
Overview

This standard is about taking ownership of end of life vehicles (ELVs), including completing relevant documentation and creating unique vehicle stock records.

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**Performance
criteria**

- You must be able to:
- P1 select and wear suitable personal protective equipment when receiving end of life vehicles
 - P2 access and use suitable sources of information to identify vehicle
 - P3 use organisation's systems to create end of life vehicle stock **records**
 - P4 assess vehicle for damage and/or defects
 - P5 clearly mark-up vehicles for ease of identification
 - P6 identify target marketable parts on the vehicle
 - P7 carry out receipt and inventory activities following:
 - P7.1 your workplace procedures
 - P7.2 health, safety and environmental requirements
 - P7.3 relevant regulations
 - P8 work in a way that minimises risk of:
 - P8.1 damage to vehicle
 - P8.2 damage to other vehicles or working environment
 - P8.3 injury to self or others
 - P9 ensure your **records** are accurate, complete and passed to the relevant person(s) within the agreed timescale in the format required
 - P10 complete all vehicle receipt and inventory activities within the agreed timescale
 - P11 promptly report any anticipated delays in completion to the relevant person(s)

Knowledge and understanding

You need to know and understand:

Legislative and organisational requirements and procedures

- K1 current relevant legislation, regulations, codes of practice and guidelines relating to end of life vehicles
- K2 the requirements for and importance of how to select and wear personal protective equipment when receiving end of life vehicles
- K3 your organisation's systems and procedures for:
 - K3.1 documentation completion
 - K3.2 creating and maintaining **records**
 - K3.3 vehicle mark-up and storage
 - K3.4 dealing with special considerations
 - K3.5 the referral of problems
 - K3.6 reporting delays to the completion of work
- K4 the importance of working within your level of competence and responsibility
- K5 the hazards associated with working on or near petrol and alternative fuel vehicle systems and components
- K6 the importance of working to agreed timescales and keeping others informed of progress
- K7 the importance of promptly reporting anticipated delays to the relevant person(s)

You need to know and understand:

Creating vehicle inventory

- K8 how to find, interpret and use sources of information to enable correct vehicle identification
- K9 the importance of accurate vehicle identification and the implications of getting it wrong
- K10 how to deal with vehicles where the vehicle registration mark (VRM) and chassis number (VIN) do not match data sources
- K11 how to use organisation's systems to create vehicle **records** for end of life vehicles
- K12 the importance of creating a unique stock number for an end of life vehicle
- K13 the importance of taking images of the vehicle, where appropriate

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- K14 how to mark-up vehicles and what needs to be considered for ease of identification at all times
 - K15 how the business processes vehicles in order to identify them for potential future marketable revenue streams
 - K16 the principles of parts grading and the circumstances where the grade might need to be amended and recorded
 - K17 how to locate where vehicles and/or their parts are stored using the appropriate information systems used in your organisation

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Scope/range

- 1. Records to include:**
 - 1.1. vehicle details
 - 1.2. acquisition details
 - 1.3. financial transactions
 - 1.4. special considerations

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**Additional
Information****Glossary**

This section contains examples and explanations of some of the terms used but does not form part of the standard.

Acquisition details

To include source of vehicle and date acquired, inventoried and dismantled.

Agreed timescale

This can be as dictated by government guidance, a contractual service level agreement or customer request

Alternative fuel:

This is defined as any type of fuel that may be used to power an internal combustion engine, examples would include LPG, bio ethanol etc. plus hydrogen fuel cell systems.

Documentation

To include certificate or notification of destruction and proof of ownership

End of life vehicle (ELV)

A vehicle that has come to the end of its useful life as a motor vehicle and is categorised as waste, generally due to age, malfunction or accident. These may include light vehicles, light commercial vehicles and motorcycles.

Financial transactions

To include traceability of payments according to Financial Conduct Authority.

Special considerations

To include whether vehicle has been assigned to any hazard category (including flood or fire damage, biohazard contamination or an alternative fuel source), or subject to recall by manufacturer or DVSA.

Vehicle details

To include VIN and registration numbers, make and model, year of manufacture

or first registration, odometer reading (if possible), salvage category and images.

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