

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Vehicle Servicing

Title	Formulate rules of safety operation for vehicle servicing work
Code	108730L4
Range	This unit of competency is applicable in vehicle servicing workplaces. Practitioners should be able to formulate rules of safety operation for vehicle servicing work according to relevant regulations on occupational safety and health, instructions of respective organisational policies as well as risk assessment reports and suggestions on control measures. They should also be able to establish related filing system.
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Rules of safety operation for vehicle servicing work)</p> <ul style="list-style-type: none"> • Good understanding of relevant regulations on occupational safety and health. • Master organisational policy on occupational safety and health. • Master the procedure for vehicle servicing and related work. • Good understanding of risk assessment and control measures. • Good understanding of formulation of rules of safety operation and monitor its implementation. <p>2. Performance (Formulate rules of safety operation for vehicle servicing work)</p> <ul style="list-style-type: none"> • Formulate rules of safety operation for vehicle servicing work according to the instructions of relevant regulations on occupational safety and health, organisational operation policies as well as risk assessment reports and suggestions on control measures, such as: <ul style="list-style-type: none"> ○ Formulate rules of safety operation in collaboration with relevant persons ○ Rehearse, examine and revise the rules of safety operation for vehicle servicing work ○ Establish and maintain related filing system in collaboration with relevant persons ○ Formulate monitoring system to monitor the implementation of the rules of safety operation in collaboration with the management staff at the workplaces ○ Review the rules of safety operation periodically in collaboration with relevant persons ○ Analyse, revise or delete relevant items and content of the rules of safety operation in collaboration with relevant people according to the investigation report on hazardous incidents and updated risk assessment documents • Determine the rules of safety operation for vehicle servicing works can comply with related regulations on occupational safety and health.
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are that the practitioner being assessed shall prove that he/she is:</p> <ul style="list-style-type: none"> • Capable of formulating effective rules of safety operation for vehicle servicing work and assisting the monitoring of implementation according to the instructions of relevant regulations on occupational safety and health as well as organisational operation policies; • Capable of establishing and maintaining related filing system, analyzing and reviewing the effectiveness of the rules of safety operation periodically; and • Capable of determining correctly that the rules of safety operation for vehicle servicing works shall comply with related regulations on occupational safety and health.

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Remark	<p>The credits value of this unit of competency assumes that the practitioner concerned has already possessed extensive knowledge on vehicle servicing.</p> <p>The major legislations/rules involved in this unit of competency are as follows:</p> <ul style="list-style-type: none">• Factories and Industrial Undertakings Ordinance• Occupational Safety and Health Ordinance
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