

AIR CONDITIONING ATA - GUIDELINES

1. Introduction

Note: All Air Conditioning ATA levels meet the minimum requirements set out in EC Regulation (EC) No. 307/2008.

ATA is governed by the Institute of the Motor Industry (IMI) in line with ATA requirements.

Under this scheme, any technician will be able to gain accredited status (at different levels) by successfully completing a series of practical assessments and knowledge tests.

Successful technicians will be issued with a photo ID card, valid for five years, and entered onto the ATA Register.

Organisations wishing to offer ATA assessments must be approved by a regulated awarding body recognised by the IMI to carry out such approvals (see section 6).

2. Air Conditioning ATA Assessment Guidelines

Assessments must be undertaken off the job within an approved assessment centre. Each assessment must be carried out by occupationally competent and qualified assessors. Centres must also ensure that an internal verification process is in place for all ATA activities.

Note: All ATA assessors and verifiers must be approved by the awarding body in advance of carrying out assessments/verification.

An assessor ratio of two candidates to one assessor must be maintained. A workshop technician (to assist in setting the tasks) will also be needed during the assessment process. It is important that the assessors ensure that candidates comply with health and safety guidelines throughout.

To ensure currency of assessments, no more than twelve months may elapse between the first assessment and the last successful assessment.

Prior to assessment, the approved centre must ensure that the candidate:

- has been registered to take the assessments
- is eligible to take the assessments (see section below)
- has signed the ATA Code of Conduct.

On the assessment day the centre must ensure the candidate has provided photographic proof of identity in the form of a driving licence or valid passport. The centre must take a digital photograph of the technician in line with ATA requirements.

Following successful assessments, the centre must submit the candidate's photograph and claim their ID card on line.

Technicians who are referred on one or two practical assessments may re-take these assessments within the twelve-month period. Technicians who are referred on more than two practical assessments will have to retake **all** the assessments again.

Candidates may re-take the on-line knowledge test as many times as the centre considers appropriate. However, if they are not successful after three attempts and suitable refresher training, the centre should review whether they are being assessed at the most appropriate level.

3. Levels of Air Conditioning ATA

Air conditioning technicians may become accredited at the following levels:

- refrigerant handler
- air conditioning service technician
- air conditioning diagnostic technician

4. Pre-requisites for Candidates

A requirement of Air Conditioning ATA is that candidates must meet specified pre-requisites before they may take an assessment. To be eligible, a technician must:

- have a minimum level of industry experience in an appropriate role as follows:
 - for refrigerant handlers 3 months
 - for service technicians 1 year
 - for diagnostic technicians 2 year

or

- hold a relevant nationally recognised qualification at the same level and have a minimum level of post qualification industry experience in an appropriate role as follows:
 - for refrigerant handlers 3 months
 - for service technicians 6 months
 - for diagnostic technicians 1 year

5. Assessment Details

To attain each level of accreditation, candidates will have to pass practical assessments and on-line knowledge test(s).

The practical assessments, comprising technician's instructions, work station requirements, marking schedules and associated paperwork can be obtained by contacting

the recognised awarding body. These documents are accessible to approved centres only.

The Under Pinning Knowledge assessment, to allow flexibility the online knowledge test can be taken before, during or after the assessment day. If all other assessments have not been completed within 12 months, the candidate will need to complete the UPK test again. The on-line test will be multiple choice and consist of randomised questions.

Refrigerant Handler

To become an accredited refrigerant handler, candidates must pass two practical assessments and an on-line knowledge test.

- **refrigerant handler - practical assessments:**

AC RH 01 Refrigerant Handling:

- Health and Safety, regulations, correct use of PPE and guidelines
- To demonstrate skills and techniques when working with AC refrigerant
- To demonstrate a methodical workshop procedure when carrying out air conditioning recovery, recycling, evacuation, recharging and leak detection
- To work within current EC legislation when carrying out air conditioning activities

AC RH 02 Refrigerant Cylinder Handling :

- To demonstrate skills and techniques when working with AC refrigerant
- To demonstrate a methodical workshop procedure when handling Air Conditioning refrigerant / containers
- To work within current EC legislation and regulations when carrying out Air Conditioning activities

- **refrigerant handler – underpinning knowledge test:**

Refrigerant handler – 30 questions / 45minutes

The theory test includes the following areas to ensure that the candidate has the underpinning knowledge of refrigerant handling.

- Montreal Agreement and Kyoto Protocol
- Global Warming Potential
- Basic knowledge of the relevant provisions of Regulation (EC) No 842/2006 and Directive 2006/40/EC
- Applicable current EC regulations to the proposed market (i.e. UK)
- Health and Safety
- First Aid
- Refrigerant state temperature/pressure/conditions
- Identification of various AC systems
- Working practices pre and post
- Air Conditioning refrigerant handling
- Contamination of refrigerant
- EC waste regulations

- Transportation of refrigerants
- Refrigerant documentation activity records

Service Technician

To become an accredited Service Technician, candidates must pass two practical assessments and an on-line knowledge test. This level will also include all of the requirements for ATA Air Conditioning Refrigerant Handler.

- **service technician - practical assessments:**

AC ST 01: AC system service

- Health and Safety, regulations, correct use of PPE and guidelines
- to demonstrate theory, practical knowledge and techniques when working with AC refrigerant
- to demonstrate knowledge in accessing a vehicles AC system performance (pre and post maintenance)
- to demonstrate a methodical workshop procedure when carrying out Air Conditioning recovery, recycling, evacuation, recharging and leak detection
- replacement of AC system components
- inspection and replacement of serviceable components
- to work within current EC legislation and regulations when carrying out Air Conditioning activities

AC ST 02: Refrigerant cylinder handling

- to demonstrate skills and techniques when working with AC refrigerant
- To demonstrate a methodical workshop procedure when handling Air Conditioning refrigerant / containers
- To work within current EC legislation and regulations when carrying out Air Conditioning activities

- **service technician – underpinning knowledge test:**

Service technician – 30 questions (refrigerant handler UPK – see above)
15 questions (service technician UPK)

Total time for UPK = 60 minutes

Diagnostic Technician

To become an accredited Diagnostic Technician, candidates must pass five practical assessments and an on-line knowledge test. This level will also include all of the requirements for ATA Air Conditioning Refrigerant Handler and Service Technician.

- **diagnostic technician - practical assessments:**

AC DT 01: AC system service

- Health and Safety, regulations, correct use of PPE and guidelines
- to demonstrate theory, practical knowledge and techniques when working with AC refrigerant
- to demonstrate knowledge in accessing a vehicles AC system performance (pre and post maintenance)
- to demonstrate a methodical workshop procedure when carrying out Air Conditioning recovery, recycling, evacuation, recharging and leak detection
- replacement of AC system components
- inspection and replacement of serviceable components
- to work within current EC legislation and regulations when carrying out Air Conditioning activities

AC DT 02: Refrigerant cylinder handling

- to demonstrate skills and techniques when working with AC refrigerant
- To demonstrate a methodical workshop procedure when handling Air Conditioning refrigerant / containers
- To work within current EC legislation and regulations when carrying out Air Conditioning activities

AC DT 03 Air Conditioning system fault - 1

AC DT 04 Air Conditioning system fault - 2

AC DT 05: Air Conditioning system fault - 3

- to demonstrate practical knowledge and techniques when working with AC refrigerant
- to demonstrate AC system knowledge and diagnostic skills
- to work within current EC legislation and regulations when carrying out Air Conditioning activities

• **Diagnostic technician – underpinning knowledge test:**

Diagnostic technician – 30 questions (refrigerant handler UPK- see above)
 15 questions (service technician UPK)
 15 questions (diagnostic technician UPK)

Total time for UPK = 90 minutes

6. Centre Approval

To become an approved centre to offer this ATA route contact:

IMI Awards Ltd
 Fanshaws
 Brickendon
 Hertford SG13 8PQ

Tel: 01992 511521

Email: ianc@imiawards.org.uk

Equipment Requirements for ATA Air Conditioning Assessments

Refrigerant handler		
- Vehicle fitted with AC – fully operational	- Technician hand tools	- Extension lead
- Technician hand tools	- Personal protective equipment	- AC Leak detection equipment
- AC equipment, see specialist equipment		
- Vehicle protection		
Service Technician		
- Vehicle fitted with AC – fully operational	- Technician hand tools	- Extension lead
- Technician hand tools	- Personal protective equipment	- Vehicle AC component
- AC equipment, see specialist equipment	o receiver drier	o component 'O' rings
- Vehicle protection	- AC Leak detection equipment	
- ATA Documentation		
Diagnostic Technician		
- Vehicle fitted with AC x 2 – fully operational	- Technician hand tools	- Extension lead
- Vehicle fitted with Climate control – fully operational	- Personal protective equipment	- Glass Repair cleaning equipment
- ATA Documentation	- Multimeter/s	- Diagnostic equipment (code reader)
	- AC Leak detection equipment	
Specialist Tools		
- AC Service Centre; Semi Automatic / Fully Automatic with sufficient refrigerant	- Personal protective equipment for AC refrigerant handling	o Gloves (3 types minimum)
- AC refrigerant leak detection; Dye, Electronic sniffer, OFN (Min 2 types req)		o Eye protection (non vented)
- Virgin R134a refrigerant cylinder/s with sufficient refrigerant for transfer	- Selection of AC system lubrication oils (3 types minimum)	o Overalls
	- Electronic refrigerant identifier (ST & DT)	
Information		
- Sufficient vehicle AC specifications and data relating to assessment vehicles (All assessments)	- Vehicle data – DT = electrical wiring	
Workshop consumable and sundries		
- Spill kit	- Personal Protective Equipment as applicable	- First Aid kit
- Cleaning materials inc; paper towel / cloth	Goggles	- Inspection lamp or similar
	Hand protection	
	Head protection	
- Bucket / water		

On-Line Assessment

- PC for access to WWW
- Test area - suitably quiet environment