components in a safe suitable way in the designated storage area, using bags / containers / materials provided during the removal and refitting of components |
| 1.8 | Replace a headlamp (Xenon type headlamp) to the vehicle specification |
| 1.9 | Adjust the components settings, including alignment of the headlamp aim, as per the vehicle manufacturer requirements |
| 1.10 | Remove vehicle trim (door card and its electrical components) without causing damage to components, vehicle or vehicle systems |
| 1.11 | Remove interior door lock components without causing damage to components, vehicle or vehicle systems |
| 1.12 | Remove exterior door lock / handle components without causing damage to components, vehicle or vehicle systems |
| 1.13 | Store components in a safe suitable way in designated storage area(s), during the removal and refitting of components |
| 1.14 | Check vehicle component clips, fittings and fixtures for serviceability and replace / identify where necessary |
| 1.15 | Refit the vehicle trim (door card and its electrical components) without causing damage to components, vehicle or vehicle systems |
| 1.16 | Refit the interior door lock components without causing damage to components, vehicle or vehicle systems |
| 1.17 | Refit the exterior door lock / handle components without causing damage to components, vehicle or vehicle systems |
| 1.18 | Replace and adjust components to the vehicle specification and settings (torque etc) |
| 1.19 | Check the operation of lock, fittings, electrical components and handle are working correctly after replacement |
| 1.20 | Disconnect / remove vehicle bodywork without causing damage to the vehicle components or its systems |
| 1.21 | Select and use the correct range of tools and equipment including checking and carrying out any calibration or actions required pre and post the task |
| 1.22 | Store components in a safe suitable way in the designated storage area, using bags / containers / materials provided during the removal and refitting of components |
| 1.23 | Replace the vehicle body work to the vehicle specification |



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| 1.24 | Adjust the components to the vehicle manufacturer's settings including alignment of the bumper and any vehicle safety systems as per the vehicle manufacturer requirements |
| 1.25 | Access vehicle system(s) with the appropriate tool and equipment (including scan / diagnostic tools) to reinstate the vehicle systems to a fault free condition after the replacement / initiation of vehicle safety systems (i.e. system sensors) within the bumper cover and associated components |
| 1.26 | Ensure that the parts replaced and their associated components are operating as per the vehicle manufacturer requirements |
| 1.27 | Use Personal Protection Equipment (PPE) |
| 1.28 | Follow health and safety guidelines |
| 1.29 | Work within given time constraints |

| Knowledge Requirements | |
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| The candidate must indicate a sound knowledge of: | |
| 2.1 | The Mechanical, Electrical and Trim (MET) techniques / methods used for the removal and replacement of vehicle components |
| 2.2 | Vehicle electrical systems and related components including vehicle safety systems, network communication and high voltage systems such as Xenon lighting |
| 2.3 | The information used in the removal and refitting of vehicle components |
| 2.4 | The tools and equipment used the removal, repair and replacement of vehicle mechanical, electrical and trim components |
| 2.5 | The tools and equipment used to communicate with vehicle systems and their use within the removal, repair and replacement of vehicle components |
| 2.6 | Legal requirements for motor vehicles |
| 2.7 | Health and safety guidelines whilst carrying out MET activities |



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| Accreditation Module Title | Resistance Spot Welding (BS1140) MAG Welding (BS4872) |
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| Module Code | ATA - AOM - 009 |
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| Practical Assessment Time | N/A |
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| On-line Knowledge Test | N/A |
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| IMI AOM Level | 2 |
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| Module Overview | |
| <p>This module covers the welding requirement for IMI Accreditation and is a prerequisite for candidates wishing to achieve IMI Panel Technician / Senior Technician.</p> <p>The certification must be 'current' (issued within the last two years), and must be quality assured by an Awarding Organisation that is recognised by the IMI.</p> | |

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| Candidate Profile | |
| <p>The technician should be working in the accident repair sector of the industry and have at least two years experience to ensure they are familiar with the skills, knowledge and techniques required to repair & replace body components, such as vehicle body panels and their associated parts.</p> | |

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| Links with Accreditation Routes and Modules | |
| This module features in: | |
| IMI Accreditation Route | IMI Accreditation Level |
| Panel | Technician |
| | Senior Technician |



| Skills Requirements | |
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| The candidate must demonstrate the ability to: | |
| 1.1 | Set up the MAG equipment including wire type, speed, gas type and flow |
| 1.2 | Set up the MAG equipment including gun tip, nozzle and power |
| 1.3 | Prepare sheet metal appropriately |
| 1.4 | Visually test and assess the MAG welds for visual defects |
| 1.5 | Complete a continuous vertical up MAG weld – Fillet & butt |
| 1.6 | Complete a continuous overhead MAG weld – Fillet & butt |
| 1.7 | Carry out quality checks to all finished welds |
| 1.8 | Visually identify weld defects |
| 1.9 | Complete a series of resistance spot welds to BS1140 |
| 1.10 | Complete resistance welds through peel testing in accordance with BS1140 |
| 1.11 | Use Personal Protection Equipment (PPE) |
| 1.12 | Follow health and safety guidelines |
| 1.13 | Work within given time constraints |

| Knowledge Requirements | |
|---|--|
| The candidate must indicate a sound knowledge of: | |
| 2.1 | The tools and equipment used to carry out welding activities |
| 2.2 | The preparation of panels prior to carrying out welding activities |
| 2.3 | Vehicle panel materials and substrates |
| 2.4 | Health and safety |



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|---|-------------------------------------|
| Accreditation Module Title | Welded Panel/Section MAG/Bond/Rivet |
| Module Code | ATA - AOM - 028 |
| Practical Assessment Time | 4.5 hours |
| On-line Knowledge Test | K - 028 |
| IMI AOM Level | 2 |
| Module Overview | |
| <p>This module is about the replacement of a welded section within the construction of a vehicle bodyshell.</p> <p>The candidate will be required to cut a specified section from a welded panel (i.e. a sill section) without causing damage to other vehicle systems or the vehicle structure. The candidate will cut a section from a new panel and replace the section into the vehicle body using techniques such as spot welding, MAG welding, bonding and riveting.</p> <p>The candidate must be able to 'dress' the welds to a finish where the repaired section is ready to accept body filler to a depth of no more than 2mm. The candidate must access the correct repair information / specification and use this information to carry out the repair to the vehicle bodyshell.</p> <p>Note: <i>this exercise may be carried out on a rig or similar device but the competences required will be similar to those used when repairing a vehicle bodyshell.</i></p> | |
| Candidate Profile | |
| <p>The Panel route is intended for technicians whose job role involves the repair of vehicles typically involved in accidents or similar incident circumstances.</p> <p>The technician should be working in the accident repair sector of the industry and have at least two years experience to ensure they are familiar with the skills, knowledge and techniques required to repair & replace body components, such as vehicle body panels and their associated parts.</p> | |
| Links with Accreditation Routes and Modules | |
| This module features in: | |
| IMI Accreditation Route | IMI Accreditation Level |
| Panel | Technician |

| Skills Requirements | |
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| The candidate must demonstrate the ability to: | |
| 1.1 | Accurately assess the vehicle for pre-existing damage prior to working on a vehicle |
| 1.2 | Protect the vehicle to prevent damage to the vehicle during the assessment |
| 1.3 | Access and understand the vehicle manufacturer (or equivalent to) repair methods to enable the technician to carry out the bonding of components |
| 1.4 | Identify the correct adhesive / bonding agent & applicator |
| 1.5 | Read and understand Material Safety Data Sheets / Material Technical Data Sheets |
| 1.6 | Prepare the surfaces for bonding materials / components to ensure that the joint is permanent |
| 1.7 | Prepare the adhesive / bonding agent and the products are within the date(s) identified by the manufacturer |
| 1.8 | Use the bonding equipment / applicator as determined by the product manufacturer |
| 1.9 | Apply the adhesive / bonding agent to the material to be bonded |
| 1.10 | Clean off any excess adhesive / bonding agent |
| 1.11 | Assemble the materials / components as per instructions / manufacturers specifications to ensure that the alignment of the joint(s) is accurate |
| 1.12 | Store and/or dispose of adhesive / bonding agent and packaging after use in line with legislation and health and safety requirements |
| 1.13 | Identify the working time, curing time and vehicle movement time provided by the product manufacturer |
| 1.14 | Ensure that the components bonded and their associated components are operating as per the instruction / vehicle manufacturer requirements |
| 1.15 | Identify and prepare the riveting equipment & rivet(s) for the application |
| 1.16 | Prepare the surfaces for riveting components to ensure that the joint is permanent |
| 1.17 | Use the riveting tools / equipment as determined by the product manufacturer |
| 1.18 | Join the components / materials using the method determined by the vehicle / product manufacturer |
| 1.19 | Store and / or dispose of rivets and packaging after use in line with legislation and health and safety requirements |
| 1.20 | Identify any working time and vehicle movement time provided by the product manufacturer |
| 1.21 | Ensure that the components riveted and their associated components are operating as per the instruction / vehicle manufacturer requirements |
| 1.22 | Accurately check / identify the position / alignment of panel(s) prior to removal |
| 1.23 | Accurately remove a section of a panel to a prescribed specification without causing damage to the vehicle/integrity of the structure and the receiving panel flanges |
| 1.24 | Use the correct tools and equipment throughout the assessment of the welded panel section |
| 1.25 | Use the correct methods and techniques when using tools and equipment throughout the assessment of the welded panel section |
| 1.26 | Use the correct techniques to cut the section from the welded panel |

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| 1.27 | Cut a section from a new panel to the specification(s) |
| 1.28 | Clean and prepare the receiving panel weld sites |
| 1.29 | Clean and prepare weld sites on new panel section |
| 1.30 | Set the MAG welder equipment parameters, including the gas type & flow, wire type, wire speed, gun tip, nozzle & power |
| 1.31 | Produce a test weld to correct specifications prior to carrying out the weld to the new panel section |
| 1.32 | Set up the spot welding equipment including arms, tips, tip pressure, power and timer |
| 1.33 | Produce a sample spot weld, appropriate to the repair type. i.e. 2 skin, 3 skin etc. |
| 1.34 | Assess the sample weld for nugget size, heat zone, defects and plug test |
| 1.35 | Refit the new panel to the existing panel without causing damage to the vehicle structure and its systems |
| 1.36 | Weld through corrosion protection (if appropriate to the task) |
| 1.37 | Make adjustments to the panel alignment to achieve the correct alignment of all panels |
| 1.38 | Assess the condition of the welded joint |
| 1.39 | Clean and dress welded joints with the correct tools and equipment using the correct techniques |
| 1.40 | Prepare the surface(s) of the panel(s) to accept filler |
| 1.41 | Use Personal Protection Equipment (PPE) |
| 1.42 | Follow health and safety guidelines |
| 1.43 | Work within given time constraints |

| Knowledge Requirements | |
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| The candidate must indicate a sound knowledge of: | |
| 2.1 | The tools and equipment used to carry out welding activities |
| 2.2 | The preparation of panels prior to carrying out welding activities |
| 2.3 | Vehicle panel materials and substrates |
| 2.4 | Use of bonding adhesives in panel cold joining techniques |
| 2.5 | Use of rivets in panel cold joining techniques |
| 2.6 | The preparation of panels prior to carrying out cold joining techniques |
| 2.7 | The tools and equipment used to carry out bonding / riveting activities |
| 2.8 | Health and safety |



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| Accreditation Module Title | Panel Damage (Rectification) |
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| Module Code | ATA - AOM - 029 |
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| Practical Assessment Time | 1 hour |
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| On-line Knowledge Test | K - 029 |
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| IMI AOM Level | 2 |
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| Module Overview | |
| <p>This module is to ensure that the candidate has the ability to rectify metal panel damage through the use of workshop tools / equipment commonly used in the industry.</p> <p>The candidate will be required to rectify damage to a metal panel to a level sufficient for the repair site to be ready to accept body filler to a depth of no more than 2mm.</p> | |

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| Candidate Profile | |
| <p>The technician should be working in the accident repair sector of the industry and have at least two years experience to ensure they are familiar with the skills, knowledge and techniques required to repair & replace body components, such as vehicle body panels and their associated parts.</p> | |

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| Links with Accreditation Routes and Modules | |
| This module features in: | |
| IMI Accreditation Route | IMI Accreditation Level |
| Panel | Technician |
| | Senior Technician |

| Skills Requirements | |
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| The candidate must demonstrate the ability to: | |
| 1.1 | Assess the vehicle for pre-existing damage prior to working on a vehicle |
| 1.2 | Protect the vehicle prior to removing any components to prevent damage to the vehicle during the assessment |
| 1.3 | Access and understand the vehicle manufacturer (or equivalent to) repair methods to enable the technician to carry out the rectification of the panel damage |
| 1.4 | Rough out the damage to the panel |
| 1.5 | Ensure the panel damage to surrounding area is kept to a minimum |
| 1.6 | Identify the high and low spots |
| 1.7 | Competently use hand tools to remove high and low spots (planishing) |
| 1.8 | Continually check the shape and line of repair site (cross filling & use of hand) |
| 1.9 | Restore the damaged area to a stage where it is in a suitable condition to accept body filler (curves and swage lines and would require no more than approximately 2mm depth of finished body filler to allow the panel to be finished to accept paint) |
| 1.10 | Reinstate any sealer, sound deadening material to the vehicle manufacturer specification |
| 1.11 | Ensure that the area repaired is ready to accept body filler as per the product manufacturer requirements |
| 1.12 | Use Personal Protection Equipment (PPE) |
| 1.13 | Follow health and safety guidelines |
| 1.14 | Work within given time constraints |

| Knowledge Requirements | |
|---|---|
| The candidate must indicate a sound knowledge of: | |
| 2.1 | Panel material types used in the construction of the vehicle body |
| 2.2 | Tools and equipment (including hand tools) used in the repair of steel panels |
| 2.3 | Maintenance of the tools and equipment used in the repair of steel panels |
| 2.4 | Techniques used to repair panel damage |
| 2.5 | Vehicle and product information used during the repair |
| 2.6 | Health and safety guidelines |



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| Accreditation Module Title | Welded Panel/Section MAG/MIG Braze/Bond/Rivet |
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| Module Code | ATA - AOM - 030 |
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| Practical Assessment Time | 4.5 hours |
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| On-line Knowledge Test | K - 030 |
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| IMI AOM Level | 2 |
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| Module Overview | |
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This module is about the replacement of a welded section within the construction of a vehicle bodyshell. The candidate will be required to cut a specified section from a welded panel (i.e. a sill section) without causing damage to other vehicle systems or the vehicle structure.

The candidate will cut a section from a new panel and replace the section into the vehicle body using techniques such as spot welding, MAG welding, bonding and riveting, and through the technique of MIG Braze. The candidate must be able to 'dress' the welds to a finish where the repaired section is ready to accept body filler to a depth of no more than 2mm.

The candidate must access the correct repair information / specification and use this information to carry out the repair to the vehicle bodyshell.

Note: *this exercise may be carried out on a rig or similar device but the competences required will be similar to those used when repairing a vehicle bodyshell.*

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| Candidate Profile | |
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The senior technician should be working in the accident repair sector of the industry and have at least three years experience to ensure they are familiar with the skills, knowledge and techniques required to repair & replace body components, including returning vehicle alignment to manufacturer specification and rectifying bodyshell faults.

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| Links with Accreditation Routes and Modules | |
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This module features in:

| IMI Accreditation Route | IMI Accreditation Level |
|-------------------------|-------------------------|
| Panel | Senior Technician |

| Skills Requirements | |
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| The candidate must demonstrate the ability to: | |
| 1.1 | Accurately assess the vehicle for pre-existing damage prior to working on a vehicle |
| 1.2 | Protect the vehicle to prevent damage to the vehicle during the assessment |
| 1.3 | Access and understand the vehicle manufacturer (or equivalent to) repair methods to enable the technician to carry out the bonding of components |
| 1.4 | Identify the correct adhesive / bonding agent & applicator |
| 1.5 | Read and understand Material Safety Data Sheets / Material Technical Data Sheets |
| 1.6 | Prepare the surfaces for bonding materials / components to ensure that the joint is permanent |
| 1.7 | Prepare the adhesive / bonding agent and the products are within the date(s) identified by the manufacturer |
| 1.8 | Use the bonding equipment / applicator as determined by the product manufacturer |
| 1.9 | Apply the adhesive / bonding agent to the material to be bonded |
| 1.10 | Clean off any excess adhesive / bonding agent |
| 1.11 | Assemble the materials / components as per instructions / manufacturers specifications to ensure that the alignment of the joint(s) is accurate |
| 1.12 | Store and/or dispose of adhesive / bonding agent and packaging after use in line with legislation and health and safety requirements |
| 1.13 | Identify the working time, curing time and vehicle movement time provided by the product manufacturer |
| 1.14 | Ensure that the components bonded and their associated components are operating as per the instruction / vehicle manufacturer requirements |
| 1.15 | Identify and prepare the riveting equipment & rivet(s) for the application |
| 1.16 | Prepare the surfaces for riveting components to ensure that the joint is permanent |
| 1.17 | Use the riveting tools / equipment as determined by the product manufacturer |
| 1.18 | Join the components / materials using the method determined by the vehicle / product manufacturer |
| 1.19 | Store and / or dispose of rivets and packaging after use in line with legislation and health and safety requirements |
| 1.20 | Identify any working time and vehicle movement time provided by the product manufacturer |
| 1.21 | Ensure that the components riveted and their associated components are operating as per the instruction / vehicle manufacturer requirements |
| 1.22 | Accurately check / identify the position / alignment of panel(s) prior to removal |
| 1.23 | Accurately remove a section of a panel to a prescribed specification without causing damage to the vehicle / integrity of the structure and the receiving panel flanges |
| 1.24 | Use the correct tools and equipment throughout the assessment of the welded panel section |
| 1.25 | Use the correct methods and techniques when using tools and equipment throughout the assessment of the welded panel section |
| 1.26 | Use the correct techniques to cut the section from the welded panel |

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| 1.27 | Cut a section from a new panel to the specification(s) |
| 1.28 | Clean and prepare the receiving panel weld sites |
| 1.29 | Clean and prepare weld sites on new panel section |
| 1.30 | Set the MAG welder equipment parameters, including the gas type & flow, wire type, wire speed, gun tip, nozzle & power |
| 1.31 | Produce a test weld to correct specifications prior to carrying out the weld to the new panel section |
| 1.32 | Set up the spot welding equipment including arms, tips, tip pressure, power and timer |
| 1.33 | Produce a sample spot weld, appropriate to the repair type. i.e. 2 skin, 3 skin etc. |
| 1.34 | Assess the sample weld for nugget size, heat zone, defects and plug test |
| 1.35 | Refit the new panel to the existing panel without causing damage to the vehicle structure and its systems |
| 1.36 | Weld through corrosion protection (if appropriate to the task) |
| 1.37 | Make adjustments to the panel alignment to achieve the correct alignment of all panels |
| 1.38 | Assess the condition of the welded joint |
| 1.39 | Set up MIG brazing equipment including selecting the wire type, speed, gas type and flow |
| 1.40 | Carry out a test MIG braze and accurately assess the test for strength and defects prior to carrying out MIG Braze to the vehicle body / panels |
| 1.41 | Complete a continuous / pulsed MIG brazed lap joint |
| 1.42 | Cut slots in panel to be welded through in MIG slot braze test |
| 1.43 | Carry out accurate checks on all finished brazed joints |
| 1.44 | Clean and dress welded joints with the correct tools and equipment using the correct techniques |
| 1.45 | Prepare the surface(s) of the panel(s) to accept filler |
| 1.46 | Use Personal Protection Equipment (PPE) |
| 1.47 | Follow health and safety guidelines |
| 1.48 | Work within given time constraints |



| Knowledge Requirements | |
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| The candidate must indicate a sound knowledge of: | |
| 2.1 | The tools and equipment used to carry out welding activities |
| 2.2 | The preparation of panels prior to carrying out welding activities |
| 2.3 | The techniques used to carry out MAG welding activities |
| 2.4 | The techniques used to carry out MIG Braze welding activities |
| 2.5 | Vehicle panel materials and substrates |
| 2.6 | Use of bonding adhesives in panel cold joining techniques |
| 2.7 | Use of rivets in panel cold joining techniques |
| 2.8 | The preparation of panels prior to carrying out cold joining techniques |
| 2.9 | The tools and equipment used to carry out bonding / riveting activities |
| 2.10 | Health and safety |



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| Accreditation Module Title | Rectify Bodyshell Misalignment (Setup, Measure, Adjust) |
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| Module Code | ATA - AOM - 032 |
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| Practical Assessment Time | 4.5 hours (Bracket jig) 3.5 hours (Universal jig). |
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| On-line Knowledge Test | K - 032 |
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| IMI AOM Level | 3 |
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| Module Overview | |
| <p>This module is about checking and if necessary rectifying the alignment of a bodyshell.</p> <p>The candidate will need to ensure that the bodyshell is securely mounted on the jig and following the procedure, accurately measure the alignment of bodyshell and compare the measurements taken against vehicle manufacturer data. If the measurement indicates that the bodyshell is misaligned (outside of the tolerances), the candidate will need to carry out the rectification by using industry tools and equipment to realign the bodyshell to within the tolerance(s). The candidate will need to access vehicle manufacturer / industry specifications and interpret data within the assessment to carry out the adjustments.</p> | |

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| Candidate Profile | |
| <p>The senior technician should be working in the accident repair sector of the industry and have at least three years experience to ensure they are familiar with the skills, knowledge and techniques required to repair & replace body components, including returning vehicle alignment to manufacturer specification and rectifying bodyshell faults.</p> | |

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| Links with Accreditation Routes and Modules | |
| This module features in: | |
| IMI Accreditation Route | IMI Accreditation Level |
| Panel | Senior Technician |

| Skills Requirements | |
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| The candidate must demonstrate the ability to: | |
| 1.1 | Accurately assess the bodyshell for existing damage |
| 1.2 | Protect the vehicle as necessary pre and during the assessment |
| 1.3 | Read, understand and interpret Material Safety Data Sheets / Material Technical Data Sheets |
| 1.4 | Identify the safe method for repairing / realigning bodyshell |
| 1.5 | Disconnect / remove vehicle components / ancillaries to gain access to the repair area |
| 1.6 | Identify and carry out the preparation procedures to the underside of the damaged area before starting the measuring and repair process |
| 1.7 | Ensure that the vehicle is positioned on the jig in a safe and secure manner prior to carrying out the realignment of the bodyshell |
| 1.8 | Accurately select the datum, zero (0), or starting point on a reliable part of the vehicle |
| 1.9 | Establish secondary measurement positions to determine the alignment of the vehicle body |
| 1.10 | Record the measurements taken from the bodyshell |
| 1.11 | Diagnose the misalignment of the vehicle bodyshell |
| 1.12 | Set up push / pull hydraulic equipment to realign the vehicle bodyshell |
| 1.13 | Accurately align a vehicle bodyshell to within the vehicle manufacturer's tolerances (example: all measurements to within 3mm of the vehicle manufacturer's technical specification) |
| 1.14 | Remove the measuring system from the bodyshell and remove the bodyshell from the jig |
| 1.15 | Use Personal Protection Equipment (PPE) |
| 1.16 | Follow health and safety guidelines |
| 1.17 | Work within given time constraints |

| Knowledge Requirements | |
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| The candidate must indicate a sound knowledge of: | |
| 2.1 | The various tools and equipment used in the alignment of bodysells |
| 2.2 | The techniques used in the alignment of bodysells |
| 2.3 | The various terminology used with information on bodysell alignment |
| 2.4 | How to set up and measure bodysell alignment pre, during and post checking alignment |
| 2.5 | How to secure a vehicle body to a 'jig' |
| 2.6 | How the accident impact affects the alignment of a bodysell |
| 2.7 | Materials used in the construction of a bodysell |
| 2.8 | The various bodysell construction types |
| 2.9 | Health and Safety procedures |



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| Accreditation Module Title | Aluminium Cosmetic Panel |
| Module Code | ATA - AOM - 034 |
| Practical Assessment Time | 2.5 hours |
| On-line Knowledge Test | K - 034 |
| IMI AOM Level | 3 |
| Module Overview | <p>This module is to ensure that the candidate has the ability to rectify two damaged areas to a cosmetic aluminium panel; a flat area of the panel and the edge of a panel using industry recognised techniques.</p> <p>The candidate will be able to use the appropriate vehicle manufacturer / researched repair methods to identify the process / techniques required to rectify the damage to the panel. The panel must then be repaired sufficiently to be able to accept body filler.</p> |
| Candidate Profile | <p>The senior technician should be working in the accident repair sector of the industry and have at least three years experience to ensure they are familiar with the skills, knowledge and techniques required to repair & replace body components, including returning vehicle alignment to manufacturer specification and rectifying bodyshell faults.</p> |
| Links with Accreditation Routes and Modules | |
| This module features in: | |
| IMI Accreditation Route | IMI Accreditation Level |
| Panel | Senior Technician |

| Skills Requirements | |
|--|--|
| The candidate must demonstrate the ability to: | |
| 1.1 | Accurately assess the vehicle for pre-existing damage prior to working on a vehicle |
| 1.2 | Protect the vehicle prior to removing any components to prevent damage to the vehicle during the assessment |
| 1.3 | Access and understand the vehicle manufacturer (or equivalent to) repair methods to enable the technician to carry out the rectification of the panel damage |
| 1.4 | Accurately identify access and interpret the correct method in order to repair the aluminium panel |
| 1.5 | Show awareness of cross contamination of aluminium and other metals during the repair process |
| 1.6 | Rough out the damage to the panel using tools and equipment specifically used during the repair of aluminium panels |
| 1.7 | Ensure the panel damage to surrounding area is kept to a minimum |
| 1.8 | Identify the high and low spots |
| 1.9 | Use tools and equipment specifically used during the repair of aluminium panels |
| 1.10 | Carry out the aluminium panel repair activities with care including the repair of the inner frame / surface of the panel |
| 1.11 | Abrade with the correct abrasive material(s) during the aluminium panel repair process including meeting any legislation or health and safety requirements |
| 1.12 | Restore the damaged area to a stage where it is in a suitable condition to accept body filler to a depth of 2mm |
| 1.13 | Reinstate any sealer, sound deadening material to the vehicle manufacturer specification |
| 1.14 | Ensure that the area repaired is ready to accept body filler as per the product manufacturer requirements |
| 1.15 | Use Personal Protection Equipment (PPE) |
| 1.16 | Follow health and safety guidelines |
| 1.17 | Work within given time constraints |



| Knowledge Requirements | |
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| The candidate must indicate a sound knowledge of: | |
| 2.1 | Panel material types used in the construction of the vehicle body |
| 2.2 | Segregation of panel material types during the repair process |
| 2.3 | Tools and equipment used in the repair of aluminium panels including industry-recognised equipment |
| 2.4 | Maintenance of the tools and equipment used in the repair of panels |
| 2.5 | Segregation of tools and equipment used on different material types during the repair process |
| 2.6 | Techniques used to repair damage to aluminium panels |
| 2.7 | Vehicle and product information used during the repair of aluminium panels |
| 2.8 | Health and safety guidelines |



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| Accreditation Module Title | MET - Remove/Replace/Refit |
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| Module Code | ATA - AOM - 044 |
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| Practical Assessment Time | 2.5 hours |
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| On-line Knowledge Test | K - 044 |
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| IMI AOM Level | 2 |
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| Module Overview | |
| <p>This module is to ensure that the candidate has the ability to remove & refit vehicle exterior and interior trim - including body components - without damaging other components or the vehicle bodywork. The vehicle components will include: bumper cover (and associated components), headlamp (halogen type), door handle (and associated components including door card / trim). The candidate will be required to realign the applicable components (body panel(s) / headlamp) ensuring correct fitting as per vehicle manufacturer specification.</p> | |

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| Candidate Profile | |
| <p>This module is intended for technicians / senior technicians working without supervision whose role involves the repair of vehicle bodywork. The technician should be working in the industry and have at least two years experience to ensure they are familiar with the techniques used within a bodyshop.</p> | |

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| Links with Accreditation Routes and Modules | |
| This module features in: | |
| IMI Accreditation Route | IMI Accreditation Level |
| Cosmetic Repair | Senior Technician |
| MET | Technician |
| Panel | Technician |

| Skills Requirements | |
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| The candidate must demonstrate the ability to: | |
| 1.1 | Use recognised vehicle repair methods |
| 1.2 | Assess the vehicle for existing damage prior to commencing repair work |
| 1.3 | Protect the vehicle prior to removing any components in order to prevent further damage |
| 1.4 | Use the correct tools and equipment to remove / refit vehicle trim and components |
| 1.5 | Remove / refit vehicle headlamp (halogen bulb type) |
| 1.6 | Remove / refit vehicle trim |
| 1.7 | Remove / refit door release mechanism (interior/exterior) |
| 1.8 | Remove / replace vehicle bumper without causing damage to other vehicle components |
| 1.9 | Identify any components that are damaged / missing / broken during the replacement of components |
| 1.10 | Ensure components are operating as per the vehicle manufacturer requirements |
| 1.11 | Adjust the components' settings to the vehicle manufacturer's specifications including alignment components (i.e. bumper alignment / headlamp aim) |
| 1.12 | Use Personal Protection Equipment (PPE) |
| 1.13 | Follow health and safety guidelines |
| 1.14 | Work within given time constraints |

| Knowledge Requirements | |
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| The candidate must indicate a sound knowledge of: | |
| 2.1 | The Mechanical, Electrical and Trim (MET) techniques / methods used for the removal of vehicle components |
| 2.2 | Fundamental knowledge of vehicle electrical systems and related components including vehicle safety systems |
| 2.3 | The information used in the removal and refitting of vehicle components |
| 2.4 | Legal requirements for motor vehicles |
| 2.5 | Health and safety guidelines whilst carrying out MET activities |



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| Accreditation Module Title | Cold Filler Repair |
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| Module Code | ATA - AOM - 048 |
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| Practical Assessment Time | 0.75 hour |
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| On-line Knowledge Test | K - 048 |
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| IMI AOM Level | 3 |
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| Module Overview | |
| <p>This module is to ensure that the candidate has the ability to apply vehicle body filler across a flat panel and a swage line on a metal panel.</p> <p>The candidate will be required to demonstrate the ability to protect the vehicle using the appropriate materials when preparing the panel for repair.</p> <p>The candidate will also need to follow material data sheets when mixing the body filler to the required product manufacturer's specification - this includes mixing the required amount of filler for the task ensuring that waste material is kept to a minimum. The candidate will then be required to apply the filler to the metal panel, demonstrating the ability to restore the original profile of the panel by using the correct shaping techniques.</p> | |

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| Candidate Profile | |
| <p>This module is intended for technicians / senior technicians working either within a bodyshop (fast lane) or carrying out vehicle cosmetic repairs. The senior technician must be able to work unsupervised – ideally, they should be working in the industry and have at least two years experience to ensure they are familiar with the techniques used within cosmetic / SMART repair.</p> | |

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| Links with Accreditation Routes and Modules | |
| This module features in: | |
| IMI Accreditation Route | IMI Accreditation Level |
| Cosmetic Repair | Senior Technician |
| Panel | Technician |
| | Senior Technician |

| Skills Requirements | |
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| The candidate must demonstrate the ability to: | |
| 1.1 | Accurately assess the vehicle for existing damage prior to work commencing |
| 1.2 | Protect the vehicle prior to removing any components to prevent damage to the vehicle |
| 1.3 | Understand the vehicle manufacturer repair methods |
| 1.4 | Prepare the repaired areas to enable the application of body filler |
| 1.5 | Select the appropriate filler and mix the appropriate quantity |
| 1.6 | Apply the body filler to the panel using the correct techniques |
| 1.7 | Select the appropriate range of abrasive for each stage of repair |
| 1.8 | Use industry-approved methods for shaping / removing filler |
| 1.9 | Restore the repair site / area to the original panel profile - including swage line |
| 1.10 | Finish the final repair using suitable materials |
| 1.11 | Feather the edges of the repair |
| 1.12 | Ensure that the panel is in a suitable condition to accept foundation paints |
| 1.13 | Carry out any corrosion, sealing, sound deadening activities post repair |
| 1.14 | Use Personal Protection Equipment (PPE) |
| 1.15 | Follow health and safety guidelines |
| 1.16 | Work within given time constraints |

| Knowledge Requirements | |
|---|---|
| The candidate must indicate a sound knowledge of: | |
| 2.1 | Products used in the application of cold filler |
| 2.2 | The techniques used to apply cold filler to a damaged panel |
| 2.3 | Vehicle and product information used during the repair |
| 2.4 | Materials used in the construction of the vehicle body |
| 2.5 | Health and safety guidelines |