

Mechanical Electrical Trim (MET) - GUIDELINES

1. Introduction

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

Under this scheme, a Mechanical Electrical and Trim (MET) Technician will be able to gain accredited status by successfully completing a series of knowledge tests and practical assessments.

The successful MET Technician will be issued with an ATA photo ID card, which is valid for five years, and entered onto the ATA Register (refer to ATA website).

Organisations wishing to offer ATA MET assessments must be approved by a regulated awarding body which is recognised by the IMI.

2. ATA MET Assessment Guidelines

Assessments must be undertaken off the job within an approved assessment centre. Each assessment must be assessed by occupationally competent and qualified assessors.

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

To ensure currency of assessments, no more than twelve months may elapse between the first assessment and the last successful assessment (online test and/or practical assessments).

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 prerequisites 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.

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

Candidates must successfully pass the underpinning knowledge test. 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 MET ATA

MET technicians may become accredited at the following levels

- MET Technician
- Senior MET Technician

4. Pre-requisites for Candidates

A requirement of MET 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 MET Technician 2 years
 - for Senior MET technicians 3 years
- or
- hold a relevant nationally recognised qualification as follows, as well as a minimum of 1 year post qualification experience in an appropriate role:
 - for MET Technician Level 2
 - for Senior MET technicians Level 3

5. Assessment Details

To attain ATA MET accreditation, candidates will have to pass an on-line knowledge test and a number of required practical assessments, which is dependant on level (see section(s) below).

The on-line test will be multiple choice and consist of randomised questions from a bank.

The ATA MET practical assessment documents comprise of the technician's instructions and associated documents. These documents are accessible to approved centres only.

Note: *Throughout the practical assessments, candidates will be assessed against Health and Safety, any regulation requirements and use of Personal Protection Equipment.*

MET Technician Assessment

To become an accredited MET Technician, candidates must pass 5 practical assessments and an on-line knowledge test.

- **MET Technician- practical assessments:**

Remove/Replace/Refit Mechanical, Electrical Trim Components

- To demonstrate your skills in removing refitting/renewing mechanical and electrical components without damaging vehicle panels, other components or systems.
- The components to remove and refit will include:
 - Remove and replace mechanical, trim and electrical components.
 - Remove and refit vehicle trim (door card).

- Remove and refit a door lock, fittings, door electrical components and exterior handle.
- Remove and refit a bumper cover, including associated lamps and fittings.
- Remove and refit a headlamp assembly.

Carry out a Cosmetic Panel Removal, Refit & Alignment

- To demonstrate your skills in removing existing bolted cosmetic panels without causing damage to the vehicle panels, trim or systems.
- To demonstrate the ability to prepare the vehicle to receive the replacement panel.
- To demonstrate you can fit a new bolted cosmetic panel and achieve the correct alignment and security.

Remove and Refit a Radiator and Cooling System Tests

- To demonstrate your skills in removing and refitting a radiator.
- Identify correct coolant to manufacturer's specification and strength.
- To demonstrate your ability to test a cooling system including carrying out quality checks to the coolant system and associated components.

Remove and Refit SRS component

- To demonstrate your skills in disarming, removing and handling SRS components.
- To demonstrate your ability to refit, activate and check serviceability of SRS system components.

Vehicle Electrical – Diagnosis

- To demonstrate your skills in diagnosing faults in electrical systems and associated components.
- Demonstrate your ability to rectify electrical faults using the appropriate material and/or components.

• MET Technician – underpinning knowledge test:

MET Technician – 30 questions / 60 minutes

The theory test includes the following areas to ensure that the candidate has the underpinning knowledge of a MET technician.

- legislation, health and safety relating to MET operations
- basic vehicle body construction
- basic operation of vehicle systems and components
- non-structural panel removal and refitting procedures
- MET removal and refitting procedures
- anti corrosion procedures
- vehicle system checks
- basic diagnostic procedures

Senior MET Technician Assessment

To become an accredited Senior MET Technician, candidates must pass 9 practical assessments and an on-line knowledge test.

- **Senior MET Technician- practical assessments:**

Remove/Replace/Refit Mechanical, Electrical Trim Components

- To demonstrate your skills in removing refitting/renewing mechanical and electrical components without damaging vehicle panels, other components or systems.
- The components to remove and refit will include:
 - Remove and replace mechanical, trim and electrical components
 - Remove and refit vehicle trim (door card)
 - Remove and refit a door lock, fittings, door electrical components and exterior handle
 - Remove and refit a bumper cover, including associated lamps and fittings
 - Remove and refit a headlamp assembly

Carry out a Cosmetic Panel Removal, Refit & Alignment

- Health and safety, regulations, correct use of PPE.
- To demonstrate your skills in removing existing bolted cosmetic panels without causing damage to the vehicle panels, trim or systems.
- To demonstrate the ability to prepare the vehicle to receive the replacement panel.
- To demonstrate you can fit a new bolted cosmetic panel and achieve the correct alignment and security.

Remove and Refit a Radiator and Cooling System Tests

- Health and safety, regulations, correct use of PPE.
- To demonstrate your skills in removing and refitting a radiator.
- Identify correct coolant to manufacturer's specification and strength.
- To demonstrate your ability to test a cooling system including carrying out quality checks to the coolant system and associated components.

Remove and Refit SRS component

- To demonstrate your skills in disarming, removing and handling SRS components.
- To demonstrate your ability to refit, activate and check serviceability of SRS system components.

Vehicle Electrical – Diagnosis

- To demonstrate your skills in diagnosing faults in electrical systems and associated components.
- Demonstrate your ability to rectify electrical faults using the appropriate materials and/or components.

Remove and Refit Mechanical Components – Structural

- To demonstrate your skills in removing and refitting mechanical components (i.e. suspension / braking components) from a vehicle.
- Carryout safety checks relative to the task.
- Carrying out related adjustments to restore to the vehicle to the manufacturer's specification.

Carry Out Four Wheel Geometry Checks and Alignment

- Carry out vehicle prerequisite checks prior to commencing wheel alignment.
- To demonstrate your skills in identifying damaged / worn steering and related components.
- Carry out wheel alignment checks to vehicle
- Interpret wheel alignment data
- To demonstrate your ability to measure front wheel steering geometry and adjust to reinstate to manufacturers specifications using any appropriate tools.

Air Conditioning

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

Refrigerant handling

- To demonstrate your practical knowledge 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 and regulations when carrying out Air Conditioning activities.

Refrigerant cylinder handling

- To demonstrate your practical knowledge 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.

• Senior MET Technician – underpinning knowledge test:

Senior MET Technician – 45 questions / 60 minutes

The theory test includes the following areas to ensure that the candidate has the underpinning knowledge of a Senior MET technician.

- legislation, health and safety relating to MET operations
- basic vehicle body construction
- operation of vehicle systems and components
- fault diagnosis of systems
- plastic repair technology
- quality check procedures
- air conditioning
- refrigerant handling including legislation relating to F-Gas requirements