

PANEL TECHNICIAN ATA - GUIDELINES

1. Introduction

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

Under this scheme, a Panel Technician will be able to gain accredited status by successfully completing a series of knowledge tests and practical assessments.

The successful Panel 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 Panel assessments must be approved by a regulated awarding body which is recognised by the IMI.

2. Panel ATA 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 Panel Technician Accreditation

Panel technicians may become accredited at the following levels:

- Panel Technician
- Senior Panel Technician

4. Pre-requisites for Candidates

A requirement of ATA is the prerequisites for each grade of technician. To be eligible to take the assessment, a Panel Technician must:

- have a minimum level of industry experience in an appropriate role as follows:
 - for Panel Technicians 2 years
 - for Senior Panel Technicians 3 years

Or

- hold a relevant NQF qualification at the same level and have a minimum of one year post qualification experience in an appropriate role.
 - for Panel Technicians Level 2
 - for Senior Panel technicians Level 3

5. Assessment Details

To attain ATA Panel Technician 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 Panel 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.*

Panel Technician Assessment

To become an accredited Panel Technician, candidates must pass 6 practical assessments and an on-line knowledge test.

- **Panel Technician- practical assessments:**

MAG Welding to National Occupational Standard (NOS)

- To demonstrate your skills in setting up MAG welding equipment.
- To demonstrate your skills and ability to produce MAG welds in the vertical, horizontal and overhead positions.

- To demonstrate the ability to assess the welds for visible defects.
- To demonstrate you can complete continuous MAG lap joints and plug welds to NOS.

Bonding (Non Structural/Structural)

- To demonstrate your skills in preparing surfaces.
- Select adhesive/bonding agent for materials and applying adhesives/bonding agents.
- To join materials together using the correct bonding agent and rivets.
- To demonstrate the ability to assess the bonded materials for visible defects.
- Visually check bonding for defects.

Rectification of Panel Damage - Panel Beating Techniques

- To demonstrate your skills in protecting and preparing the vehicle and panels for repair.
- To demonstrate the ability to use panel beating techniques, restoring the damage to a stage where it is in a suitable condition to accept body filler.

Preparation, Application and Finishing of Cold Filler

- To demonstrate your skills in protecting and preparing the vehicle and panels for repair.
- To demonstrate the ability to mix and apply the plastic filler to manufacturers specifications.
- To demonstrate your skills to restore the original profile of the panel by correct shaping techniques.

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.

Panel Removal and Replacement Procedures - welded panel

- To demonstrate your skills in removing existing welded panels
- without causing damage to the vehicles remaining metal surfaces, trim or systems
- To demonstrate the ability to prepare the vehicle and panel flanges ready to receive the new panel
- To demonstrate your ability to fit a new welded panel, using the correct welding processes achieving the correct alignment, corrosion protection and security.

• Panel Technician – underpinning knowledge test:

Panel Technician – 30 questions / 60 minutes

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

- legislation, health and safety relating to body repair
- non-structural panel removal and replacement procedures
- repair of non-structural body panels
- welding techniques & methods
- vehicle construction & materials
- repair materials & data

Senior Panel Technician Assessment

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

- **Panel Technician- practical assessments:**

MAG Welding to National Occupational Standard (NOS)

- To demonstrate your skills in setting up MAG welding equipment.
- To demonstrate your skills and ability to produce MAG welds in the vertical, horizontal and overhead positions.
- To demonstrate the ability to assess the welds for visible defects.
- To demonstrate you can complete continuous MAG lap joints and plug welds to NOS.

Bonding (Non Structural/Structural)

- To demonstrate your skills in preparing surfaces.
- Select adhesive/bonding agent for materials and applying adhesives/bonding agents.
- To join materials together using the correct bonding agent and rivets.
- To demonstrate the ability to assess the bonded materials for visible defects.
- Visually check bonding for defects.

Rectification of Panel Damage - Panel Beating Techniques

- To demonstrate your skills in protecting and preparing the vehicle and panels for repair.
- To demonstrate the ability to use panel beating techniques, restoring the damage to a stage where it is in a suitable condition to accept body filler.

Preparation, Application and Finishing of Cold Filler

- To demonstrate your skills in protecting and preparing the vehicle and panels for repair.
- To demonstrate the ability to mix and apply the plastic filler to manufacturers specifications.
- To demonstrate your skills to restore the original profile of the panel by correct shaping techniques.

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.

Panel Removal and Replacement Procedures - welded panel

- To demonstrate your skills in removing existing welded panels
- without causing damage to the vehicles remaining metal surfaces, trim or systems
- To demonstrate the ability to prepare the vehicle and panel flanges ready to receive the new panel
- To demonstrate your ability to fit a new welded panel, using the correct welding processes achieving the correct alignment, corrosion protection and security.

Set Up, Measure and Realign Body Structure Using a Body Jig and Hydraulic Push Pull System

- To demonstrate your skills in setting up the measuring system and the vehicle to enable measuring to take place.
- To demonstrate your ability to accurately measure the vehicle.
- To demonstrate the ability to accurately diagnose any misalignment of the vehicle.
- Carryout corrective alignment to restore the vehicle body to manufacturer's dimensions.
- To demonstrate removal of the measuring system on completion of the task.

MIG Brazing

- To demonstrate your skills in setting up and shutting down MIG brazing equipment.
- To demonstrate your ability to carryout various MIG brazing welds in the vertical, horizontal and overhead positions.
- To demonstrate the ability to assess the welds for visible defects.
- To demonstrate your ability to carryout successful MIG braze plug welds.

Repair of a Cosmetic Aluminium Panel

- To assess the damaged areas of a cosmetic aluminium panel.
- To demonstrate your skills and ability in carrying out panel repairs to cosmetic aluminium panels.
- To demonstrate your understanding of working with aluminium.
- To repair the aluminium panel to a metal finish, and to re-instate surface appearance, ready for the panel to be primed.

- **Senior Panel Technician – underpinning knowledge test:**

Senior Panel Technician – 30 questions / 60 minutes

The theory test includes the following areas to ensure that the candidate has the underpinning knowledge of a Senior Panel Technician:

- legislation, health and safety relating to body repair
- selection and use of materials & data
- selection and use of tools and equipment
- vehicle body repair techniques & methods
- vehicle realignment techniques
- welding techniques & procedures
- vehicle construction & materials