

IMI ACCREDITATION

# COSMETIC REPAIR





## 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
- Customer-facing
- 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
- 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.theimi.org.uk/awarding](http://www.theimi.org.uk/awarding).



### Who is the Cosmetic Repair route for?

The Cosmetic Repair route is intended for technicians whose job role involves the repair of vehicle exterior bodywork through the use of vehicle SMART/cosmetic repair techniques. There are three levels within Cosmetic Repair:

- **The Paintless Dent Removal (PDR) Technician** should be working in the cosmetic repair sector of the accident repair industry and ideally have two years' experience to ensure they are familiar with the knowledge, skills and abilities to meet the criteria set out within the individual modules and structure identified within this overview document
- **The Technician** should be working working in the cosmetic repair sector of the accident repair industry and have at least two years' experience to ensure they are familiar with with the knowledge, skills and abilities to meet the criteria set out within the individual modules and structure identified within this overview document
- **The Senior Technician** should be working in the cosmetic repair sector of the accident repair industry and ideally have three years' experience to ensure they are familiar with the knowledge, skills and abilities to meet the criteria set out within the individual modules and structure identified within this overview document

### Cosmetic 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 technician's accreditation must remain valid throughout the assessments and until all of the prescribed AOMs have been passed. Should the accreditation expire beforehand, the technician will be required to re-take a 'full assessment'.

<b>Cosmetic PDR - Technician</b>	<b>Full Assessment</b>
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This level requires the technician to complete the following modules:

Vehicle Appraisal - Visual	AOM - 035
Mechanical Electrical Trim (MET) Components – Interior Trim and Door Mirror	AOM - 036
Paintless Dent Removal (PDR) – Flat Panel Repair	AOM - 037
Paintless Dent Removal (PDR) – Swage Line Repair	AOM - 038
Paintless Dent Removal (PDR) – Restricted Access Repair	AOM - 039

This will normally be a one day assessment.

<b>Cosmetic Repair - Technician</b>	<b>Full Assessment</b>
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This level requires the technician to complete the following modules:

Vehicle Appraisal - Visual	AOM - 035
Mechanical Electrical Trim (MET) Components – Interior Trim and Door Mirror	AOM - 036
Foundation Primer - Application, Drying & Preparation	AOM - 041
3 Stage Pearlescent - Minor (Panel Preparation & Fadeout)	AOM - 043
Minor Filler Repairs – Different Component Materials	AOM - 198

This will normally be a one-day assessment.

<b>Cosmetic Repair - Senior Technician</b>	<b>Full Assessment</b>
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This level requires the technician to complete the following modules:

Vehicle Appraisal - Visual	AOM - 035
Foundation Primer - Application, Drying & Preparation	AOM - 041
3 Stage Pearlescent - Minor (Panel Preparation & Fadeout)	AOM - 043
Remove and Refit Mechanical, Electrical and Trim (MET) Components	AOM - 044
Steel Panel Damage Rectification - (Using External Pulling Equipment)	AOM - 045
Aluminium Cosmetic Panel Repair - Minor	AOM - 046
Masking Techniques	AOM - 183
Plastic Repair Techniques – Cosmetic Component	AOM - 197
Minor Filler Repairs – Different Component Materials	AOM - 198

This will normally be a two day assessment.

<b>Cosmetic Repair - Technician</b>	<b>AOM Update Reaccreditation only</b>
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This level requires the technician to complete the following modules:

Mechanical Electrical Trim (MET) Components – Interior Trim and Door Mirror	AOM - 036
3 Stage Pearlescent - Minor (Panel Preparation & Fadeout)	AOM - 043
Masking Techniques	AOM - 183
Minor Filler Repairs – Different Component Materials	AOM - 198

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.



**Cosmetic Repair - Senior Technician**

**AOM Update Reaccreditation only**

This level requires the technician to complete the following modules:

3 Stage Pearlescent - Minor (Panel Preparation & Fadeout)	AOM - 043
Aluminium Cosmetic Panel Repair - Minor	AOM - 046
Remove/Replace/Refit Mechanical, Electrical and Trim Exterior Components	AOM - 184
Minor Filler Repairs – Different Component Materials	AOM - 198

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.



<b>Accreditation Module Title</b>	Vehicle Appraisal - Visual						
<b>Module Code</b>	AOM - 035						
<b>Practical Assessment Time</b>	30 minutes						
<b>On-line Knowledge Test</b>	K - 035						
<b>IMI AOM Level</b>	2						
<b>Module Overview</b>	<p>This module ensures the technician has the knowledge, skills and ability to visually inspect a vehicle, identify all damage sustained by light damage through to accident damage.</p> <p>The technician must appraise a damaged vehicle and determine whether it can be repaired through either cosmetic Paintless Dent Removal (PDR) or full accident repair techniques.</p>						
<b>Technician Profile</b>	<p>The technician should be working in either the cosmetic repair or accident repair sector and ideally must have two years' experience to ensure they are familiar with the skills, knowledge and techniques required to identify and appraise a vehicle for damage.</p>						
<b>Links with Accreditation Routes and Modules</b>	<p>This module features in:</p> <table border="1"> <thead> <tr> <th>IMI Accreditation Route</th> <th>IMI Accreditation Level</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Cosmetic Repair</td> <td>PDR Technician</td> </tr> <tr> <td>Technician</td> </tr> <tr> <td>Senior Technician</td> </tr> </tbody> </table>	IMI Accreditation Route	IMI Accreditation Level	Cosmetic Repair	PDR Technician	Technician	Senior Technician
IMI Accreditation Route	IMI Accreditation Level						
Cosmetic Repair	PDR Technician						
	Technician						
	Senior Technician						





Skills Requirements	
The technician must demonstrate their skills and ability to:	
1.1	use appropriate Personal Protective Equipment (PPE)
1.2	use appropriate Vehicle Protection Equipment (VPE)
1.3	consult and use manufacturer's technical information
1.4	accurately assess the vehicle for pre-existing damage prior to work commencing
1.5	identify and record vehicle details
1.6	establish, identify and record material types, initial impact damage and additional damage to surrounding areas
1.7	identify whether panels/components could be repaired or replaced
1.8	identify repair categories to determine whether a vehicle should be repaired by either cosmetic PDR repairs or accident repair techniques
1.9	use safe working practices throughout the assessment
1.10	work within given time constraints

Knowledge Requirements	
The technician must know and understand:	
2.1	vehicle appraisal techniques
2.2	dealing and communicating with customers
2.3	electric vehicle awareness
2.4	types of materials used in the construction of vehicle body panels
2.5	cosmetic PDR repair techniques
2.6	safe working practices required for the task



<b>Accreditation Module Title</b>	Mechanical Electrical Trim (MET) Components - Interior Trim and Door Mirror
<b>Module Code</b>	AOM - 036
<b>Practical Assessment Time</b>	1 hour
<b>On-line Knowledge Test</b>	K - 036
<b>IMI AOM Level</b>	2
<b>Module Overview</b>	<p>This module ensures the technician has the knowledge, skills and ability to remove and refit vehicle exterior and interior trim without damaging other components, vehicle bodywork or its systems.</p> <p>The technician will need to remove and refit items including a front door card and electric door mirror.</p> <p>The technician will also be required to carry out alignment of components ensuring correct fit as per approved repair methods/manufacture specification.</p>
<b>Technician Profile</b>	<p>The technician should be working in either the cosmetic repair or accident repair sector. The technician will need prior knowledge, skills and abilities to enable them to meet the criteria set out within this module.</p>
<b>Links with Accreditation Routes and Modules</b>	
This module features in:	
<b>IMI Accreditation Route</b>	<b>IMI Accreditation Level</b>
Cosmetic Repair	PDR Technician
	Technician

Skills Requirements	
The technician must demonstrate their skills and ability to:	
1.1	use appropriate Personal Protective Equipment (PPE)
1.2	use appropriate Vehicle Protection Equipment (VPE)
1.3	consult, use and understand the vehicle manufacturer's and approved researched repair methods to enable the technician to carry out the removal and refit of MET components
1.4	carry out pre and post vehicle checks
1.5	protect the vehicle prior to removing any MET components prevent further damage to the vehicle during the assessment
1.6	select and use the correct range of tools and equipment including trim tools
1.7	store components in a safe suitable manner and in the designated storage area, using bags, containers and materials provided during the removal and refitting of MET components
1.8	remove interior door trim fittings, door card and electric mirror without causing damage to components or vehicle systems
1.9	refit the interior trim, door card and electric mirror without causing damage to components, vehicle and/or systems
1.10	check the operation of the door interior fittings and electric mirror after removing and refitting of the door card
1.11	check MET component clips, fittings and fixtures for serviceability where necessary
1.12	adjust components to manufacturer's specification and torque settings
1.13	carry out post vehicle quality checks
1.14	correctly clean and store all equipment and materials on completion of task
1.15	take appropriate care throughout the assessment
1.16	use safe working practices throughout the assessment
1.17	work within given time constraints

Knowledge Requirements	
The technician must know and understand:	
2.1	how to select and use technical information and approved researched repair methods
2.2	electric vehicle awareness
2.3	Advanced Driver Assistance Systems (ADAS) awareness
2.4	tools and equipment including their maintenance used in the removal, repair and refitting/replacing of vehicle MET components
2.5	MET component functions, operation and repair techniques used when removing and refitting of MET components
2.6	vehicle electrical systems and related components
2.7	legal requirements for vehicle lighting
2.8	safe working practices required for the task
2.9	EPA awareness and waste management



<b>Accreditation Module Title</b>	Paintless Dent Removal (PDR) - Flat Panel Repair
<b>Module Code</b>	AOM - 037
<b>Practical Assessment Time</b>	1 hour
<b>On-line Knowledge Test</b>	K - 037
<b>IMI AOM Level</b>	2
<b>Module Overview</b>	<p>This module ensures the technician has the knowledge, skills and ability to repair vehicle panels that are 'flat' and/or slightly convex. A small area of damage is repaired using a range of tools / equipment commonly used in the cosmetic PDR industry.</p>
<b>Technician Profile</b>	<p>The technician should be working in either the cosmetic repair or accident repair sector. The technician will need prior knowledge, skills and abilities to enable them to meet the criteria set out within this module.</p>
<b>Links with Accreditation Routes and Modules</b>	
This module features in:	
<b>IMI Accreditation Route</b>	<b>IMI Accreditation Level</b>
Cosmetic Repair	PDR Technician

Skills Requirements	
The technician must demonstrate their skills and ability to:	
1.1	use appropriate Personal Protective Equipment (PPE)
1.2	use appropriate Vehicle Protection Equipment (VPE)
1.3	assess the vehicle for pre-existing damage prior to work commencing
1.4	protect and prepare damaged panel(s) prior to commencing repairs
1.5	ensure no further damage is caused to the surrounding vehicle/panel area throughout assessment
1.6	identify high and low spots around the damaged area
1.7	select and use appropriate PDR tools and equipment including: tool bars and sighting aids
1.8	restore a damaged flat panel and surrounding area ensuring: no high or low spots, no peripheral distortion or deformation are present on completion
1.9	use appropriate polishing techniques to complete the repair
1.10	prepare and suitably protect the underside of a damaged panel after completing the repair process
1.11	carry out final quality checks to the vehicle
1.12	correctly clean and store all equipment and materials on completion of task
1.13	take appropriate care throughout the assessment
1.14	use safe working practices throughout the assessment
1.15	work within given time constraints

Knowledge Requirements	
The technician must know and understand:	
2.1	tools and equipment including their maintenance used to carry out PDR repairs
2.2	types of materials used in the construction of vehicle body panels
2.3	cosmetic PDR techniques used to repair damage to flat panels
2.4	safe working practices required for the task



<b>Accreditation Module Title</b>	Paintless Dent Removal (PDR) – Swage Line Repair				
<b>Module Code</b>	AOM - 038				
<b>Practical Assessment Time</b>	1 hour				
<b>On-line Knowledge Test</b>	K - 038				
<b>IMI AOM Level</b>	2				
<b>Module Overview</b>	<p>This module ensures the technician has the knowledge, skills and ability to repair vehicle panels that are ‘flat’ and/or slightly convex. A small swage line area of damage is repaired using a range of tools / equipment commonly used in the cosmetic PDR industry.</p>				
<b>Technician Profile</b>	<p>The technician should be working in either the cosmetic repair or accident repair sector. The technician will need prior knowledge, skills and abilities to enable them to meet the criteria set out within this module.</p>				
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IMI Accreditation Route	IMI Accreditation Level				
Cosmetic Repair	PDR Technician				

Skills Requirements	
The technician must demonstrate their skills and ability to:	
1.1	use appropriate Personal Protective Equipment (PPE)
1.2	use appropriate Vehicle Protection Equipment (VPE)
1.3	assess the vehicle for pre-existing damage prior to work commencing
1.4	protect and prepare damaged panel(s) prior to commencing repairs
1.5	ensure no further damage is caused to the surrounding vehicle/panel area throughout assessment
1.6	identify high and low spots around the damaged area
1.7	select and use appropriate PDR tools and equipment including: tool bars and sighting aids
1.8	restore a damaged swage line and surrounding area ensuring: no high or low spots, no peripheral distortion or deformation are present on completion
1.9	use appropriate polishing techniques to complete the repair
1.10	prepare and suitably protect the underside of a damaged panel after completing the repair process
1.11	carry out final quality checks to the vehicle
1.12	correctly clean and store all equipment and materials on completion of task
1.13	take appropriate care throughout the assessment
1.14	use safe working practices throughout the assessment
1.15	work within given time constraints

Knowledge Requirements	
The technician must know and understand:	
2.1	tools and equipment including their maintenance used to carry out PDR repairs
2.2	types of materials used in the construction of vehicle body panels
2.3	cosmetic PDR techniques used to repair damage to swage lines
2.4	safe working practices required for the task



<b>Accreditation Module Title</b>	Paintless Dent Removal (PDR) – Restricted Access Repair
<b>Module Code</b>	AOM - 039
<b>Practical Assessment Time</b>	1 hour
<b>On-line Knowledge Test</b>	K - 039
<b>IMI AOM Level</b>	2
<b>Module Overview</b>	<p>This module ensures the technician has the knowledge, skills and ability to repair aluminium vehicle panels that are ‘flat’ and have restricted access to the rear of damaged panel. The damage is repaired using either PDR glue and pulling equipment and/or PDR bars commonly used in the cosmetic PDR industry.</p>
<b>Technician Profile</b>	<p>The technician should be working in either the cosmetic repair or accident repair sector. The technician will need prior knowledge, skills and abilities to enable them to meet the criteria set out within this module.</p>
<b>Links with Accreditation Routes and Modules</b>	
This module features in:	
<b>IMI Accreditation Route</b>	<b>IMI Accreditation Level</b>
Cosmetic Repair	PDR Technician



<b>Skills Requirements</b>	
The technician must demonstrate their skills and ability to:	
1.1	use appropriate Personal Protective Equipment (PPE)
1.2	use appropriate Vehicle Protection Equipment (VPE)
1.3	assess the vehicle for pre-existing damage prior to work commencing
1.4	protect and prepare damaged panel(s) prior to commencing repairs
1.5	ensure no further damage is caused to the surrounding vehicle/panel area throughout assessment
1.6	identify high and low spots around the damaged area
1.7	select and use appropriate PDR equipment suitable for aluminium in order to repair high and low spots
1.8	restore a damaged aluminium panel and surrounding area with restricted access ensuring: no high or low spots, no peripheral distortion or deformation are present on completion
1.9	use appropriate polishing techniques to complete the repair
1.10	prepare and suitably protect the underside of a damaged aluminium panel after completing the repair process
1.11	carry out final quality checks to the vehicle
1.12	correctly clean and store all equipment and materials on completion of task
1.13	take appropriate care throughout the assessment
1.14	use safe working practices throughout the assessment
1.15	work within given time constraints

<b>Knowledge Requirements</b>	
The technician must know and understand:	
2.1	tools and equipment including their maintenance used to carry out PDR repairs
2.2	types of materials used in the construction of vehicle body panels
2.3	cosmetic PDR glue and pulling techniques used to repair damage to swage lines
2.4	safe working practices required for the task



<b>Accreditation Module Title</b>	Foundation Primer - Application, Drying & Preparation
<b>Module Code</b>	AOM - 041
<b>Practical Assessment Time</b>	1 hour 15 minutes (excluding drying times)
<b>On-line Knowledge Test</b>	K - 041
<b>IMI AOM Level</b>	2
<b>Module Overview</b>	<p>This module ensures the technician has the knowledge, skills and ability to apply, dry and prepare ready for the panel to be painted in topcoat materials.</p> <p>The technician will be required to identify, select use and adjust appropriate tools and equipment. Apply foundation primer, dry and prepare both a metal and plastic panel, ready to be painted in the correct colour.</p>
<b>Technician Profile</b>	<p>The technician should be working in either the cosmetic repair or accident repair sector. The technician will need prior knowledge, skills and abilities to enable them to meet the criteria set out within this module.</p>
<b>Links with Accreditation Routes and Modules</b>	
This module features in:	
<b>IMI Accreditation Route</b>	<b>IMI Accreditation Level</b>
Cosmetic Repair	Cosmetic Technician
	Senior Cosmetic Technician

Skills Requirements	
The technician must demonstrate their skills and ability to:	
1.1	use appropriate Personal Protective Equipment (PPE)
1.2	use appropriate Vehicle Protection Equipment (VPE)
1.3	consult and use approved researched repair methods, manufacturer's technical data and material safety data sheets
1.4	clean and protect all surrounding surfaces to those being prepared
1.5	check the repaired area to ensure suitability of foundation materials
1.6	mask up surrounding areas to ensure protection
1.7	mix and apply etch primer using appropriate technical data sheets
1.8	mix and apply high-build primer using appropriate technical data sheets
1.9	mix and apply plastic primer using appropriate technical data sheets
1.10	adjust spray gun patterns and pressures for each foundation material
1.11	set up and used roll priming equipment for each foundation material (if applicable)
1.12	clean all application equipment used and ensure they are fit for purpose on completion
1.13	allow foundation materials to flash off, dry/cure using manufacturer's methods, equipment and timescales
1.14	apply guide coats to aid the preparation process
1.15	prepare foundation materials in accordance with the paint manufacturer's approved methods
1.16	rectify any breakthroughs in the primer as required
1.17	carry out quality checks to ensure panels are in a suitable condition to accept topcoat material
1.18	clean and store all equipment and materials on completion of task
1.19	take appropriate care throughout the assessment
1.20	use safe working practices throughout the assessment
1.21	work within given time constraints

Knowledge Requirements	
The technician must know and understand:	
2.1	the products and equipment used in the application of primer(s)
2.2	the techniques and methods used to set up application equipment
2.3	the techniques used to apply primer(s) Inc. spraying and roll primer
2.4	the techniques used to dry primer(s)
2.5	vehicle and product information used during the repair
2.6	materials used in the construction of the vehicle body Inc. plastic
2.7	safe working practices required for the task
2.8	EPA awareness and waste management



<b>Accreditation Module Title</b>	3 Stage Pearlescent - Minor (Panel Preparation & Fadeout)
<b>Module Code</b>	AOM - 043
<b>Practical Assessment Time</b>	2 hours (excluding drying times)
<b>On-line Knowledge Test</b>	K - 043
<b>IMI AOM Level</b>	3
<b>Module Overview</b>	<p>This module ensures the technician has the knowledge, skills and ability to identify the vehicle colour, shade of colour and apply materials as per paint manufacturer's technical data.</p> <p>The technician will be required to prepare a panel to accept the application of vehicle paint and also apply 3 stage pearlescent to match the existing colour and shade. Using their skills and ability, they will "fade out" the material into the existing colour ensuring painted section is undetectable.</p>
<b>Technician Profile</b>	<p>The technician should be working in either the cosmetic repair or accident repair sector. The technician will need prior knowledge, skills and abilities to enable them to meet the criteria set out within this module.</p>
<b>Links with Accreditation Routes and Modules</b>	
This module features in:	
<b>IMI Accreditation Route</b>	<b>IMI Accreditation Level</b>
Cosmetic Repair	Cosmetic Technician
	Senior Cosmetic Technician

<b>Skills Requirements</b>	
The technician must demonstrate their skills and ability to:	
1.1	use appropriate Personal Protective Equipment (PPE)
1.2	use appropriate Vehicle Protection Equipment (VPE)
1.3	consult and use approved researched repair methods, manufacturer's technical data and material safety data sheets
1.4	clean and protect all surrounding surfaces to those being prepared
1.5	check the repaired area to ensure suitability of top coat materials
1.6	mask up ensuring protection to surrounding areas
1.7	identify colour type and variant using colour retrieval system and manufacturer's technical guidelines
1.8	measure out and mixed top coat materials using the product manufacturer's technical data
1.9	set up, adjust and test spraying equipment
1.10	apply ground coats, mid/second coats to a set of spray out cards or a 'let down panel' using the paint manufacturer's guidelines
1.11	identify a spray out card which matches the vehicle or supplied panel colour
1.12	apply a ground coat, mid/second coat and clear coat to the vehicle or supplied panel using the paint manufacturer's guidelines
1.13	complete an invisible local fade out to clear coat edges
1.14	allow all topcoat materials to flash off, dry/cure using manufacturer's methods, equipment and timescales
1.15	follow a complete polishing system procedure when rectifying the local fade out edge and any dirt inclusions (including using degreasers to confirm suitability)
1.16	achieve a fault free finish and acceptable colour match
1.17	clean and store all equipment and materials on completion of task
1.18	take appropriate care throughout the assessment
1.19	use safe working practices throughout the assessment
1.20	work within given time constraints

<b>Knowledge Requirements</b>	
The technician must know and understand:	
2.1	the techniques used in the application of top coat materials
2.2	the tools and equipment used in the application of paint
2.3	the process used to colour-match paint colours and their variants
2.4	the process used to fade-out/blend the application of paint into existing painted panels
2.5	polishing and paint rectification process
2.6	safe working practices required for the task
2.7	EPA awareness and waste management



<b>Accreditation Module Title</b>	Remove and Refit Mechanical, Electrical and Trim (MET) Components								
<b>Module Code</b>	AOM - 044								
<b>Practical Assessment Time</b>	2.5 hours								
<b>On-line Knowledge Test</b>	K - 044								
<b>IMI AOM Level</b>	2								
<b>Module Overview</b>	<p>This module ensures the technician has the knowledge, skills and ability to remove and refit vehicle exterior and interior trim without damaging other components, vehicle bodywork or its systems.</p> <p>The technician will need to remove and refit items including bumper cover (and associated components), headlamps (halogen type) and a door handle including door card/trim).</p> <p>The technician will also be required to carry out alignment of components ensuring correct fit as per approved repair methods/manufacturer specification.</p>								
<b>Technician Profile</b>	<p>This module is intended for technicians/senior technicians working without supervision whose role involves the removing and refitting of MET components.</p> <p>The technician should be working in the accident repair sector and must have at least two years' experience to ensure they are familiar with the skills, knowledge and techniques required to remove and refit MET components.</p>								
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IMI Accreditation Route	IMI Accreditation Level								
Cosmetic Repair	Senior Cosmetic Technician								
MET	MET Technician								
Panel	Panel Technician								



Skills Requirements	
The technician must demonstrate their skills and ability to:	
1.1	use appropriate Personal Protective Equipment (PPE)
1.2	use appropriate Vehicle Protection Equipment (VPE)
1.3	correctly assess and check vehicle systems prior to assessment and ensure functionality
1.4	protect the vehicle prior to removing any MET components in order to prevent damage to the vehicle and/or systems during the assessment
1.5	consult, use and understand the vehicle manufacturer's and approved researched repair methods to enable the technician to carry out the removal and refit of MET components
1.6	raise and support a vehicle before removing MET components
1.7	assess and prepare the vehicle prior to removal of mechanical and electrical components (disconnected battery, fuses etc.)
1.8	select and use the correct range of tools and equipment including checking, carry out any calibration or actions required pre and post the task
1.9	disconnect vehicle headlamps (halogen type) without causing damage to the vehicle components and/or vehicle systems
1.10	store components in a safe suitable manner and in the designated storage area, using bags, containers and materials provided during the removal and refitting of MET components
1.11	remove and refit both front headlamps (halogen type) to the vehicle/manufacture's specification
1.12	adjust component settings, including alignment of the headlamps aim, as per the vehicle manufacturer's legal requirements
1.13	remove vehicle interior trim, door membrane and card without causing damage to components and/or vehicle systems
1.14	remove and refit door release mechanism (interior/exterior) without causing damage to components and/or vehicle systems
1.15	check MET component clips, fittings and fixtures for serviceability and replace where necessary
1.16	refit the interior trim, door membrane, card and any electrical components without causing damage to components and/or vehicle systems
1.17	refit and adjust components to manufacturer's specification and torque settings
1.18	check the operation of door locks, fittings and handles to ensure they are working correctly after refitting
1.19	disconnect, remove and refit a front bumper cover without causing damage to vehicle components and/or vehicle systems
1.20	carry out final quality checks to the vehicle
1.21	clean and store all equipment and materials on completion of task
1.22	take appropriate care throughout the assessment
1.23	use safe working practices throughout the assessment
1.24	work within given time constraints



Knowledge Requirements	
The technician must know and understand:	
2.1	how to select and use technical information and approved researched repair methods
2.2	tools and equipment including their maintenance used in the removal, repair and refitting/replacing of vehicle MET components and how they are used to communicate with vehicle systems
2.3	MET component functions, operation and repair techniques used when removing and refitting of MET components
2.4	vehicle electrical systems and related components including vehicle safety (ADAS) systems, network communication and high voltage systems
2.5	legal requirements for headlight alignment
2.6	safe working practices required for the task
2.7	EPA awareness and waste management





<b>Accreditation Module Title</b>	Steel Panel Damage – Rectification Using External Pulling Equipment
<b>Module Code</b>	AOM - 045
<b>Practical Assessment Time</b>	1 hour
<b>On-line Knowledge Test</b>	K - 045
<b>IMI AOM Level</b>	3
<b>Module Overview</b>	<p>This module ensures the technician has the knowledge, skills and ability to rectify panel damage through the use of workshop equipment commonly used in the industry i.e. ‘external pulling’ equipment. The technician will be assessed in using all equipment competently and without supervision.</p> <p>The technician will also be assessed in their panel-beating skills using industry recognised hand tools and techniques.</p> <p>The technician will be required to rectify damage to a metal panel by using external pulling equipment and panel beating skills to ensure a sufficient repair site is ready to accept body filler.</p>
<b>Technician Profile</b>	<p>The technician should be working in either the cosmetic repair or accident repair sector The technician will need prior knowledge, skills and abilities to enable them to meet the criteria set out within this module.</p>
<b>Links with Accreditation Routes and Modules</b>	
This module features in:	
<b>IMI Accreditation Route</b>	<b>IMI Accreditation Level</b>
Cosmetic Repair	Senior Cosmetic Technician

Skills Requirements	
The technician must demonstrate their skills and ability to:	
1.1	use appropriate Personal Protective Equipment (PPE)
1.2	use appropriate Vehicle Protection Equipment (VPE)
1.3	consult and use approved researched repair methods and manufacturer's technical data and material safety data sheets
1.4	set-up and position external pulling equipment to the panel without causing further damage
1.5	rectify panel damage to a sufficient level to enable panel beating to take place
1.6	remove external pulling equipment without causing further damage to the panel and store it appropriately
1.7	rough out any additional panel damage
1.8	ensure damage to the surrounding area is kept to a minimum
1.9	identify high and low spots within a damaged area
1.10	demonstrate competence in using hand tools to remove high and low spots
1.11	check the shape and line of repaired site (cross filling & use of hand)
1.12	restore damage to a stage where it is in a suitable condition to accept body filler
1.13	reinstate any sealer or sound deadening material to the vehicle following manufacturer's specification
1.14	carry out final quality checks to the vehicle
1.15	clean and store all equipment and materials on completion of task
1.16	take appropriate care throughout the assessment
1.17	use safe working practices throughout the assessment
1.18	work within given time constraints

Knowledge Requirements	
The technician must know and understand:	
2.1	panel material types used in the construction of the vehicle body
2.2	tools and equipment used in the repair of panels including industry recognised equipment such as 'pin pull'
2.3	maintenance of the tools and equipment used in the repair of panels
2.4	techniques used to repair panel damage
2.5	vehicle and product information used during the repair
2.6	safe working practices required for the task



<b>Accreditation Module Title</b>	Aluminium Cosmetic Panel Repair – Minor
<b>Module Code</b>	AOM - 046
<b>Practical Assessment Time</b>	1.5 hours
<b>On-line Knowledge Test</b>	K - 046
<b>IMI AOM Level</b>	3
<b>Module Overview</b>	<p>This module ensures the technician has the knowledge, skills and ability to rectify damaged areas to an edge of a cosmetic aluminium panel.</p> <p>The technician will be required to use appropriate researched repair methods, manufacturer’s researched instructions and techniques. The panel must then be repaired sufficiently to be able to accept body filler.</p>
<b>Technician Profile</b>	<p>The senior technician should be working in the cosmetic repair or accident repair sector. The technician will need prior knowledge, skills and abilities to enable them to meet the criteria set out within this module.</p>
<b>Links with Accreditation Routes and Modules</b>	
This module features in:	
<b>IMI Accreditation Route</b>	<b>IMI Accreditation Level</b>
Cosmetic Repair	Senior Cosmetic Technician

Skills Requirements	
The technician must demonstrate their skills and ability to:	
1.1	use appropriate Personal Protective Equipment (PPE)
1.2	use appropriate Vehicle Protection Equipment (VPE)
1.3	accurately assess and prepare the body panels prior to rectifying panel damage
1.4	consult and use approved researched repair methods, manufacturer's technical data and material safety data sheets
1.5	show awareness of cross contamination and the implementations of using tools which have been used to repair steel panels
1.6	rough out the damage 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 within the damaged area
1.9	carry out aluminium panel repair activities with care including the repair of the inner frame/surface of the panel
1.10	restore the damaged panel to a metal finish ready for foundation materials
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	mix and apply polyester stopper to re-instate cosmetic surface (if a metal finish cannot be achieved)
1.13	clean and store all equipment and materials on completion of task
1.14	take appropriate care throughout the assessment
1.15	use safe working practices throughout the assessment
1.16	work within given time constraints

Knowledge Requirements	
The technician must know and understand:	
2.1	how to select and use technical information and approved researched repair methods
2.2	tools and equipment including their maintenance used in the repair of aluminium panels including industry recognised equipment
2.3	segregation of tools, equipment and panel material types during the repair process of aluminium
2.4	techniques used to repair damage to aluminium panels
2.5	safe working practices required for the task
2.6	EPA awareness and waste management



<b>Accreditation Module Title</b>	Masking Techniques
<b>Module Code</b>	AOM - 183
<b>Practical Assessment Time</b>	45 minutes
<b>On-line Knowledge Test</b>	K - 183
<b>IMI AOM Level</b>	2
<b>Module Overview</b>	<p>This module ensures the technician has the knowledge, skills and ability to use a range of masking materials and techniques to protect a vehicle panel prior to blending a basecoat and fading out a clear coat.</p> <p>The technician is required to mask a front wing and door to simulate a front wing paint and blend into the front door. The technician must ensure that if any faults are present they must be successfully rectified within the assessment timescale.</p>
<b>Technician Profile</b>	<p>The technician should be working in either the cosmetic repair or accident repair sector as a paint preparer or paint technician. The technician will need prior knowledge, skills and abilities to enable them to meet the criteria set out within this module.</p>
<b>Links with Accreditation Routes and Modules</b>	
This module features in:	
<b>IMI Accreditation Route</b>	<b>IMI Accreditation Level</b>
Cosmetic Repair	Cosmetic Technician (Reaccreditation)
	Senior Cosmetic Technician

Skills Requirements	
The technician must demonstrate their skills and ability to:	
1.1	use appropriate Personal Protective Equipment (PPE)
1.2	use appropriate Vehicle Protection Equipment (VPE)
1.3	identify any potential safety hazards prior to commencing the task
1.4	identify, select and use masking materials which were appropriate for the task
1.5	select and use tools and equipment which aid the efficiency of the masking process
1.6	clean panel surfaces sufficiently to accept masking materials
1.7	use masking materials economically and for the correct purpose
1.8	demonstrate a range of masking techniques to suit the task
1.9	carry out quality checks to examine panel surfaces for any masking defects/faults
1.10	rectify masking defects/faults within the timescale (If required)
1.11	dispose of surplus masking materials safely and legally
1.12	store masking tools, equipment and materials in an area which prevent contamination
1.13	take appropriate care throughout the assessment
1.14	use safe working practices throughout the assessment
1.15	work within given time constraints

Knowledge Requirements	
The technician must know and understand:	
2.1	reasons for masking vehicle bodies and trims during the stages of paint repairs
2.2	tools and equipment which are used during the masking process
2.3	a range of vehicle masking materials and their applications
2.4	the purpose of different masking materials
2.5	different types of cleaning agents
2.6	when it is appropriate to remove masking materials
2.7	masking faults, their causes and how to rectify them
2.8	consequences of contaminated masking tools, equipment and materials
2.9	where to store masking materials to prevent contamination
2.10	safe working practices required for the task
2.11	EPA awareness and waste management



<b>Accreditation Module Title</b>	Remove/Replace/Refit Mechanical, Electrical and Trim Exterior Components				
<b>Module Code</b>	AOM - 184				
<b>Practical Assessment Time</b>	1 hour 30 minutes				
<b>On-line Knowledge Test</b>	K - 184				
<b>IMI AOM Level</b>	2				
<b>Module Overview</b>	<p>This module ensures the technician has the knowledge, skills and ability in removing, replacing and refitting mechanical, electrical and trim components to the original specification without damaging vehicle panels, components or systems.</p>				
<b>Technician Profile</b>	<p>The technician should be working within the cosmetic repair, accident repair sector as a MET or multi-skilled technician. The technician will need prior knowledge, skills and abilities to enable them to meet the criteria set out within this module.</p>				
<b>Links with Accreditation Routes and Modules</b>	<p>This module features in:</p> <table border="1"> <thead> <tr> <th>IMI Accreditation Route</th> <th>IMI Accreditation Level</th> </tr> </thead> <tbody> <tr> <td>Cosmetic Repair</td> <td>Senior Cosmetic Technician (Reaccreditation)</td> </tr> </tbody> </table>	IMI Accreditation Route	IMI Accreditation Level	Cosmetic Repair	Senior Cosmetic Technician (Reaccreditation)
IMI Accreditation Route	IMI Accreditation Level				
Cosmetic Repair	Senior Cosmetic Technician (Reaccreditation)				

<b>Skills Requirements</b>	
The technician must demonstrate their skills and ability to:	
1.1	use appropriate Personal Protective Equipment (PPE)
1.2	use appropriate Vehicle Protection Equipment (VPE)
1.3	check vehicle systems prior to assessment and ensured functionality
1.4	protect a vehicle prior to removing any MET components in order to prevent damage to the vehicle and/or systems during the assessment
1.5	consult, understand and use the vehicle manufacturer's and approved researched repair methods to remove and refit of MET components
1.6	raise and support a vehicle before removing the front bumper cover
1.7	assess and prepare the vehicle for removal of any electrical components
1.8	select and use the correct range of tools and equipment including checking and carry out any calibration or actions required pre and post repair
1.9	disconnect, remove and refit headlamp components without causing damage to vehicle or systems components
1.10	disconnect, remove and refit a front bumper cover without causing damage to vehicle or systems components
1.11	store MET components in a safe designated storage area, using bags, containers and materials provided during the removal and refitting of components
1.12	check fixtures and fittings for serviceability and replaced where necessary
1.13	check fit, function, operation and alignment of reassembled components
1.14	adjust component settings, including alignment of headlamp aim, as per the vehicle manufacturer's legal requirements
1.15	clean and store all equipment and materials on completion of task
1.16	take appropriate care throughout the assessment
1.17	use safe working practices throughout the assessment
1.18	work within given time constraints

<b>Knowledge Requirements</b>	
The technician must know and understand:	
2.1	how to isolate vehicle systems
2.2	how to interpret researched repair methods and technical data
2.3	how to remove and replace a range of mechanical fixings
2.4	where and how to store the removed components and trim
2.5	how to assess, components and fixings for serviceability and when to replace them
2.6	alignment and adjust methods to the vehicle manufacturer's specifications
2.7	the operation of the vehicle systems which relate to the task
2.8	safe working practices required for the task
2.9	EPA awareness and waste management





<b>Accreditation Module Title</b>	Plastic Repair Techniques – Cosmetic Component
<b>Module Code</b>	AOM - 197
<b>Practical Assessment Time</b>	45 minutes
<b>On-line Knowledge Test</b>	K - 194
<b>IMI AOM Level</b>	3
<b>Module Overview</b>	<p>This module ensures the technician has the knowledge, skills and ability in repairing a plastic panel (i.e. a bumper cover) that is split.</p> <p>The technician will be required to repair the split using one of several techniques and using a range of materials.</p>
<b>Technician Profile</b>	<p>The technician should be working in either the cosmetic repair, accident repair sector or a Multi-skilled technician. The technician will need prior knowledge, skills and abilities to enable them to meet the criteria set out within this module.</p>
<b>Links with Accreditation Routes and Modules</b>	
This module features in:	
<b>IMI Accreditation Route</b>	<b>IMI Accreditation Level</b>
Cosmetic Repair	Senior Cosmetic Technician

Skills Requirements	
The technician must demonstrate their skills and ability to:	
1.1	use appropriate Personal Protective Equipment (PPE)
1.2	use appropriate Vehicle Protection Equipment (VPE)
1.3	consult and used approved researched repair methods, manufacturer's technical data and material safety data sheets
1.4	assess and identify plastic materials to confirm it's suitability to carry out plastic repairs
1.5	prepare a cosmetic plastic component to enable repairs to take place
1.6	apply adhesion promoter before using bonding materials (if repair methods require it)
1.7	use suitable repair techniques to rectify the split plastic as per manufacturer's technical data (including the use i.e. staples/bonding agents/welding etc.)
1.8	dress and prepare the damaged area to accept the application of plastic filler material
1.9	select appropriate grades of abrasive for each stage of repair
1.10	carry out quality checks to ensure the cosmetic plastic component is in a suitable condition
1.11	clean and store all equipment and materials on completion of task
1.12	take appropriate care throughout the assessment
1.13	use safe working practices throughout the assessment
1.14	work within given time constraints

Knowledge Requirements	
The technician must know and understand:	
2.1	the types of plastic used in the vehicle
2.2	products and techniques used in the repairing of plastic components
2.3	information used during the repair process
2.4	plastic welding techniques
2.5	plastic bonding techniques
2.6	plastic preparation and conditioning
2.7	safe working practices required for the task



<b>Accreditation Module Title</b>	Minor Filler Repairs – Different Component Materials
<b>Module Code</b>	AOM - 198
<b>Practical Assessment Time</b>	1 hour 15 minutes
<b>On-line Knowledge Test</b>	K - 195
<b>IMI AOM Level</b>	2
<b>Module Overview</b>	<p>This module ensures the technician has the knowledge, skills and ability to apply vehicle body filler to different substrates i.e. Metal and Plastic.</p> <p>The technician will need to identify and use appropriate material data sheets when mixing body filler to manufacturer’s specification. This includes mixing the required amount of body filler and ensuring waste material is kept to a minimum. The technician will then be required to apply body filler to both a metal panel and plastic component, demonstrating their ability to restore the damaged panel back to its original profile by using the correct shaping techniques.</p>
<b>Technician Profile</b>	<p>The technician should be working in either the cosmetic repair or accident repair sector. The technician will need prior knowledge, skills and abilities to enable them to meet the criteria set out within this module.</p>
<b>Links with Accreditation Routes and Modules</b>	
This module features in:	
<b>IMI Accreditation Route</b>	<b>IMI Accreditation Level</b>
Cosmetic Repair	Cosmetic Technician
	Senior Cosmetic Technician

<b>Skills Requirements</b>	
The technician must demonstrate their skills and ability to:	
1.1	use appropriate Personal Protective Equipment (PPE)
1.2	use appropriate Vehicle Protection Equipment (VPE)
1.3	consult, understand and use approved researched repair methods, manufacturer's technical data and material safety data sheets
1.4	select and use correct tools and equipment throughout a body filler repair
1.5	dress and prepare a damaged area on both metal and plastic materials to enable the application of body filler, plastic filler and/or stopper as per manufacturer's technical data
1.6	apply adhesion promoter before applying plastic filler (if repair methods require it)
1.7	select an appropriate type and quantity of filler material
1.8	weigh out and mix the filler material as per manufacturer's data
1.9	apply the filler material to both substrate materials using the correct methods and techniques
1.10	select appropriate grades of abrasive for each stage of repairs
1.11	use approved methods for shaping and removing of filler using (extraction, rubbing blocks and a dual action sander)
1.12	restore both metal and plastic repair sites to the original panels profile - including swage line and curvatures
1.13	identify and remove any high and low spots from within the damaged and surrounding areas
1.14	feather out repair edges so they cannot be detected
1.15	remove any air holes and indentations on completion of repair
1.16	carry out quality checks to ensure both metal and plastic components are in a suitable condition to accept foundation materials (finished in P180 - P320 abrasive)
1.17	clean and store all equipment and materials on completion of task
1.18	take appropriate care throughout the assessment
1.19	use safe working practices throughout the assessment
1.20	work within given time constraints

<b>Knowledge Requirements</b>	
The technician must know and understand:	
2.1	products used to repair damage to metal and plastic component materials
2.2	techniques used to apply body filler to a damaged panel
2.3	how to set up and use tools and equipment when using body filler
2.4	techniques used to shape body filler
2.5	product information used during the repair
2.6	safe working practices required for the task