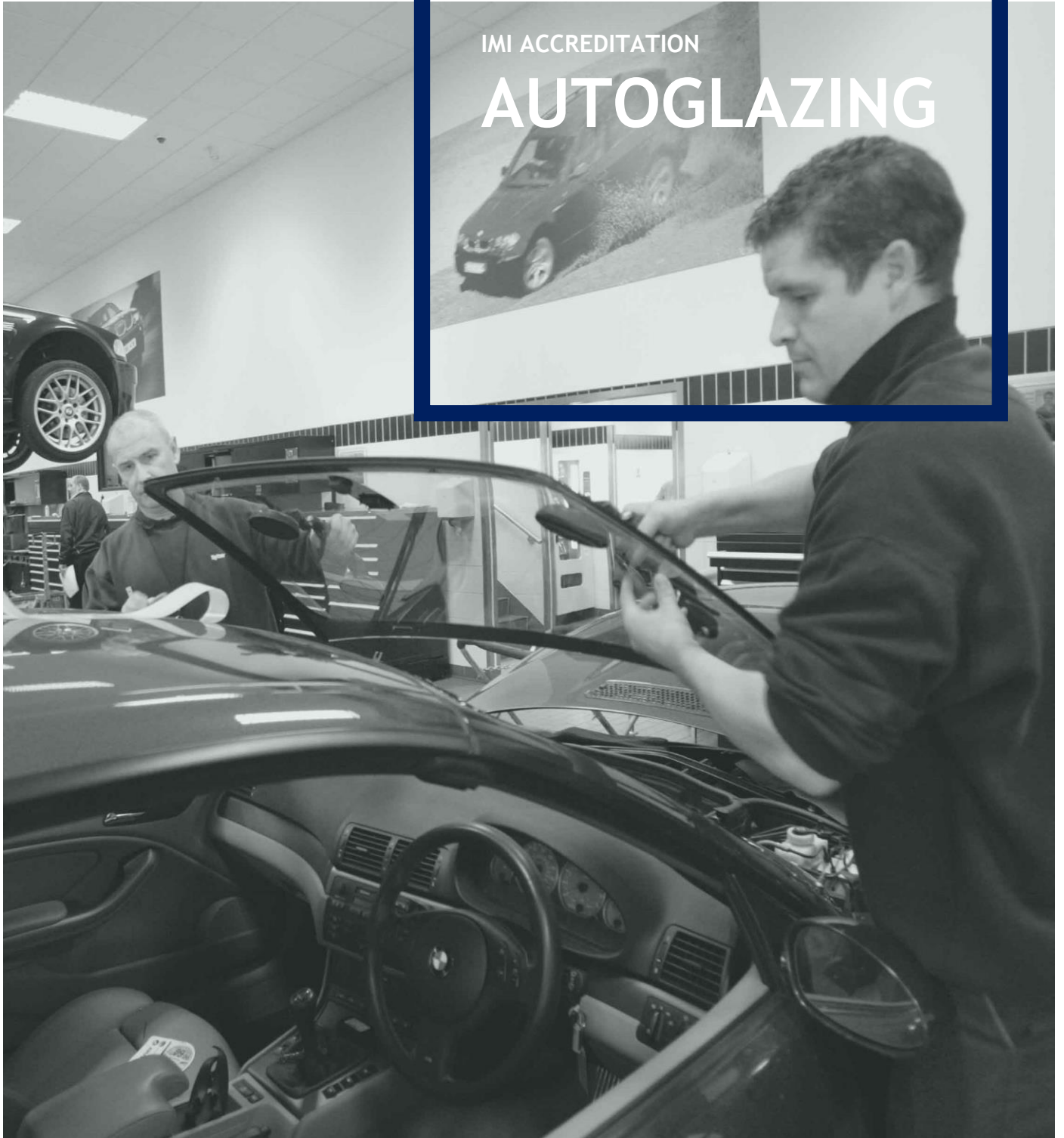




INSTITUTE OF THE  
MOTOR INDUSTRY

IMI ACCREDITATION

# AUTOGLAZING





### 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.

For the latest list of Accreditations please visit: <http://accreditation.theimi.org.uk/>



## IMI Accreditation benefits

IMI Accreditation was created to help the motor industry keep on top of constant and 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 Autoglazing route for?

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

There are four levels within Autoglazing:

- **Grade 2 Technician**
  - The technician should be working in the glazing sector of the automotive industry and must have at least two years' experience to ensure they are familiar with the skills, knowledge and techniques required to replace and repair automotive glazing units.
- **Grade 1 Technician**
  - The technician should be working in the glazing sector of the automotive industry and must have at least three years' experience to ensure they are familiar with the skills, knowledge and techniques required to replace and repair automotive glazing units.
- **Master Technician**
  - The technician should be working in the glazing sector of the automotive industry and must have at least five years' experience to ensure they are familiar with the skills, knowledge and techniques required to diagnose, rectify and support technicians on a range of tasks including returning the vehicle systems to manufacturer's specification.
- **Bodyshop Technician**
  - The technician should be working in the glazing sector of the automotive industry and must have at least three years' experience to ensure they are familiar with the skills, knowledge and techniques required to replace and repair automotive glazing units.

### Autoglazing Route Structure

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

- **Full Assessment**

For technicians wishing to retain their accreditation there is only one option:

- **Full Assessment**

To achieve each module the technician is measured by a skill and knowledge test (*also see master technician note*).

**Autoglazing – Grade 2 Technician**

**Full Assessment –  
Online Test Number ACC-AGG2T-2-19**

This level requires the technician to complete the following modules:

Remove and Replace a Front Windscreen	AOM - 096
Front Windscreen Repair including Communication	AOM - 098
Remove and Replace a Door Drop Glass	AOM - 100

This will normally be a one-day assessment.

**Autoglazing – Grade 1 Technician**

**Full Assessment –  
Online test Number ACC-AGG1T-3-19**

This level requires the technician to complete the following modules:

Front Windscreen Repair including Communication	AOM - 098
Remove, Replace and Calibrate a Front Windscreen - Intact	AOM - 099
Remove and Replace a Door Drop Glass	AOM - 100
Remove and Replace a Heated Rear Windscreen - Intact	AOM - 101

This will normally be a one-day assessment.

**Autoglazing – Master Technician**

**Full Assessment –  
Online Test Number ACC-AGMT-4-19**

This level requires the technician to complete the following modules:

Water Ingress after Front Windscreen Replacement - Instructional Support	AOM - 192
ADAS Calibration after Front Windscreen Replacement – Coaching Task	AOM - 193
Remove and Refit a Front Door Control Module	AOM - 194

This will normally be a one-day assessment.

**Note.** A requirement for technicians wishing to achieve reaccreditation at Master Technician level is the prerequisite of achieving Grade 1 Technician within the last three years.



**Autoglazing – Bodyshop Technician**

**Full Assessment –  
Online Test Number ACC-AGBT-3-19**

This level requires the technician to complete the following modules:

Remove and Replace a Front Windscreen	AOM - 096
Remove and Replace a Heated Rear Windscreen - Intact	AOM - 101
Remove and Refit a Bonded Rear $\frac{1}{4}$ Glazing Unit - Intact	AOM - 105

This will normally be a one-day assessment.



<b>Accreditation Module Title</b>	Remove and Replace a Front Windscreen
<b>Module Code</b>	AOM - 096
<b>Practical Assessment Time</b>	2.5 hours
<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 replace a front windscreen (with or without encapsulation).</p> <p>The technician will be required to select, use and follow approved researched repair methods and manufacturer's technical data throughout the assessment process.</p> <p>The technician will need to remove and refit vehicle trim, both interior and exterior components.</p> <p>The technician will be required to ensure that the front windscreen is aligned to the vehicle body as per the vehicle manufacturer's specifications.</p> <p>The technician should ensure that the vehicle is clean at the end of the assessment and that the vehicle system(s) are operating as per the vehicle manufacturer's specification.</p>
<b>Technician Profile</b>	<p>The Grade 2 technician should be working in the glazing sector of the automotive industry and must have at least two years' experience to ensure they are familiar with the skills, knowledge and techniques required to replace and repair automotive glazing units.</p>



Links with Accreditation Routes and Modules	
This module features in:	
IMI Accreditation Route	IMI Accreditation Level
Autoglazing	Grade 2
	Bodyshop

Skills Requirements	
The technician must demonstrate their skills and ability to:	
1.1	consult and use approved researched repair methods, manufacturer's technical data and material safety data sheets
1.2	correctly select and use appropriate PPE and VPE
1.3	select and use appropriate tools and equipment to remove and replace the front windscreen
1.4	complete a pre-inspection of the vehicle, identifying all front windscreen related systems and their operation
1.5	check the new or existing front windscreen for compatibility i.e. correct quality of glass
1.6	correctly prepare the vehicle by removing all necessary MET components
1.7	remove the front windscreen using approved researched repair methods, manufacturer's technical data and without causing trauma to the vehicle body
1.8	inspect and identify any aperture defects once the front windscreen had been removed from the vehicle
1.9	carry out a 'dry fit' of the front windscreen
1.10	fit the front windscreen using approved researched repair methods and manufacturer's technical data
1.11	refit all removed MET components
1.12	carry out suitable checks to ensure all components are fitted and working correctly
1.13	identify a 'safe' drive away time, in line with product guidelines
1.14	correctly record information using a quality inspection sheet
1.15	take appropriate care throughout the assessment
1.16	use safe working practices throughout the assessment
1.17	correctly clean and store all equipment and materials on completion of the task
1.18	work within given time constraints



Knowledge Requirements	
The technician must know and understand:	
2.1	information used in the removal and refitting of autoglazing units
2.2	tools, equipment, correct use of products, including their maintenance when used in the replacement of front windscreens
2.3	Mechanical, Electrical and Trim (MET) techniques/methods used in the replacement of front windscreens
2.4	vehicle electrical systems and related components including advanced vehicle safety systems required in the replacement of front windscreens
2.5	awareness of ADAS and relevant company procedures
2.6	construction and the properties of windscreens
2.7	hybrid and electric vehicle technology
2.8	autonomous technology
2.9	legal requirements relating to front windscreen removal and refitting
2.10	safe working practices required for the task
2.11	EPA awareness and waste management
2.12	awareness of ADAS and relevant company procedures



<b>Accreditation Module Title</b>	Front Windscreen Repair including Communication					
<b>Module Code</b>	AOM - 098					
<b>Practical Assessment Time</b>	45 minutes					
<b>IMI AOM Level</b>	2					
<b>Module Overview</b>	<p>This module ensures the technician has the knowledge, skills and ability to carry out a front windscreen repair to the specification of British Standard 242a including identifying the damage type, the size and the position of the damage.</p> <p>The technician will be required to select, use and follow approved researched repair methods and manufacturer's technical data throughout the assessment process. If any of the components removed need to be replaced during the repair procedures, the technician will need to advise this.</p> <p>The technician should ensure that the vehicle is clean at the end of the assessment and that the vehicle system(s) is/are operating as per the vehicle manufacturer's specification.</p> <p>During the assessment the technician will be assessed on their ability to communicate effectively with the assessor/customer and be able to explain, in non-technical terminology, the repair and any problems associated during the process.</p>					
<b>Technician Profile</b>	<p>The Grade 2 glazing technician should be working in the glazing sector of the automotive industry and must have at least two years' experience to ensure they are familiar with the skills, knowledge and techniques required to replace and repair automotive glazing units.</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="2">Autoglazing</td> <td>Grade 2</td> </tr> <tr> <td>Grade 1</td> </tr> </tbody> </table>	IMI Accreditation Route	IMI Accreditation Level	Autoglazing	Grade 2	Grade 1
IMI Accreditation Route	IMI Accreditation Level					
Autoglazing	Grade 2					
	Grade 1					

Skills Requirements	
<b>Glass Repair</b>	
The technician must demonstrate their skills and ability to:	
1.1	consult and use approved researched repair methods, manufacturer's technical data and material safety data sheets
1.2	correctly select and use appropriate PPE and VPE
1.3	select and use appropriate tools and equipment to repair the front windscreen
1.4	correctly carry out consultation with the assessor/customer to inform them of actions and expectations prior to starting the repair
1.5	complete a pre-inspection of the vehicle, identifying all front windscreen related systems and their operation
1.6	establish whether the repair is feasible in accordance with BSAU242a standards
1.7	prepare and clean the damaged area in the front windscreen
1.8	check the windscreen repair equipment is complete, and products are in date, serviceable and function correctly
1.9	correctly attach the repair equipment to the front windscreen
1.10	apply repair resin as per manufacturer's technical data and recommendations
1.11	correctly remove repair equipment from the front windscreen without causing further damage
1.12	cure repair resin as per manufacturer's technical data and recommendations
1.13	visually inspect the completed repair in accordance with BSAU242a standards
1.14	carry out a sufficient level of glass cleaning on completion of repair
1.15	carry out suitable checks to ensure all components are fitted and working correctly
1.16	record information using the quality inspection sheet
1.17	take appropriate care throughout the assessment
1.18	use safe working practices throughout the assessment
1.19	correctly clean and store all equipment and materials on completion of task
<b>Communication</b>	
1.20	welcome the assessor/customer - meet and greet
1.21	ask the assessor/customer open questions using non-technical language
1.22	use active listening skills throughout the assessment
1.23	give appropriate and accurate responses to questions asked by assessor/customer
1.24	communicate effectively using a clear and professional manner throughout
1.25	work within given time constraints



Knowledge Requirements	
The technician must know and understand:	
2.1	information used in the glass repair process including BSAU242a
2.2	tools, equipment, and correct use of products, including their maintenance in front windscreen repairs
2.3	techniques and products used to carry out front windscreen repairs
2.4	construction and the properties of front windscreens
2.5	the effects to head-up display technology
2.6	legal requirements for front windscreen repairs
2.7	safe working practices required for the task
2.8	EPA awareness and waste management
2.9	questioning techniques
2.10	listening techniques
2.11	communication techniques



<b>Accreditation Module Title</b>	Remove, Replace and Calibrate a Front Windscreen - Intact
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<b>Module Code</b>	AOM - 099
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<b>Practical Assessment Time</b>	3 hours 45 minutes
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<b>IMI AOM Level</b>	3
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<b>Module Overview</b>	
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This module ensures the technician has the knowledge, skills and ability to remove, replace and calibrate a front windscreen without causing trauma to either the windscreen glass or the vehicle body.

The technician will be required to select, use and follow approved researched repair methods and manufacturer’s technical data throughout the assessment process.

The technician will need to remove and refit vehicle trim, both interior and exterior, including items such as system sensors (i.e. rain/lighting sensors/cameras) and their associated components.

The technician will be required to ensure the front windscreen is aligned to the vehicle body as per the vehicle manufacturer’s specifications. This module also includes carrying out a static calibration of an ADAS camera sensor.

The technician should ensure that the vehicle is clean at the end of the assessment and that the vehicle system(s) are operating as per the vehicle manufacturer’s specification.

<b>Technician Profile</b>	
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The Grade 1 glazing technician should be working in the glazing sector of the automotive industry and must have at least three years’ experience to ensure they are familiar with the skills, knowledge and techniques required to replace and repair automotive glazing units.

<b>Links with Accreditation Routes and Modules</b>	
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This module features in:

<b>IMI Accreditation Route</b>	<b>IMI Accreditation Level</b>
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Autoglazing	Grade 1
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Skills Requirements	
The technician must demonstrate their skills and ability to:	
1.1	consult and use approved researched repair methods, manufacturer's technical data and material safety data sheets
1.2	correctly select and use appropriate PPE and VPE
1.3	select and use appropriate tools and equipment to remove, replace and calibrate a front windscreen
1.4	complete a pre-inspection of the vehicle, identifying all front windscreen related systems and their operation
1.5	check the new or existing front windscreen for compatibility i.e. correct quality of glass
1.6	correctly prepare the vehicle by removing all necessary MET components
1.7	disconnect and remove an ADAS front windscreen camera
1.8	remove a front windscreen using approved researched repair methods, manufacturer's technical data and without causing trauma to vehicle body
1.9	inspect and identify any aperture defects once the front windscreen has been removed from the vehicle
1.10	carry out a 'dry fit' of the front windscreen
1.11	fit a front windscreen using approved researched repair methods and manufacturer's technical data
1.12	refit all removed MET components including the ADAS front windscreen camera
1.13	carry out suitable checks to ensure all components (including rain/lighting sensors/cameras etc.) are fitted correctly
1.14	identify the 'safe' drive away time, in line with product guidelines
1.15	carry out a static calibration of the ADAS front windscreen camera
1.16	check all vehicle systems associated with the replacement of the front windscreen are reinitialised and working correctly as per manufacturer's specification
1.17	print out/record and attach calibration results for transparency
1.18	carry out a sufficient level of glass cleaning on completion of repair
1.19	record all information using the quality inspection sheet
1.20	take appropriate care throughout the assessment
1.21	use safe working practices throughout the assessment
1.22	correctly cleaned and stored all equipment and materials on completion of task
1.23	work within given time constraints



Knowledge Requirements	
The technician must know and understand:	
2.1	information used in the removal and refitting of autoglazing units
2.2	tools, equipment, correct use of products, including their maintenance, used in the replacement of windscreens
2.3	Mechanical, Electrical and Trim (MET) techniques/methods used in the replacement of windscreens
2.4	vehicle electrical systems and related components, including advanced vehicle safety systems required in the replacement of windscreens
2.5	awareness of ADAS and relevant company procedures
2.6	construction and the properties of windscreens
2.7	hybrid and electric vehicle technology
2.8	autonomous technology
2.9	use of pre-scan/diagnostic equipment during calibration
2.10	legal requirements relating to front windscreen removal, refitting and calibrating
2.11	safe working practices required for the task
2.12	EPA awareness and waste management



<b>Accreditation Module Title</b>	Remove and Replace a Door Drop Glass
<b>Module Code</b>	AOM - 100
<b>Practical Assessment Time</b>	1.5 hours
<b>IMI AOM Level</b>	3
<b>Module Overview</b>	<p>This module ensures the technician has the knowledge, skills and ability to remove and replace a door drop glass to either a frameless door, a modular type construction or to door drop glass units that require the door skin removal.</p> <p>The technician will be required to select, use and follow approved researched repair methods and manufacturer's technical data throughout the assessment process.</p> <p>The technician will need to remove and refit vehicle trim, both interior and exterior, including door trim (cards), handles and door membranes.</p> <p>The technician will need to advise if any of the components removed need to be replaced during the repair procedures.</p> <p>The technician will be required to ensure that the drop glass is aligned to the vehicle body as per the vehicle manufacturer's specifications.</p> <p>The technician should ensure that the vehicle is clean at the end of the assessment and that the vehicle system(s) are operating as per the vehicle manufacturer's specification.</p>
<b>Technician Profile</b>	<p>The Grade 1 or 2 glazing technician should be working in the glazing sector of the automotive industry and must have at least three years' experience to ensure they are familiar with the skills, knowledge and techniques required to replace and repair automotive glazing units.</p>
<b>Links with Accreditation Routes and Modules</b>	
This module features in:	
<b>IMI Accreditation Route</b>	<b>IMI Accreditation Level</b>
Autoglazing	Grade 1
	Grade 2



Skills Requirements	
The technician must demonstrate their skills and ability to:	
1.1	consult and use approved researched repair methods and manufacturer's technical data
1.2	correctly select and use appropriate PPE and VPE
1.3	select and use appropriate tools and equipment to remove and replace a door drop glass
1.4	complete a pre-inspection of the vehicle, identifying all door drop glass related systems and their operation
1.5	check door drop glass for compatibility i.e. correct quality of glass
1.6	identify the correct method for removing and replacing a door drop glass within either a frameless/modular type or a door glass that requires the outer door skin removed
1.7	correctly prepare a vehicle by removing all necessary MET components (including keys from the steering lock, battery disconnected, door card and membrane, door handles and locks etc.)
1.8	remove the door drop glass using approved researched repair methods and manufacturer's technical data
1.9	correctly clear the vehicle and surrounding area of any glass remnants, debris etc. (if required)
1.10	refit and adjust the door drop glass using approved researched repair methods and manufacturer's technical data
1.11	refit all removed MET components
1.12	carry out suitable checks to ensure all components are fitted and working correctly
1.13	carry out a sufficient level of glass cleaning on completion of repair
1.14	record all information using the quality inspection sheet
1.15	take appropriate care throughout the assessment
1.16	use safe working practices throughout the assessment
1.17	correctly clean and store all equipment and materials on completion of task
1.18	work within given time constraints



Knowledge Requirements	
The technician must know and understand:	
2.1	information used in the removing and replacing of door drop glass units
2.2	tools, equipment, correct use of products, including their maintenance, used in the replacement of door drop glass units
2.3	Mechanical, Electrical and Trim (MET) techniques/methods used in the replacement of door drop glass
2.4	vehicle electrical systems and related components including advanced vehicle safety systems required in the replacement of door drop glass units
2.5	removing and replacing door drop glass units
2.6	safe working practices required for the task
2.7	EPA awareness and waste management



<b>Accreditation Module Title</b>	Remove and Replace a Heated Rear Windscreen - Intact
<b>Module Code</b>	AOM - 101
<b>Practical Assessment Time</b>	1.5 hours
<b>IMI AOM Level</b>	3
<b>Module Overview</b>	<p>This module ensures the technician has the knowledge, skills and ability to remove and replace a heated rear windscreen without causing trauma to the vehicle body and tailgate.</p> <p>The technician will be required to select, use and follow approved researched repair methods and manufacturer's technical data throughout the assessment process.</p> <p>The technician will need to remove and refit vehicle trim, for both interior and exterior, including items such as rear wiper/motor and their associated components.</p> <p>The technician will be required to ensure that the rear windscreen is aligned to the vehicle body as per approved researched methods.</p> <p>The technician should ensure that the vehicle is clean at the end of the assessment and that the vehicle system(s) are operating as per the vehicle manufacturer's specification.</p>
<b>Technician Profile</b>	<p>The Grade 1 or body shop glazing technician should be working in the glazing sector of the automotive industry and must have at least three years' experience to ensure they are familiar with the skills, knowledge and techniques required to replace and repair automotive glazing units.</p>
<b>Links with Accreditation Routes and Modules</b>	
This module features in:	
<b>IMI Accreditation Route</b>	<b>IMI Accreditation Level</b>
Autoglazing	Grade 1
	Bodyshop

Skills Requirements	
The technician must demonstrate their skills and ability to:	
1.1	consult and use approved researched repair methods, manufacturer's technical data and material safety data sheets
1.2	correctly select and use appropriate PPE and VPE
1.3	select and use appropriate tools and equipment to remove and replace a heated rear windscreen
1.4	complete a pre-inspection of the vehicle, identifying all heated rear windscreen related systems and their operation
1.5	check the new or existing heated rear windscreen for compatibility i.e. correct quality of glass
1.6	carry out electrical testing to ensure the heating elements are fully functional pre and post repair
1.7	correctly prepare the vehicle by removing all necessary MET components including wiper arm
1.8	remove the heated rear windscreen using approved researched repair methods, manufacturer's technical data and without causing trauma to vehicle body/tailgate
1.9	inspect and identify any aperture defects once the heated rear windscreen has been removed from the tailgate
1.10	carry out a 'dry fit' of the heated rear windscreen
1.11	fit a heated rear windscreen using approved researched repair methods, manufacturer's technical data and material safety data sheets
1.12	refit all removed MET components
1.13	carry out suitable checks to ensure all components are fitted and working correctly
1.14	identify the 'safe' drive away time, in line with product guidelines
1.15	carry out a sufficient level of glass cleaning on completion of repair
1.16	record all information using the quality inspection sheet
1.17	take appropriate care throughout the assessment
1.18	use safe working practices throughout the assessment
1.19	correctly clean and store all equipment and materials on completion of task
1.20	work within given time constraints



Knowledge Requirements	
The technician must know and understand:	
2.1	information used in removing and replacing heated rear windscreens
2.2	tools, equipment, correct use of products, including their maintenance, used in the replacement of heated rear windscreens
2.3	vehicle electrical systems and related components including heated rear windscreen elements
2.4	removing and replacing heated rear windscreen
2.5	safe working practices required for the task
2.6	EPA awareness and waste management



<b>Accreditation Module Title</b>	Remove and Refit a Bonded Rear ¼ Glazing Unit - Intact
<b>Module Code</b>	AOM - 105
<b>Practical Assessment Time</b>	1 hour
<b>IMI AOM Level</b>	3
<b>Module Overview</b>	<p>This module ensures the technician has the knowledge, skills and ability to remove and refit a bonded rear ¼ glazing unit that may or may not feature electrical components.</p> <p>The technician will be required to select, use and follow approved researched repair methods and manufacturer’s technical data throughout the assessment process.</p> <p>The technician will be required to ensure that the rear ¼ glazing unit is aligned to the vehicle body as per the vehicle manufacturer’s specifications.</p> <p>The technician should ensure that the vehicle is clean at the end of the assessment and that the vehicle system(s) are operating as per the vehicle manufacturer’s specification.</p>
<b>Technician Profile</b>	<p>The body shop glazing technician should must have at least three years’ experience to ensure they are familiar with the skills, knowledge and techniques required to replace and repair automotive glazing units.</p>
<b>Links with Accreditation Routes and Modules</b>	
This module features in:	
<b>IMI Accreditation Route</b>	<b>IMI Accreditation Level</b>
Autoglazing	Bodyshop

Skills Requirements	
The technician must demonstrate their skills and ability to:	
1.1	consult and use approved researched repair methods, manufacturer's technical data and material safety data sheets
1.2	correctly select and use appropriate PPE and VPE
1.3	select and use appropriate tools and equipment to remove and refit the rear ¼ glazing unit 'intact'
1.4	complete a pre-inspection of the vehicle, identifying all rear ¼ glazing unit related systems and their operation
1.5	check the existing rear ¼ glazing unit for compatibility i.e. correct quality of glass
1.6	correctly prepare the vehicle by removing all necessary MET components
1.7	remove the rear ¼ glazing unit using approved researched repair methods and manufacturer's technical data and without causing trauma to vehicle body
1.8	inspect and identify any aperture defects once the rear ¼ glazing unit has been removed from the vehicle
1.9	carry out a 'dry fit' of the rear ¼ glazing unit
1.10	refit the rear ¼ glazing unit using approved researched repair methods and manufacturer's technical data
1.11	refit all removed MET components
1.11	carry out suitable checks to ensure all components are fitted and working correctly
1.12	identify the 'safe' drive away time, in line with product guidelines
1.13	carry out a sufficient level of glass cleaning on completion of repair
1.14	record all information using the quality inspection sheet
1.15	take appropriate care throughout the assessment
1.16	use safe working practices throughout the assessment
1.17	correctly clean and store all equipment and materials on completion of task
1.18	work within given time constraints



Knowledge Requirements	
The technician must know and understand:	
2.1	information used in the removal and refitting of rear ¼ glazing units
2.2	tools, equipment, correct use of products, including their maintenance, used when removing and refitting rear ¼ glazing units
2.3	Mechanical, Electrical and Trim (MET) techniques/methods used when removing and refitting rear ¼ glazing units
2.4	vehicle electrical systems and related components
2.5	safe working practices required for the task
2.6	EPA awareness and waste management





<b>Accreditation Module Title</b>	Water Ingress after Front Windscreen Replacement - Instructional Support
<b>Module Code</b>	AOM - 192
<b>Practical Assessment Time</b>	3 hours
<b>IMI AOM Level</b>	3
<b>Module Overview</b>	<p>This module ensures the technician has the knowledge, skills and ability to support, instruct and mentor technicians in the workplace. This will require the technician to have a good knowledge and skills in the subject, be able to simplify the subject matter and transfer their knowledge to a colleague.</p> <p>The technician will be required to explain, instruct, support, mentor and carry out practical demonstrations during the assessment.</p> <p>The technician will also be required to demonstrate their ability in using training aids, their relevance and confirm information has been understood by the technician.</p> <p>The technician will be given sufficient time within the assessment to prepare for the instructional support task.</p>
<b>Technician Profile</b>	<p>The master technician should be working in the glazing sector of the automotive industry and must have at least five years' experience to ensure they are familiar with the skills, knowledge and techniques required to diagnose and rectify water leak faults and return the vehicle systems to manufacturer's specification.</p> <p>They will also require the skills and ability to effectively communicate with internal staff (at all levels), customers and industry organisations to transfer both technical and non-technical information.</p>
<b>Links with Accreditation Routes and Modules</b>	
This module features in:	
<b>IMI Accreditation Route</b>	<b>IMI Accreditation Level</b>
Autoglazing	Master Technician

Skills Requirements	
The technician must demonstrate their skills and ability to:	
1.1	consult and use approved researched repair methods, manufacturer's technical data and material safety data sheets
1.2	select appropriate training aids and provide the required knowledge, skills and abilities to colleagues
1.3	correctly explain and demonstrate technical problems to the windscreen fitment
1.4	correctly explain and demonstrate how to diagnose technical problems to the windscreen fitment
1.5	correctly explain how to select and use appropriate PPE and VPE
1.6	correctly explain and demonstrate how to select and use appropriate tools and equipment when removing and refitting the front windscreen
1.7	complete a pre-inspection of the vehicle, identifying all front windscreen related systems and their operation
1.8	correctly explain and demonstrate how to prepare a vehicle by removing all necessary MET components
1.9	correctly explain and demonstrate how to remove a front windscreen using approved researched repair methods, manufacturer's technical data and without causing trauma to vehicle body
1.10	correctly explain and demonstrate how to inspect and identify any aperture defects once a front windscreen has been removed from the vehicle
1.11	correctly explain and demonstrate how to carry out a 'dry fit' of the front windscreen
1.12	correctly explain and demonstrate how to refit the front windscreen using approved researched repair methods and manufacturer's technical data
1.13	correctly explain how to refit all removed MET components
1.14	correctly explain suitable checks to ensure all components are fitted and working correctly
1.15	correctly explain how to identify the 'safe' drive away time, in line with product guidelines
1.16	correctly explain how to carry out a sufficient level of glass cleaning on completion of repair
1.17	correctly explain and instruct how to record information using the quality inspection sheet, including: <ul style="list-style-type: none"> <li>- Identifying the fault</li> <li>- Identifying the cause</li> <li>- Recommending a procedure to rectify the problem</li> </ul>
1.18	take appropriate care throughout the assessment
1.19	use safe working practices throughout the assessment
1.20	correctly clean and store all equipment and materials on completion of task
1.21	work within given time constraints

Knowledge Requirements	
The technician must know and understand:	
2.1	information used when investigating water ingress leaks and the procedures for removing and replacing autoglazing units
2.2	tools, equipment, correct use of products, including their maintenance, used in investigating water leaks and replacing front windscreens
2.3	Mechanical, Electrical and Trim (MET) techniques/methods used in the replacement of front windscreens
2.4	vehicle electrical systems and related components including advanced vehicle safety systems required in the replacement of front windscreens
2.5	the importance of transferring accurate information to colleagues
2.6	methods used to train, support and impart knowledge, skill and abilities to colleagues
2.7	assessing colleagues' abilities in the workplace
2.8	using training aids to support learning
2.9	legal requirements relating to front windscreen removal and refitting
2.10	safe working practices required for the task
2.11	EPA awareness and waste management



<b>Accreditation Module Title</b>	ADAS Calibration after Front Windscreen Replacement – Coaching Task
<b>Module Code</b>	AOM - 193
<b>Practical Assessment Time</b>	2 hours
<b>IMI AOM Level</b>	3
<b>Module Overview</b>	<p>This module ensures the technician has the ability to coach colleagues in the workplace. This will require the technician to have a good knowledge and skills in the subject, be able to demonstrate and simplify the subject matter and transfer their experience to a colleague.</p> <p>The technician will be required to carry out a practical support/demonstration during the assessment. They will also be required to use the correct tools and equipment in order to demonstrate their ability to calibrate an ADAS camera/sensor mounted in the front windscreen.</p> <p>The technician will need to demonstrate that the information has been transferred successfully to the colleague, thus providing them with the knowledge and skills to progress further.</p> <p>The technician will be given sufficient time within the assessment to prepare for the coaching task.</p>
<b>Technician Profile</b>	<p>The master technician should be working in the glazing sector of the automotive industry and must have at least five years' experience to ensure they are familiar with the skills, knowledge and techniques required to calibrate and ADAS system following manufacturer's methods and procedures.</p> <p>They will also require the skills and ability to effectively communicate with internal staff (at all levels), customers and industry organisations to transfer both technical and non-technical information.</p>
<b>Links with Accreditation Routes and Modules</b>	
This module features in:	
<b>IMI Accreditation Route</b>	<b>IMI Accreditation Level</b>
Autoglazing	Master Technician

<b>Skills Requirements</b>	
The technician must demonstrate their skills and ability to:	
1.1	consult and use approved researched repair methods and manufacturer's technical data
1.2	correctly select and use appropriate PPE and VPE
1.3	select and use appropriate tools and equipment to calibrate a front windscreen
1.4	correctly explain the type of ADAS system to be calibrated
1.5	correctly explain how to disconnect an ADAS sensor
1.6	correctly prepare a vehicle by removing all necessary MET components
1.7	correctly demonstrate how to set up the ADAS calibration environment to meet manufacturer's instructions i.e. targets, lighting, and radar boards
1.8	correctly demonstrate successful calibration of an ADAS front windscreen camera sensor
1.9	correctly explain how to record results of a calibration using the technician's record sheet
1.10	correctly demonstrate how to remove and store ADAS calibration equipment after a static calibration
1.11	correctly explain how to configure set parameters or customer requirements
1.12	ensure warning lights are working appropriately
1.13	use appropriate language and terminology that colleagues understand
1.14	take appropriate care throughout the assessment
1.15	use safe working practices throughout the assessment
1.16	correctly clean and store all equipment and materials on completion of task
1.17	work within given time constraints

<b>Knowledge Requirements</b>	
The technician must know and understand:	
2.1	technical information sources available for ADAS calibrations
2.2	tools, equipment, correct use of products, including their maintenance, used when carrying out ADAS component calibration
2.3	types of ADAS sensor and their functions i.e. Optical, Radar, Lidar, and Ultra-sonic
2.4	workplace procedures for completing and storing documentation relating to ADAS calibration
2.5	the ADAS Code of Practice
2.6	use of the methods used to train and impart knowledge to colleagues
2.7	assessing the abilities of colleagues in the workplace
2.8	using training aids to support learning
2.9	legal requirements relating to front windscreen removal, refitting and calibrating
2.10	safe working practices required for the task
2.11	EPA awareness and waste management



<b>Accreditation Module Title</b>	Remove and Refit a Front Door Control Module
<b>Module Code</b>	AOM - 194
<b>Practical Assessment Time</b>	1.5 hours
<b>IMI AOM Level</b>	3
<b>Module Overview</b>	<p>This module ensures the technician has the ability to carry out the removal, refitting, re-programming and configuring of a door control module.</p> <p>The technician will be required to follow approved researched repair methods and/or manufacturer's technical data during the assessment process using the correct tools and equipment.</p> <p>The technician will need to remove and refit any vehicle trim, both interior and exterior including door trim (cards), handles and door membranes as per technical information.</p> <p>The technician will need to advise if any of the components removed need to be replaced during the repair procedures.</p> <p>The technician will ensure that by the end of the assessment the vehicle system(s) are operating as required and all advanced safety features are correctly configured to set parameters.</p>
<b>Technician Profile</b>	<p>The master technician should be working in the glazing sector of the automotive industry and must have at least five years' experience to ensure they are familiar with the skills, knowledge and techniques required to remove and refit door control module systems to manufacturer's specification.</p>
<b>Links with Accreditation Routes and Modules</b>	
This module features in:	
<b>IMI Accreditation Route</b>	<b>IMI Accreditation Level</b>
Autoglazing	Master Technician

Skills Requirements	
The technician must demonstrate their skills and ability to:	
1.1	consult and use approved researched repair methods and manufacturer's technical data
1.2	correctly select and use appropriate PPE and VPE
1.3	select and use appropriate tools and equipment to remove and refit a front door control module
1.4	complete a pre-inspection of the vehicle, identifying all front door control module related systems and their operation
1.5	ensure vehicle electrical systems are isolated at all times when not required (i.e. controlling battery power and key management)
1.6	correctly prepare a vehicle by removing all necessary MET components
1.7	remove and refit a front door control module using approved researched repair methods and manufacturer's technical data
1.8	correctly re-program and configure a front door control module and test window functions
1.9	refit all removed MET components
1.10	carry out suitable checks to ensure all components are fitted and working correctly
1.11	record pre and post repair information using a quality inspection sheet
1.12	take appropriate care throughout the assessment
1.13	use safe working practices throughout the assessment
1.14	correctly clean and store all equipment and materials on completion of task
1.15	work within given time constraints

Knowledge Requirements	
The technician must know and understand:	
2.1	information used in the removal and refitting of a front door control module
2.2	tools, equipment, correct use of products, including their maintenance, used when removing and refitting front door control modules
2.3	Mechanical, Electrical and Trim (MET) techniques/methods used in the removal and refitting of door components
2.4	vehicle electrical systems and related components including advanced vehicle safety systems
2.5	diagnostic equipment to allow programming and configuring of electric window functions
2.6	hybrid and Electric Vehicle technology
2.7	safe working practices required for the task
2.8	EPA awareness and waste management