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## Overview

This standard is about the removal, renewal and refitting of trim components where the procedure is straightforward and where items are not directly linked to vehicle safety systems.

## Performance criteria

- You must be able to:*
1. use the appropriate personal protective equipment when removing and refitting **trim components**
  2. protect the **vehicle** and its contents effectively when removing and refitting trim components
  3. support your removal and replacement activities by referring to:
    - 3.1 vehicle technical data
    - 3.2 removal and replacement procedures
    - 3.3 legal requirements
  4. ensure that the **tools and equipment** you require are calibrated and in a safe working condition to meet manufacturer's and legal requirements
  5. select and use the correct tools and equipment for the components you are going to remove or refit
  6. remove and refit trim components following:
    - 6.1 recognised research methods
    - 6.2 removal and refitting procedures
    - 6.3 manufacturers' instructions
    - 6.4 your workplace procedures
    - 6.5 health, safety and legal requirements
  7. work in a way which reduces the risk of damaging other components and units on the vehicle
  8. adapt your work techniques safely to suit the needs of the job when necessary
  9. store all removed components safely in the correct location
  10. check that the components you have fitted operate correctly following the manufacturer's specification
  11. report any additional faults or defects you find during the course of your work to the relevant person(s) promptly
  12. report any delays in completing your work to the relevant person(s) promptly in the format required
  13. remove and refit trim components within the agreed timescale
  14. complete work records accurately, in the format required and pass them to the relevant person(s) promptly

## Knowledge and understanding

*You need to know and understand:* **Legislative and organisation requirements and procedures**

1. the health, safety and legal requirements relating to the removal and refitting of trim components
2. how the vehicle is powered and the associated health and safety risks
3. your workplace procedures for:
  - 3.1 the referral of problems
  - 3.2 reporting of delays to the completion of work
  - 3.3 completion of work records
4. the work that needs to be done and the standard required
5. the requirements for protecting the vehicle and contents from damage before, during and after removing and refitting activities
6. the importance of selecting, using and maintaining the appropriate personal protective equipment when removing and refitting trim components

### Equipment

7. how to select, check and use all the tools and equipment required to remove and refit trim components

### Removal, renewal and refitting of trim components

8. the types of common vehicle trim components and their purpose
9. the construction of, and fastening methods for, common vehicle trim components
10. where to find and how to interpret and use sources of information applicable to the removal and refitting of trim components
11. the procedures for the systematic removal and refitting of trim components
12. the methods of storing removed parts and the importance of storing them correctly
13. the different types of fastenings and the reasons for their use
14. the need for correct alignment of components and the methods used to achieve this
15. the types of quality checks that can be used to ensure correct alignment and operation of components to manufacturer's specification and their purpose

IMIMET03

Remove, Renew and Refit Trim Components Following Accident  
Damage

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**Scope/range**

All of the items listed below form part of this National Occupational Standard.

1. Trim Components are:

- 1.1 internal
- 1.2 external
- 1.3 under body
- 1.4 boot
- 1.5 engine compartment

2. Tools and equipment are:

- 2.1 hand tools
- 2.2 general workshop equipment
- 2.3 specialist trim tools

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## Glossary

### **Vehicles**

These can be light vehicles or commercial vehicles.

### **Vehicle Safety Systems**

This is a generic term which includes, for example, supplemental restraint systems (SRS), engine management systems, assisted braking systems (ABS) and any equipment related to safety.

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Remove, Renew and Refit Trim Components Following Accident Damage



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