



INSTITUTE OF THE
MOTOR INDUSTRY

IMI ACCREDITATION

COSMETIC REPAIR





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
 - Air Conditioning
 - Autoglazing
 - Cosmetic Repair
 - Digital Audio Broadcasting
 - Electric Vehicle
 - Fast Fit
 - Light Vehicle Maintenance & Repair
 - Light Vehicle Inspection
 - Mechanical Electrical Trim
 - Motorcycle
 - Paint
 - Panel
 - Roadside
 - Vehicle Damage Assessor
- Customer Facing
 - Customer Service
 - Parts
 - Sales
- Management
 - 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.



IMI Accreditation benefits

IMI Accreditation was created to help the motor industry keep on top of constant, 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
- Confidence
- 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



Further Information

For further information on any of the accreditation routes, please visit www.theimi.org.uk/accreditation alternatively call 01992 511521 to contact IMI directly.

Who is the Cosmetic Repair route for?

The Cosmetic Repair route is intended for technicians whose job role involves the repair of vehicle exterior bodywork through the use of vehicle SMART / cosmetic repair techniques.

There are three levels within Cosmetic Repair:

- **PDR Technician**
 - The technician should be working in the industry and ideally have at least two years experience to ensure they are familiar with the techniques used for PDR.

- **Technician**
 - The technician should be working in the industry and ideally have at least two years experience to ensure they are familiar with the skills, knowledge and techniques required.

- **Senior Technician**
 - The technician should be working in the accident repair sector of the industry and ideally have at least three years experience to ensure they are familiar with the skills, knowledge and techniques required.

Cosmetic Repair Route Structure

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

- **Full Assessment**

For those wishing to retain their accreditation there are two options, these are:

- **Full Assessment**
- Or
- **AOM Update**

Note: In order to re-accredit using 'AOM Updates' (Assessed Outcome Modules) the candidate's accreditation must remain valid throughout the assessments and until all of the prescribed AOMs have been passed. Should the accreditation expire beforehand, the candidate will be required to re-take a 'full assessment'.

To achieve each module the technician is measured by a skill and a knowledge test.



Cosmetic Repair - PDR Technician

This level requires the candidate to complete the following modules:

Visual Vehicle Appraisal	AOM 035
Mechanical, Electrical and Trim - (internal trim and lamp)	AOM 036
PDR Flat Panel Repair	AOM 037
PDR Swage Line Repair	AOM 038
PDR Restricted Access Repair	AOM 039

This will normally be a one-day assessment.

Cosmetic Repair – Technician

Full Assessment

This level requires the candidate to complete the following modules:

Visual Vehicle Appraisal	AOM 035
Mechanical, Electrical and Trim - (internal trim and lamp)	AOM 036
Cold filler - minor repair	AOM 040
Primer - Application, Drying & Flatting	AOM 041
Plastic Repair of a Cosmetic Component - Minor	AOM 042
3 Stage Pearlescent - Minor (Panel Preparation & Fadeout)	AOM 043

This will normally be a one-day assessment.



Cosmetic Repair – Senior Technician

Full Assessment

This level requires the candidate to complete the following modules:

Visual Vehicle Appraisal	AOM 035
Primer - Application, Drying & Flatting	AOM 041
3 Stage Pearlescent - Minor (Panel Preparation & Fadeout)	AOM 043
Mechanical, Electrical and Trim - Remove/Replace/Refit	AOM 044
Panel Damage Rectification (using workshop equipment pin pull)	AOM 045
Aluminium Cosmetic Panel - Minor	AOM 046
Surface Preparation - (new panel)	AOM 047
Cold filler repair	AOM 048
Cosmetic plastic repair & application of foundation materials	AOM 049

This will normally be a two-day assessment.



Cosmetic Repair – Technician

AOM Update Reaccreditation only

This level requires the candidate to complete the following modules:

3 Stage Pearlescent – Minor (Panel Preparation & Fadeout)	AOM 043
Cold Filler – Minor Repair	AOM 040
Mechanical, Electrical and Trim (internal trim and lamp)	AOM 036
Masking	AOM 183

This may either be achieved through a one-day assessment or may be spread over the duration of the individual’s existing IMI accreditation.

Cosmetic Repair - Senior Technician

AOM Update Reaccreditation only

This level requires the candidate to complete the following modules:

3 Stage Pearlescent – Minor (Panel Preparation & Fadeout)	AOM 043
Aluminium Cosmetic Panel - Minor	AOM 046
Cold Filler Repair	AOM 048
Remove/Replace/Refit Mechanical, Electrical and Trim Exterior Components	AOM 184

This may either be achieved through a one-day assessment or may be spread over the duration of the individual’s existing IMI accreditation.



Accreditation Module Title	Visual Vehicle Appraisal
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Module Code	ATA - AOM - 035
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Practical Assessment Time	0.5 hour
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On-line Knowledge Test	K - 035
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IMI AOM Level	2
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Module Overview	
<p>This module is about the visual inspection of a vehicle, identifying all damage to a vehicle, from light damage through to accident damage.</p> <p>The candidate must identify whether the damage can be repaired through industry recognised techniques, whether they are vehicle SMART / Cosmetic repair techniques or by the use of full vehicle accident repair centre repair techniques.</p> <p>The candidate should also be able to spot previously unseen additional vehicle damage – this is to ensure that they have the ability to identify opportunities to ‘up-sell’.</p>	

Candidate Profile	
<p>This module is intended for technicians whose role involves the repair of vehicle bodywork through the use of vehicle SMART / cosmetic repair techniques. The technician should be working in the industry and have at least two years experience to ensure they are familiar with the techniques used for PDR.</p>	

Links with Accreditation Routes and Modules	
This module features in:	
IMI Accreditation Route	IMI Accreditation Level
Cosmetic Repair	PDR Technician
	Technician
	Senior Technician



Skills Requirements	
The candidate must demonstrate the ability to:	
1.1	Carry out a visual vehicle inspection
1.2	Record vehicle damage
1.3	Use recognised vehicle repair methods to reinstate vehicle damage
1.4	Identify the vehicle damage repair method, including Cosmetic (using either PDR/SMART) and/or Accident Repair Centre techniques
1.5	Use Personal Protection Equipment (PPE)
1.6	Follow health and safety guidelines
1.7	Work within given time constraints

Knowledge Requirements	
The candidate must indicate a sound knowledge of:	
2.1	Vehicle appraisal techniques
2.2	Vehicle body construction including materials used
2.3	PDR repair techniques
2.4	Health and safety guidelines



Accreditation Module Title	Mechanical, Electrical & Trim – (Internal Trim and Lamp)
Module Code	ATA - AOM - 036
Practical Assessment Time	1 hour
On-line Knowledge Test	K - 036
IMI AOM Level	2
Module Overview	
<p>This module is to ensure that the candidate has the ability to remove vehicle exterior trim, interior trim and body components without damaging other components and/or the vehicle bodywork.</p>	
Candidate Profile	
<p>This module is intended for technicians working without supervision whose role involves the repair of vehicle bodywork through the use of PDR vehicle techniques. The technician should be working in the industry and have at least two years experience to ensure they are familiar with the techniques used within PDR.</p>	
Links with Accreditation Routes and Modules	
<p>This module features in:</p>	
IMI Accreditation Route	IMI Accreditation Level
Cosmetic Repair	PDR Technician
	Technician



Skills Requirements	
The candidate must demonstrate the ability to:	
1.1	Use recognised vehicle repair methods
1.2	Identify the correct hand tools used to remove and refit vehicle trim and components
1.3	Replace vehicle interior trim
1.4	Replace vehicle exterior components / trim
1.5	Ensure that vehicle components replaced operate as intended by the vehicle manufacturer after the repair/replacement
1.6	Identify any components that are damaged/missing/broken during the replacement of body components
1.7	Use personal protection equipment
1.8	Follow health and safety guidelines
1.9	Work within given time constraints

Knowledge Requirements	
The candidate must indicate a sound knowledge of:	
2.1	The techniques/methods used for the removal of vehicle components e.g. Mechanical, Electrical and Trim (MET)
2.2	Fundamental knowledge of vehicle electrical systems and related components
2.3	Legal requirements for motor vehicles
2.4	Health and safety guidelines whilst carrying out MET activities



Accreditation Module Title	PDR Flat Panel Repair
Module Code	ATA - AOM - 037
Practical Assessment Time	1 hour
On-line Knowledge Test	K - 037
IMI AOM Level	2
Module Overview	<p>This module is to ensure that the candidate has the ability to repair vehicle panels that are seen as 'flat' / slightly convex and have a small area of damage using a range of tools / equipment commonly used in the industry – there will be access to the rear of the panel in question.</p>
Candidate Profile	<p>This module is intended for technicians working without supervision, whose role involves the repair of vehicle bodywork through the use of PDR vehicle techniques. The technician should be working in the industry and have at least two years experience in order to ensure that they are familiar with the techniques used within PDR.</p>
Links with Accreditation Routes and Modules	
This module features in:	
IMI Accreditation Route	IMI Accreditation Level
Cosmetic Repair	PDR Technician



Skills Requirements	
The candidate must demonstrate the ability to:	
1.1	Protect the vehicle to prevent damage
1.2	Assess the working area to ensure that it conforms to relevant legislation
1.3	Access and use recognised vehicle repair methods / instructions
1.4	Access the vehicle damage without causing further damage to the vehicle
1.5	Select the appropriate hand tools for the repair
1.6	Use hand tools as they were intended
1.7	Repair the panel damage without damaging the painted vehicle surface
1.8	Carry out any corrosion activities post repair
1.9	Use Personal Protection Equipment (PPE)
1.10	Follow health and safety guidelines
1.11	Work within given time constraints

Knowledge Requirements	
The candidate must indicate a sound knowledge of:	
2.1	How to identify vehicle types from vehicle information
2.2	Types of material used in the construction of vehicle body panels
2.3	PDR techniques used to repair damage to a flat panel
2.4	Dealing with customers - the communication skill-set
2.5	Tools and equipment used in the repair of flat panels using PDR techniques
2.6	Health and safety guidelines



Accreditation Module Title	PDR Swage Line Repair
Module Code	ATA - AOM - 038
Practical Assessment Time	1 hour
On-line Knowledge Test	K - 038
IMI AOM Level	2
Module Overview	<p>This module is to ensure that the candidate has the ability to repair vehicle panels that have a small area of damage across the swage line using a range of tools / equipment commonly used in the industry – there will be access to the rear of the panel in question.</p>
Candidate Profile	<p>This module is intended for technicians working without supervision whose role involves the repair of vehicle bodywork through the use of PDR vehicle techniques. The technician should be working in the industry and have at least two years experience in order to ensure that they are familiar with the techniques used within PDR.</p>
Links with Accreditation Routes and Modules	
This module features in:	
IMI Accreditation Route	IMI Accreditation Level
Cosmetic Repair	PDR Technician



Skills Requirements	
The candidate must demonstrate the ability to:	
1.1	Protect the vehicle to prevent damage
1.2	Assess the working area to ensure that it conforms to relevant legislation
1.3	Access and use recognised vehicle repair methods / instructions
1.4	Access the vehicle damage without causing further damage to the vehicle
1.5	Select the appropriate hand tools for the repair
1.6	Use hand tools as they were intended
1.7	Repair the panel damage without damaging the painted vehicle surface
1.8	Carry out any corrosion activities post repair
1.9	Use Personal Protection Equipment (PPE)
1.10	Follow health and safety guidelines
1.11	Work within given time constraints

Knowledge Requirements	
The candidate must indicate a sound knowledge of:	
2.1	How to identify vehicle types from vehicle information
2.2	Panel material types used in the construction of the vehicle body
2.3	PDR techniques used to repair damage to a panels with swage lines
2.4	Dealing with customers - the communication skill-set
2.5	Tools and equipment used in the repair of panels with swage lines using PDR techniques
2.6	Health and safety guidelines



Accreditation Module Title	PDR Restricted Access Repair
Module Code	ATA - AOM - 039
Practical Assessment Time	1 hour
On-line Knowledge Test	K - 039
IMI AOM Level	2
Module Overview	<p>This module is to ensure that the candidate has the ability to repair vehicle panels that are flat and have limited direct access to the rear of the panel damage, using a range of tools / equipment commonly used in the industry.</p>
Candidate Profile	<p>This module is intended for technicians working without supervision whose role involves the repair of vehicle bodywork through the use of PDR vehicle techniques. The technician should be working in the industry and have at least two years experience in order to ensure that they are familiar with the techniques used within PDR.</p>
Links with Accreditation Routes and Modules	
This module features in:	
IMI Accreditation Route	IMI Accreditation Level
Cosmetic Repair	PDR Technician

Skills Requirements	
The candidate must demonstrate the ability to:	
1.1	Protect the vehicle to prevent damage
1.2	Assess the working area to ensure that it conforms to relevant legislation
1.3	Access and use recognised vehicle repair methods/instructions
1.4	Access the vehicle damage to a flat panel through the use of a restricted access opening without causing further damage to the vehicle
1.5	Select the appropriate hand tools for the repair with tools no more than ¼ inch in diameter
1.6	Use hand tools as they were intended
1.7	Repair the panel damage without damaging the painted vehicle surface or the vehicle panel
1.8	Carry out any corrosion activities post repair
1.9	Use personal protection equipment
1.10	Follow health and safety guidelines
1.11	Work within given time constraints

Knowledge Requirements	
The candidate must indicate a sound knowledge of:	
2.1	How to identify vehicle types from vehicle information
2.2	Panel material types used in the construction of the vehicle body
2.3	PDR techniques to repair damage where access to the repair area is restricted
2.4	Dealing with customers and the communication skills needed
2.5	Tools and equipment used in the repair of panels where access to the rear of the panel is restricted using PDR techniques
2.6	Health and safety guidelines



Accreditation Module Title	Cold Filler - Minor Repair
Module Code	ATA - AOM - 040
Practical Assessment Time	0.75 hour
On-line Knowledge Test	K - 040
IMI AOM Level	2
Module Overview	<p>This module is to ensure that the candidate has the ability to apply vehicle body filler across a panel swage line on a metal panel.</p> <p>The candidate will need to demonstrate the ability to protect the vehicle using the appropriate materials when preparing the panel for repair.</p> <p>The candidate will also need to follow material data sheets to mix the body filler to the required product manufacturer's specification – they will also be expected to mix the required amount of filler for the task ensuring that waste material is kept to a minimum. The candidate will then be required to apply the filler to the metal panel, demonstrating the ability to restore the original profile of the panel by using the correct shaping techniques.</p>
Candidate Profile	<p>This module is intended for technicians working either within a bodyshop (fast lane) or carrying out vehicle cosmetic repairs. The technician must be able to work without supervision and be someone whose role involves the repair of vehicle bodywork through the use of cosmetic / SMART vehicle repair techniques. Ideally, the technician should be working in the industry and have at least two years experience in order to ensure that they are familiar with the techniques used within cosmetic repair / SMART.</p>
Links with Accreditation Routes and Modules	
This module features in:	
IMI Accreditation Route	IMI Accreditation Level
Cosmetic Repair	Technician

Skills Requirements	
The candidate must demonstrate the ability to:	
1.1	Accurately assess the vehicle for pre existing damage prior to working on a vehicle
1.2	Protect the vehicle prior to removing any components to prevent damage to the vehicle during the assessment.
1.3	Understand the vehicle manufacturer repair methods
1.4	Prepare the repaired area(s) to enable the application of cold filling
1.5	Select the appropriate filler and mix correctly to the appropriate quantity
1.6	Apply the body filler correctly
1.7	Select the appropriate range of abrasive for each stage of repair
1.8	Use industry approved methods for shaping/removing filler
1.9	Restore the repair site / area to the original panel profile including swage line
1.10	Finish the final repair using suitable materials
1.11	Feather the edges of the repair
1.12	Ensure that the panel is in a suitable condition to accept foundation paints
1.13	Carry out any corrosion activities post repair
1.14	Use Personal Protection Equipment (PPE)
1.15	Follow health and safety guidelines
1.16	Work within given time constraints

Knowledge Requirements	
The candidate must indicate a sound knowledge of:	
2.1	Products used in the application of cold filler
2.2	The techniques used to apply cold filler to a damaged panel
2.3	Vehicle and product information used during the repair
2.4	Materials used in the construction of the vehicle body
2.5	Health and safety guidelines



Accreditation Module Title	Primer - Application, Drying & Flatting
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Module Code	ATA - AOM - 041
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Practical Assessment Time	1 hour
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On-line Knowledge Test	K - 041
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IMI AOM Level	2
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Module Overview	
<p>This module is to ensure that the candidate has the ability to protect the vehicle using a selection of masking techniques and materials.</p> <p>The candidate will be required to identify and select the necessary tools and equipment. They will be expected to prime and flatten a panel in preparation for the application of foundation materials. The candidate will then be required to prepare, apply and dry the foundation materials ready for the panel to be painted in the correct vehicle colour.</p>	

Candidate Profile	
<p>This module is intended for technicians working either within a bodyshop (fast lane) or carrying out vehicle repairs using cosmetic / SMART techniques. The technician must be able to work unsupervised – ideally, they should be working in the industry and have at least two years experience to ensure they are familiar with the techniques used within cosmetic / SMART repair.</p>	

Links with Accreditation Routes and Modules	
This module features in:	
IMI Accreditation Route	IMI Accreditation Level
Cosmetic Repair	Technician
	Senior Technician

Skills Requirements	
The candidate must demonstrate the ability to:	
1.0	Protect the vehicle to prevent damage
1.1	Clean and protect all surfaces adjacent to those being prepared
1.2	Assess the working area to ensure that it conforms with any legislation
1.3	Identify the panel substrate to be repaired / painted
1.4	Access, understand and interpret Material Safety Data sheets
1.5	Prepare the panel surface to be repaired
1.6	Clean panel contamination before application of foundation materials
1.7	Use a logical path to prepare the panel
1.8	Prepare foundation materials and application equipment
1.9	Use paint drying and temperature control equipment
1.10	Apply foundation materials correctly as per paint / vehicle manufacturer specifications
1.11	Dry the foundation materials
1.12	Use flattening procedures and flattening equipment
1.13	Check that the panel is flattened and cleaned ready to accept the topcoat
1.14	Use Personal Protection Equipment (PPE)
1.15	Follow health and safety guidelines
1.16	Work within given time constraints

Knowledge Requirements	
The candidate must indicate a sound knowledge of:	
2.1	The products used in the application of primer(s)
2.2	The techniques used to apply primer(s) to the damaged area
2.3	The techniques used to dry primer(s)
2.4	Vehicle and product information used during the repair
2.5	Materials used in the construction of the vehicle body
2.6	Health and safety guidelines



Accreditation Module Title	Plastic Repair of a Cosmetic Component - Minor (Application of Foundation Materials)
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Module Code	ATA - AOM - 042
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Practical Assessment Time	1.5 hours
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On-line Knowledge Test	K - 042
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IMI AOM Level	2
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Module Overview	
<p>This module is to ensure that the candidate has the ability to repair a plastic panel with a minor 'scuff' to the surface using several techniques and a range of materials. The candidate will be required to repair the damaged area and to apply the foundation materials ready for the panel to be painted to the correct vehicle colour.</p>	

Candidate Profile	
<p>This module is intended for technicians working either within a bodyshop (fast lane) or carrying out vehicle cosmetic repairs. The technician must be able to work unsupervised – ideally, they should be working in the industry and have at least two years experience to ensure they are familiar with the techniques used within cosmetic / SMART repair.</p>	

Links with Accreditation Routes and Modules	
This module features in:	
IMI Accreditation Route	IMI Accreditation Level
Cosmetic Repair	Technician

Skills Requirements	
The candidate must demonstrate the ability to:	
1.1	Assess the vehicle for existing damage prior to commencing the repair
1.2	Protect the vehicle to prevent damage
1.3	Assess the working area to ensure that it conforms to relevant legislation
1.4	Prepare a plastic repair area to enable filling to take place
1.5	Clean the panel surface with the appropriate materials
1.6	Accurately mix the repair materials
1.7	Apply the repair material(s) to the repair area and match the panel contours
1.8	Shape the repair to the contours
1.9	Finish the repair using suitable materials
1.10	Feather the edges of the repaired area
1.11	Ensure air holes / indentations are removed from the repaired area
1.12	Use a logical path to prepare the panel for accepting the foundation materials
1.13	Prepare foundation materials and the appropriate application equipment
1.14	Apply foundation materials
1.15	Dry the foundation materials
1.16	Establish that the surface is sufficiently cured to undergo flattening procedures
1.17	Use Personal Protection Equipment (PPE)
1.18	Follow health and safety guidelines
1.19	Work within given time constraints

Knowledge Requirements	
The candidate must indicate a sound knowledge of:	
2.1	The types of plastic used in the vehicle
2.2	The products and techniques used in the repair of plastic vehicle components
2.3	The tools and equipment used in the repair of vehicles' plastic components
2.4	Information used during the repair process of vehicles' plastic components
2.5	Health and safety guidelines



Accreditation Module Title	3 Stage Pearlescent - Minor (Panel Preparation & Fadeout)
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Module Code	ATA - AOM - 043
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Practical Assessment Time	1.5 hours
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On-line Knowledge Test	K - 043
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IMI AOM Level	3
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Module Overview	
<p>This module is to ensure that the candidate has the ability to identify the vehicle colour - as well as the shade of colour - and to apply the paint.</p> <p>The candidate will be required to prepare the panel to accept the final application of vehicle paint and to apply the paint to match the existing colour and shade. Using their skill and expertise, they will also “fade out” the repainting of a section of a panel into the existing vehicle paint ensuring that the repaired section is undetectable.</p>	

Candidate Profile	
<p>This module is intended for technicians / senior technicians working either within a bodyshop (fast lane) or carrying out vehicle cosmetic repairs. The technician must be able to work unsupervised – ideally, they should be working in the industry and have at least two years experience to ensure they are familiar with the techniques used within cosmetic / SMART repair.</p>	

Links with Accreditation Routes and Modules	
This module features in:	
IMI Accreditation Route	IMI Accreditation Route Level
Cosmetic Repair	Technician
	Senior Technician

Skills Requirements	
The candidate must demonstrate the ability to:	
1.0	Protect the vehicle to prevent damage
1.1	Clean and protect all surfaces adjacent to those being prepared
1.2	Assess the working area to ensure that it conforms to relevant legislation
1.3	Access, understand and interpret Material Safety and Technical Data sheets
1.4	Select the foundation materials as required
1.5	Mix and prepare the base material
1.6	Select, test and adjust the spray equipment and test the spray pattern prior to applying the material to the existing panel to blend with the existing vehicle colour
1.7	Use a 'spray out' test card / panel to achieve sufficient opacity and colour match
1.8	Apply the ground coat with even coats
1.9	Apply a second stage coat, ensuring a good "lay down" of particles
1.10	Apply the clear coat
1.11	Achieve a fault-free finish and acceptable colour match
1.12	Polish the panel
1.13	Fade out into existing paint
1.14	Use Personal Protection Equipment (PPE)
1.15	Follow health and safety guidelines
1.16	Work within given time constraints

Knowledge Requirements	
The candidate must indicate a sound knowledge of:	
2.1	The techniques used in the application of paint
2.2	The tools and equipment used in the application of paint
2.3	The process used to colour-match paint colours and their variants
2.4	The process used to fade-out / blend the application of paint into existing painted panels
2.5	Health and safety guidelines



Accreditation Module Title	MET - Remove/Replace/Refit
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Module Code	ATA - AOM - 044
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Practical Assessment Time	2.5 hours
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On-line Knowledge Test	K - 044
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IMI AOM Level	2
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Module Overview	
<p>This module is to ensure that the candidate has the ability to remove & refit vehicle exterior and interior trim - including body components - without damaging other components or the vehicle bodywork. The vehicle components will include: bumper cover (and associated components), headlamp (halogen type), door handle (and associated components including door card / trim). The candidate will be required to realign the applicable components (body panel(s) / headlamp) ensuring correct fitting as per vehicle manufacturer specification.</p>	

Candidate Profile	
<p>This module is intended for technicians / senior technicians working without supervision whose role involves the repair of vehicle bodywork. The technician should be working in the industry and have at least two years experience to ensure they are familiar with the techniques used within a bodyshop.</p>	

Links with Accreditation Routes and Modules	
This module features in:	
IMI Accreditation Route	IMI Accreditation Level
Cosmetic Repair	Senior Technician
MET	Technician
Panel	Technician

Skills Requirements	
The candidate must demonstrate the ability to:	
1.1	Use recognised vehicle repair methods
1.2	Assess the vehicle for existing damage prior to commencing repair work
1.3	Protect the vehicle prior to removing any components in order to prevent further damage
1.4	Use the correct tools and equipment to remove / refit vehicle trim and components
1.5	Remove / refit vehicle headlamp (halogen bulb type)
1.6	Remove / refit vehicle trim
1.7	Remove / refit door release mechanism (interior/exterior)
1.8	Remove / replace vehicle bumper without causing damage to other vehicle components
1.9	Identify any components that are damaged / missing / broken during the replacement of components
1.10	Ensure components are operating as per the vehicle manufacturer requirements
1.11	Adjust the components' settings to the vehicle manufacturer's specifications including alignment components (i.e. bumper alignment / headlamp aim)
1.12	Use Personal Protection Equipment (PPE)
1.13	Follow health and safety guidelines
1.14	Work within given time constraints

Knowledge Requirements	
The candidate must indicate a sound knowledge of:	
2.1	The Mechanical, Electrical and Trim (MET) techniques / methods used for the removal of vehicle components
2.2	Fundamental knowledge of vehicle electrical systems and related components including vehicle safety systems
2.3	The information used in the removal and refitting of vehicle components
2.4	Legal requirements for motor vehicles
2.5	Health and safety guidelines whilst carrying out MET activities



Accreditation Module Title	Panel Damage Rectification (Using Workshop Equipment Pin Pull)
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Module Code	ATA - AOM - 045
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Practical Assessment Time	1 hour
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On-line Knowledge Test	K - 045
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IMI AOM Level	3
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Module Overview	
<p>This module is to ensure that the candidate has the ability to rectify panel damage (of a metal panel) through the use of workshop equipment commonly used in the industry e.g. as 'pin pull' equipment.</p> <p>The candidate will be assessed in their skill in using this equipment competently and without supervision. The candidate will also be assessed in their panel-beating techniques using industry recognised hand tools and techniques.</p> <p>The candidate will be required to rectify damage to a metal panel to a level sufficient for the repair site to be ready to accept body filler.</p>	

Candidate Profile	
<p>This module is intended for technicians working either within a bodyshop (fast lane) or carrying out vehicle cosmetic repairs. The technician must be able to work unsupervised – ideally, they should be working in the industry and have at least two years experience to ensure they are familiar with the techniques used within cosmetic / SMART repair.</p>	

Links with Accreditation Routes and Modules	
This module features in:	
IMI Accreditation Route	IMI Accreditation Level
Cosmetic Repair	Senior Technician

Skills Requirements	
The candidate must demonstrate the ability to:	
1.1	Accurately assess the vehicle for existing damage prior to work commencing
1.2	Protect the vehicle prior to removing any components to prevent damage to the vehicle during the assessment
1.3	Access and understand the vehicle manufacturer repair methods
1.4	Select/use panel damage equipment (pin pull) to rectify panel damage
1.5	Use panel-beating techniques to rectify the panel damage
1.6	Minimise the effect of panel rectification work on the surrounding area
1.7	Correctly identify the “high” and “low” spots of the repair
1.8	Use hand tools during panel damage rectification
1.9	Restore the damaged area to accept body filler of no more than 2mm in depth in preparation for the panel to accept paint
1.10	Reinstate any sealer and sound deadening material to the vehicle manufacturer specification
1.11	Carry out any corrosion activities post repair
1.12	Use Personal Protection Equipment (PPE)
1.13	Follow health and safety guidelines
1.14	Work within given time constraints

Knowledge Requirements	
The candidate must indicate a sound knowledge of:	
2.1	Panel material types used in the construction of the vehicle body
2.2	Tools and equipment used in the repair of panels including industry recognised equipment such as ‘pin pull’
2.3	Maintenance of the tools and equipment used in the repair of panels
2.4	Techniques used to repair panel damage
2.5	Vehicle and product information used during the repair
2.6	Health and safety guidelines



Accreditation Module Title	Aluminium Cosmetic Panel - Minor
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Module Code	ATA - AOM - 046
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Practical Assessment Time	1.5 hours
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On-line Knowledge Test	K - 046
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IMI AOM Level	3
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Module Overview	
<p>This module is to ensure that the candidate has the ability to rectify two damaged areas to a cosmetic aluminium panel (flat panel/edge of a panel) using industry recognised techniques.</p> <p>The candidate will be able to use the appropriate vehicle manufacturer-researched repair methods to identify the process / techniques required to rectify the damage to the panel. The panel must then be repaired sufficiently to be able to accept body filler.</p>	

Candidate Profile	
<p>This module is intended for senior technicians working either within a bodyshop (fast lane) or carrying out vehicle cosmetic repairs. The senior technician must be able to work unsupervised – ideally, they should be working in the industry and have at least two years experience to ensure they are familiar with the techniques used within cosmetic / SMART repair.</p>	

Links with Accreditation Routes and Modules	
This module features in:	
IMI Accreditation Route	IMI Accreditation Level
Cosmetic Repair	Senior Technician
Panel	Senior Technician

Skills Requirements	
The candidate must demonstrate the ability to:	
1.1	Accurately assess the vehicle for existing damage prior to work commencing
1.2	Protect the vehicle prior to removing any components to prevent damage to the vehicle
1.3	Access and understand the vehicle manufacturer repair methods in order to repair the aluminium panel.
1.4	Be aware of cross contamination of aluminium and other metals
1.5	Repair the damage to the aluminium panel using tools and equipment for aluminium panels
1.6	Minimise the impact of panel rectification work on the surrounding area
1.7	Correctly identify the “high” and “low” spots.
1.8	Continually check the shape and line of the repair site
1.9	Slowly lift the dent(s) to a uniform level using the appropriate tools and equipment
1.10	Carry out the aluminium panel repair activities with care including the repair of the inner frame/surface of the panel.
1.11	Abrade with the correct abrasive material(s) during the aluminium panel repair process
1.12	Restore the damaged area to accept body filler (max 2mm in depth) ready for the panel to be finished to accept paint
1.13	Carry out any corrosion, sealing, sound deadening activities post repair
1.14	Use Personal Protection Equipment (PPE)
1.15	Follow health and safety guidelines
1.16	Work within given time constraints

Knowledge Requirements	
The candidate must indicate a sound knowledge of:	
2.1	Panel material types used in the construction of the vehicle body
2.2	Segregation of panel material types during the repair process
2.3	Tools and equipment used in the repair of aluminium panels including industry-recognised equipment
2.4	Maintenance of the tools and equipment used in the repair of panels
2.5	Segregation of tools and equipment used on different material types during the repair process
2.6	Techniques used to repair damage to aluminium panels
2.7	Vehicle and product information used during the repair of aluminium panels
2.8	Health and safety guidelines



Accreditation Module Title	Surface Preparation - (New Panel)
Module Code	ATA - AOM - 047
Practical Assessment Time	0.5 hour
On-line Knowledge Test	K - 047
IMI AOM Level	2
Module Overview	<p>This module is to determine that the candidate is able to accurately identify the panel substrate prior to undertaking any preparation work and to ensure that the panel surface is prepared to accept foundation coats.</p> <p>The candidate will be required to select the materials and equipment required to carry out the preparation process – this will include reviewing Material Technical and Safety Data sheets. Once the surface of the panel is sufficiently clean and free from contamination, the panel should be ready to accept foundation materials.</p>
Candidate Profile	<p>This module is intended for technicians / senior technicians working either within a bodyshop (fast lane) or carrying out vehicle cosmetic repairs. The senior technician must be able to work unsupervised – ideally, they should be working in the industry and have at least two years experience to ensure they are familiar with the techniques used within cosmetic / SMART repair.</p>
Links with Accreditation Routes and Modules	
This module features in:	
IMI Accreditation Route	IMI Accreditation Level
Cosmetic Repair	Senior Technician



Skills Requirements	
The candidate must demonstrate the ability to:	
1.0	Protect the vehicle to prevent damage
1.1	Clean and protect all surfaces adjacent to those being prepared
1.2	Assess the working area to ensure that it conforms to relevant legislation
1.3	Identify the panel substrate to be repaired / painted
1.4	Access, understand and interpret Material Safety Data sheets
1.5	Prepare the panel surface to be repaired
1.6	Clean panel contamination before application of foundation materials
1.7	Use a logical path to prepare the panel
1.8	Prepare foundation materials and application equipment
1.9	Use paint drying and temperature control equipment
1.10	Apply foundation materials correctly as per paint / vehicle manufacturer specifications
1.11	Dry the foundation materials
1.12	Use flattening procedures and equipment
1.13	Check that the panel is flattened and cleaned ready to accept the topcoat
1.14	Use Personal Protection Equipment (PPE)
1.15	Follow health and safety guidelines
1.16	Work within given time constraints

Knowledge Requirements	
The candidate must indicate a sound knowledge of:	
2.1	Panel material types used in the construction of the vehicle body
2.2	Products and materials used to prepare the surface of a new panel
2.3	Tools and equipment used in the preparation of a new panel
2.4	Foundation materials used on new panel surfaces
2.5	Health and safety guidelines



Accreditation Module Title	Cold Filler Repair
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Module Code	ATA - AOM - 048
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Practical Assessment Time	0.75 hour
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On-line Knowledge Test	K - 048
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IMI AOM Level	3
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Module Overview	
<p>This module is to ensure that the candidate has the ability to apply vehicle body filler across a flat panel and a swage line on a metal panel.</p> <p>The candidate will be required to demonstrate the ability to protect the vehicle using the appropriate materials when preparing the panel for repair.</p> <p>The candidate will also need to follow material data sheets when mixing the body filler to the required product manufacturer's specification - this includes mixing the required amount of filler for the task ensuring that waste material is kept to a minimum. The candidate will then be required to apply the filler to the metal panel, demonstrating the ability to restore the original profile of the panel by using the correct shaping techniques.</p>	

Candidate Profile	
<p>This module is intended for technicians / senior technicians working either within a bodyshop (fast lane) or carrying out vehicle cosmetic repairs. The senior technician must be able to work unsupervised – ideally, they should be working in the industry and have at least two years experience to ensure they are familiar with the techniques used within cosmetic / SMART repair.</p>	

Links with Accreditation Routes and Modules	
This module features in:	
IMI Accreditation Route	IMI Accreditation Level
Cosmetic Repair	Senior Technician
Panel	Technician
	Senior Technician

Skills Requirements	
The candidate must demonstrate the ability to:	
1.1	Accurately assess the vehicle for existing damage prior to work commencing
1.2	Protect the vehicle prior to removing any components to prevent damage to the vehicle
1.3	Understand the vehicle manufacturer repair methods
1.4	Prepare the repaired areas to enable the application of body filler
1.5	Select the appropriate filler and mix the appropriate quantity
1.6	Apply the body filler to the panel using the correct techniques
1.7	Select the appropriate range of abrasive for each stage of repair
1.8	Use industry-approved methods for shaping / removing filler
1.9	Restore the repair site / area to the original panel profile - including swage line
1.10	Finish the final repair using suitable materials
1.11	Feather the edges of the repair
1.12	Ensure that the panel is in a suitable condition to accept foundation paints
1.13	Carry out any corrosion, sealing, sound deadening activities post repair
1.14	Use Personal Protection Equipment (PPE)
1.15	Follow health and safety guidelines
1.16	Work within given time constraints

Knowledge Requirements	
The candidate must indicate a sound knowledge of:	
2.1	Products used in the application of cold filler
2.2	The techniques used to apply cold filler to a damaged panel
2.3	Vehicle and product information used during the repair
2.4	Materials used in the construction of the vehicle body
2.5	Health and safety guidelines



Accreditation Module Title	Plastic Repair of a Cosmetic Component (Application of Foundation Materials)
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Module Code	ATA - AOM - 049
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Practical Assessment Time	1.5 hours
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On-line Knowledge Test	K - 049
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IMI AOM Level	3
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Module Overview	
<p>This module is to ensure that the candidate has the ability to repair a plastic panel (i.e. a bumper cover) that is split.</p> <p>The candidate will be required to repair the split using one of several techniques and using a range of materials. Once the candidate has repaired the split, they will be required to apply the foundation materials in preparation for the panel to be painted in the correct vehicle colour.</p>	

Candidate Profile	
<p>This module is intended senior technicians working either within a bodyshop (fast lane) or carrying out vehicle cosmetic repairs. The senior technician must be able to work unsupervised – ideally, they should be working in the industry and have at least two years experience to ensure they are familiar with the techniques used within cosmetic / SMART repair.</p>	

Links with Accreditation Routes and Modules	
This module features in:	
IMI Accreditation Route	IMI Accreditation Level
Cosmetic Repair	Senior Technician

Skills Requirements	
The candidate must demonstrate the ability to:	
1.1	Assess the vehicle for existing damage prior to work commencing
1.2	Protect the vehicle to prevent damage
1.3	Assess the working area to ensure that it conforms to relevant legislation
1.4	Clean the panel surface with the appropriate materials
1.5	Accurately mix the repair materials as per the manufacturer's specification
1.6	Prepare the rear of the plastic panel (i.e. bumper) to enable filling to take place
1.7	Apply the correct repair techniques to the affected plastic components
1.8	Apply the repair material(s) to the repair area and match the panel contours
1.9	Select and use the correct abrasive material to remove/shape the repair to the contours
1.10	Finish the final repair using suitable materials (stoppers and abrasives)
1.11	Feather the edges of the repaired area to ensure that it is not visible
1.12	Prepare foundation materials and application equipment to the paint manufacturer's specifications.
1.13	Dry the foundation materials in line with the paint manufacturer's guidelines.
1.14	Establish that the surface is sufficiently cured to undergo flattening procedures.
1.15	Apply the foundation material using the product manufacturer's specified method and equipment
1.16	Use Personal Protection Equipment (PPE)
1.17	Follow health and safety guidelines
1.18	Work within given time constraints

Knowledge Requirements	
The candidate must indicate a sound knowledge of:	
2.1	The types of plastic used in the vehicle
2.2	The products and techniques used in the repair of vehicles' plastic components
2.3	The tools and equipment used in the repair of vehicles' plastic components
2.4	Information used during the repair process of vehicles' plastic components
2.5	Health and safety guidelines



Accreditation Module Title	Masking Techniques
Module Code	AOM183
Practical Assessment Time	45 minutes
On-line Knowledge Test	30 Minutes
IMI AOM Level	2
Module Overview	<p>The assessment will determine if the candidate is competent in using a range of masking materials and techniques to mask a vehicle panel prior to blending a basecoat and fading out a clearcoat.</p> <p>On completion of the topcoats the masking must be removed and the panel will be inspected by the Assessor for any masking faults.</p> <p>The candidate will be referred if any faults are present which cannot be successfully rectified within the assessment timescale or if the topcoat has been damaged to the point of requiring rework.</p> <p><i>*Please note: This assessed outcome module has been developed to be assessed only as part of a full route, or reaccreditation, which includes a refinishing activity.</i></p>
Candidate Profile	<p>The candidate will be working within the accident repair sector as a paint preparer or paint technician. The candidate will need prior knowledge and skills to enable them to meet the criteria set out within this module.</p>
Links with Accreditation Routes and Modules	Cosmetic Repair
This module features in:	
IMI Accreditation Route	IMI Accreditation Level
Cosmetic Repair	Reaccreditation Route

Skills Requirements	
The candidate must be able to:	
2.1	Identify any safety hazards prior to starting the task.
2.2	Select the materials which are appropriate for the task.
2.3	Select the equipment which will aid the efficiency of the masking process.
2.4	Use masking materials economically.
2.5	Use masking materials for the correct purpose.
2.6	Clean surfaces sufficiently to accept masking materials.
2.7	Demonstrate a range of masking techniques to suit the type of task and job specification.
2.8	Carry out checks to the masking and confirm it is accurate.
2.9	Demonstrate how to remove masking materials.
2.10	Demonstrate how to remove any masking residue from the panel surfaces (if applicable).
2.11	Examine the surfaces for any masking faults.
2.12	Rectify masking faults without causing damage to the topcoats (if applicable).
2.13	Dispose of masking materials safely and legally.
2.14	Store masking tools, equipment and materials in an area which will prevent contamination.
2.15	Work safely when carrying out masking tasks.

Knowledge Requirements	
The candidate must know:	
1.1	The safety hazards associated with masking tasks.
1.2	The reasons for masking vehicle bodies and trims during the stages of paint repairs.
1.3	The tools and equipment which are used during the masking process.
1.4	A range of vehicle masking materials and their applications.
1.5	The purpose of different masking materials.
1.6	Different types of cleaning agents.
1.7	Masking techniques which are appropriate for different types of repair.
1.8	When it is applicable to remove masking materials.
1.9	A range of masking faults, their causes and how to rectify them.
1.10	The consequences of contaminated masking tools, equipment and materials.
1.11	Where to store masking materials to prevent contamination.
1.12	Where to dispose of waste materials safely and legally.



Accreditation Module Title	Remove/Replace/Refit Mechanical, Electrical and Trim Exterior Components
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Module Code	AOM184
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Practical Assessment Time	1.5 hours
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On-line Knowledge Test	30 Minutes
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IMI AOM Level	2
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Module Overview	
<p>This assessment will determine if the candidate is competent in removing, replacing and refitting mechanical, electrical and trim components to the original specification without damaging vehicle panels, components or systems.</p>	

Candidate Profile	
<p>The candidate will be working within the accident repair sector as a MET or Multi-skilled technician. The candidate will need prior knowledge and skills to enable them to meet the criteria set out within this module.</p>	

Links with Accreditation Routes and Modules	Cosmetic Repair
This module features in:	
IMI Accreditation Route	IMI Accreditation Level
Cosmetic Repair	Reaccreditation Route

Skills Requirements	
The candidate must be able to:	
2.1	Check vehicle system prior to assessment to ensure that the components function correctly
2.2	Assess and prepare the vehicle to remove mechanical components
2.3	Assess and prepare the vehicle to remove electrical components
2.4	Remove the mechanical, trim and electrical components without causing damage to any components, the vehicle or its systems
2.5	Use the appropriate tools, researched repair methods and techniques throughout task
2.6	Store any removed components safely in the designated storage area
2.7	Carry out checks to clips, fittings and fixtures for serviceability and replaced where necessary
2.8	Replace a headlamp and a bumper cover to vehicle including alignment of the surrounding panel(s), if applicable
2.9	Carry out checks to the fit, function, operation and alignment of reassembled components
2.10	Identify and use of any information and specialised equipment necessary needed to carry out the alignment of headlamp(s)
2.11	Adjust the components and trim to the vehicle manufacturer's specifications
2.12	Work safely throughout assessment

Knowledge Requirements	
The candidate must know:	
1.1	The safety hazards associated with the task.
1.2	How to isolate vehicle systems
1.3	How to interpret researched repair methods and technical data
1.4	How to remove and replace a range of mechanical fixings
1.5	Where and how to store the removed components and trim
1.6	How to assess, components and fixings for serviceability and when to replace them
1.7	How to set up and use tools and equipment which is relevant to this task
1.8	How to reassemble the vehicle in a logical order without causing any damage or breakages
1.9	The methods which are used to align and adjust components and trim to the vehicle manufacturer's specifications
1.10	How to check the operation of the vehicle systems which relate to the task
1.11	Safe working practices and display them throughout the assessment