



NZQA accredited and registered provider

Unit Standard 30476

## PRACTICE PAPER ONLY

Test Paper One / Time allowed 90 mins

To be completed by the student

Student Name \_\_\_\_\_ Date \_\_ / \_\_ /2021

School/Provider \_\_\_\_\_

To be completed by the School Invigilator/Coordinator/Tutor

I confirm that this assessment was completed by the student named above as a closed book exercise under exam conditions

Invigilator Name \_\_\_\_\_

Invigilator Sign \_\_\_\_\_

Assessed By \_\_\_\_\_

Date \_\_ / \_\_ / 2021

Assessor's  
Stamp

Assessors Note: Materials must be pre-moderated before use!

# SAMPLE ASSESSMENT INSTRUCTIONS

## PLEASE MAKE SURE TO READ AND SIGN THIS SECTION

### ASSESSMENT INSTRUCTIONS

- Before starting this assessment you should have achieved a mark of at least 80% for your workbook.
- Use a black or blue ball point pen. (do not use pencil)
- Write your full name on the cover page.
- This is a closed book assessment, so you cannot bring any reference material in, or seek help from anyone else.
- You need to answer all the questions.
- Read the questions carefully, and give detailed answers when asked to.
- You must complete the assessment under exam conditions.
- To achieve the unit standard you must show competency for each outcome.

Complete the following by circling Yes or No as appropriate:

Are you ready to be assessed? **Yes No**

Have the assessment instructions these been explained to you? **Yes No**

Do you understand the assessment instructions? **Yes No**

Have you all the materials/resources that you need for this assessment? **Yes No**

Please sign to acknowledge that you have read these instructions and are ready to be assessed.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

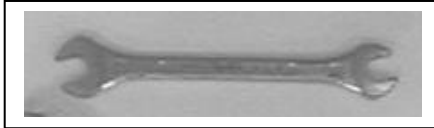
## ELEMENT ONE

Demonstrate knowledge of hand tools and workshop equipment.

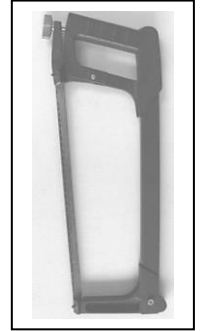
### 1 Identify each of the following hand tools and outline its main use.



**A**



**B**



**C**

**A:** Tool: \_\_\_\_\_ Use: \_\_\_\_\_

\_\_\_\_\_

**B:** Tool: \_\_\_\_\_ Use: \_\_\_\_\_

\_\_\_\_\_

**C:** Tool: \_\_\_\_\_ Use: \_\_\_\_\_

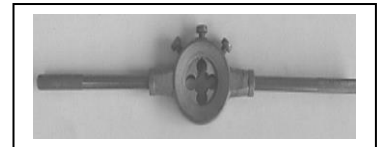
\_\_\_\_\_



**D**



**E**



**F**

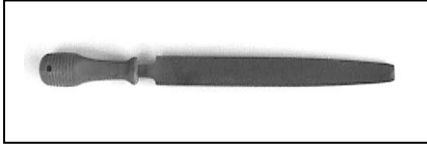
**D:** Tool: \_\_\_\_\_ Use: \_\_\_\_\_

\_\_\_\_\_

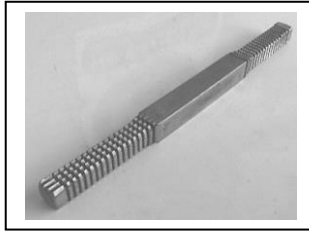
**E:** Tool: \_\_\_\_\_ Use: \_\_\_\_\_

\_\_\_\_\_

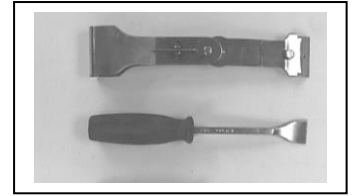
**F:** Tool: \_\_\_\_\_ Use: \_\_\_\_\_  
\_\_\_\_\_



**G**



**H**



**I**

**G:** Tool: \_\_\_\_\_ Use: \_\_\_\_\_  
\_\_\_\_\_

**H:** Tool: \_\_\_\_\_ Use: \_\_\_\_\_  
\_\_\_\_\_

**I:** Tool: \_\_\_\_\_ Use: \_\_\_\_\_  
\_\_\_\_\_

**2 Identify each of the following workshop tools and outline their main use.**

**A:** Tool: \_\_\_\_\_  
Use: \_\_\_\_\_



**B:** Tool: \_\_\_\_\_  
Use: \_\_\_\_\_



3 Identify each of the following workshop equipment items and outline their main use.



A



B



C

A: Name: \_\_\_\_\_

Use: \_\_\_\_\_

\_\_\_\_\_

B: Name: \_\_\_\_\_

Use: \_\_\_\_\_

\_\_\_\_\_

C: Name: \_\_\_\_\_

Use: \_\_\_\_\_

\_\_\_\_\_



D



E



F

D: Name: \_\_\_\_\_

Use: \_\_\_\_\_

\_\_\_\_\_

**E:** Name: \_\_\_\_\_

Use: \_\_\_\_\_

\_\_\_\_\_

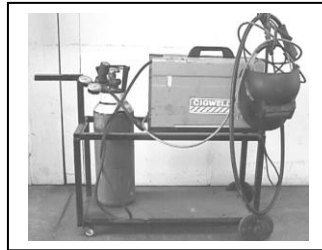
**F:** Name: \_\_\_\_\_

Use: \_\_\_\_\_

\_\_\_\_\_



**G**



**H**



**I**

**G:** Name: \_\_\_\_\_

Use: \_\_\_\_\_

\_\_\_\_\_

**H:** Name: \_\_\_\_\_

Use: \_\_\_\_\_

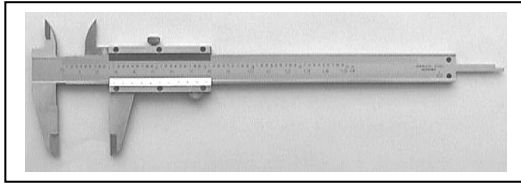
\_\_\_\_\_

**I:** Name: \_\_\_\_\_

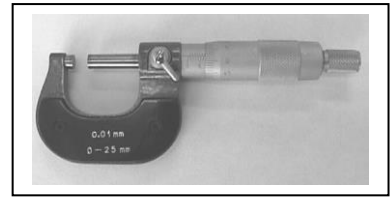
Use: \_\_\_\_\_

\_\_\_\_\_

4 Identify each of the following measuring equipment items and outline their main use.



A



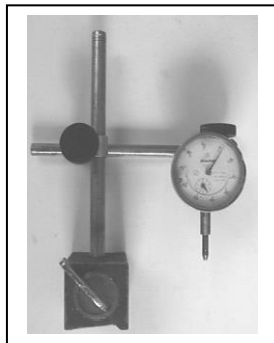
B

A: Name: \_\_\_\_\_

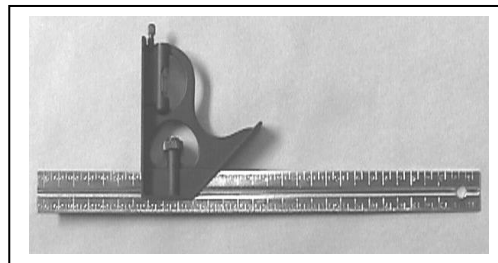
Use: \_\_\_\_\_

B: Name: \_\_\_\_\_

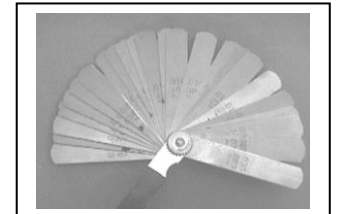
Use: \_\_\_\_\_



C



D



E

C: Name: \_\_\_\_\_

Use: \_\_\_\_\_

D: Name: \_\_\_\_\_

Use: \_\_\_\_\_

E: Name: \_\_\_\_\_

Use: \_\_\_\_\_

5. List two reasons why tools should be kept clean.

1 \_\_\_\_\_

2 \_\_\_\_\_

6. Explain why it is important to always use the recommended tools and equipment for the particular task.

\_\_\_\_\_

\_\_\_\_\_

7. List four safety checks that should be carried out on power tools before using.

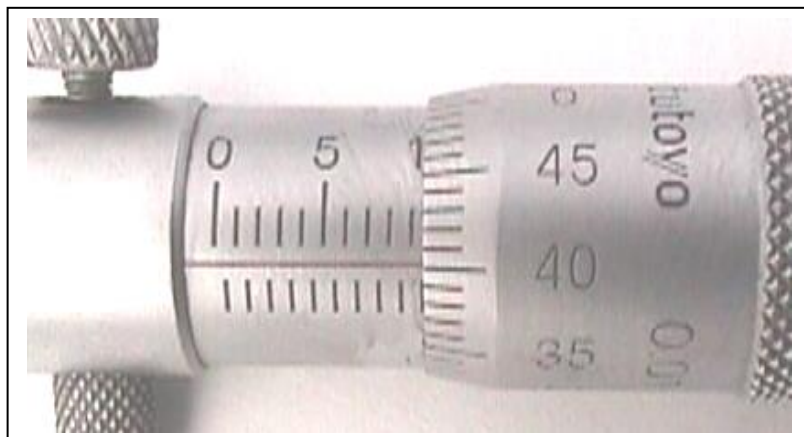
1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

8. What is the reading on the following micrometer scale? Answer in (mm's)



Micrometer Reading: \_\_\_\_\_



**9 Match up each hand tool with its description: For example**

**A – ball pein hammer = 8 – strikes metal objects for reshaping**

<b>A</b>	Ball Pein hammer	<b>A8</b>	1	Used for viewing inaccessible components
B	Hacksaw		2	Used to install a rivet to secure two components
C	Chisel		3	Used on slotted headed screws
D	Inspection mirror		4	Removes multi-sized nuts and bolts
E	Magnet		5	Removes carbon deposits, flaking material, paint and dirt.
F	Circlip Pliers		6	Cuts metal objects
G	Riveter		7	Designed to remove hexagon and torx headed bolts
H	Standard Screwdriver		<b>8</b>	Used for striking metal objects
I	Wire brush		9	Used to retrieve nuts and bolts from confined areas
J	Adjustable wrench		10	Marks work to locate a drill
K	Allen Keys		11	Used to insert and remove spring loaded clips to and from circular components
L	Centre punches		12	Made from hardened steel and used for splitting metal objects

**10 Match up each of the following hand held power and pneumatic tools with its description: For example**

**A – Drill = 5 – strikes metal objects for reshaping**

<b>A</b>	Drill	<b>A5</b>	1	Used to remove sharp or uneven edges
B	Grinder		2	Uses abrasive material for smoothing surfaces
C	Polisher/buff		3	Tool used for turning screws
D	Sander		4	Used when removing wheel nuts
E	Screwdriver		<b>5</b>	Used when drilling holes
F	Wrench		6	Used during the finishing process to ensure a smooth and glossy finish

**11 Match up each of the following workshop equipment items with its description: For example**

**A – Air = 5 – Supplies air pressure for pneumatic tools and equipment**

<b>A</b>	Air compressor	<b>A5</b>	1	Used to protect interiors seats and upholstery and exterior paint work
B	Computer system		2	Used to remove harmful gases from the workshop
C	Extractor fans		3	Used to apply lubrication under pressure to joints
D	Diagnostic equipment		4	Used to securely clamp components to allow them to be worked on safely at a comfortable height.
E	Floor creeper		<b>5</b>	Supplies air pressure for pneumatic tools and equipment
F	Grease gun		6	Used during disassembly of components with a interference fit
G	Hoist		7	Provides a low heat source to join electrical wiring
H	Engine lifter		8	Used to store vehicle and customer information
I	Parts tray		9	Used to carry out wheel angle adjustments
J	Drill press		10	Used to raise and support heavy automotive components
K	Protective covers		11	Thread restoring and cutting tools
L	Pullers		12	Used to identify a distorted cylinder head surface
M	Soldering iron		13	Contains service, repair, and disassembly/ assembly information
N	Axle stands		14	Used to raise vehicles above head height for working underneath
O	Straight edge		15	Used to support a vehicle where a hoist is unavailable
P	Wheel aligner		16	Allows work to be held securely for accurate drilling
Q	Workshop manuals		17	A cushioned frame on wheels used when working under vehicles
R	Taps and dies		18	Plugs into modern vehicles to retrieve engine fault codes
S	Work bench and vice		19	Used to store nuts and bolts when disassembling engine components

**12 Provide an automotive use for each of the following measuring tools:**

Measuring tape

**Use:** \_\_\_\_\_  
\_\_\_\_\_

*Spark Plug Gap Gauge*

**Use:** \_\_\_\_\_  
\_\_\_\_\_

*Torque wrench*

**Use:** \_\_\_\_\_  
\_\_\_\_\_

## **ELEMENT TWO**

Demonstrate knowledge of maintaining workshop tools and equipment.

- 1. Identify at least three instances of poor tool maintenance or use in the following situation.**

Leroy has been given the job of cleaning a cylinder head. He goes to use the scraper and finds it has been broken and placed back on the tool board. He finds a steel rule that has been lying in a box of nuts and bolts and uses this to scrape the gasket material from the cylinder head. In doing so Leroy damages the steel rule and cuts his fingers. Leroy needs to go the medical centre.

1 \_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_  
\_\_\_\_\_

3 \_\_\_\_\_  
\_\_\_\_\_

- 2. List two reasons why tools should be kept clean and lubricated.**

1 \_\_\_\_\_

2 \_\_\_\_\_

- 3. Provide two reasons why workshop tools should be returned to their area after use.**

1 \_\_\_\_\_

2 \_\_\_\_\_

**4. Match up the Act of Parliament with its most appropriate rule. Please enter the appropriate letter in the box provided.**

- A: Resource Management Act 1991
- B: Health and Safety in Employment Act 1992

This Act sets rules to ensure that workshop hazards are minimised, both management and staff are responsible for ensuring that this happens.

This Act sets rules to ensure that workshop waste is properly disposed of, both management and staff are responsible for ensuring that this happens.

**5. Identify two instances of incorrect tool use in the following situation.**

Leroy has been asked to replace a worn suspension ball joint. He finds a torque wrench on his workbench and he begins to remove the ball joint. Before long Leroy's hands are covered in grease and he is finding it difficult to maintain a firm grip on the tool. He locates a length of pipe and slides it over the handle of the torque wrench to aid leverage. He then applies full pressure. Unfortunately, the pipe slips off the handle and Leroy's elbow collides with the inner guard and is severely gashed.

1 \_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_  
\_\_\_\_\_

**6. Identify 2 actions that Leroy should have taken to have prevented this accident from occurring.**

1 \_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_  
\_\_\_\_\_

**7. Is this torque wrench now fit to be used by other workshop staff (tick as appropriate)? Please explain your answer.**

YES

NO

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**8. Which of the following statements is correct? Please circle A, B, or C**

A Micrometers should be stored on a shadow board

B Micrometers should be stored in their original container where possible

C Micrometers can be stored with other tools in a tool box

9. Match up each tool with its appropriate maintenance procedure. Please enter the number that matches the letter in the grey space provided. For example

**A – Punches = 8 – Remove any burrs and maintain the head to avoid slip off.**

	Tool			Maintenance Procedure
A	Punches	<b>A8</b>	1	Remove filings from the blade and check handle for security.
B	Torque wrenches		2	Remove dirt, grime and grease. Ensure that the handle is in good condition and check for loose head or split handle.
C	Hacksaws		3	Remove dirt, grime and grease. Calibrate and store in original container. Check socket head attachment for wear.
D	Files		4	Remove dirt, grime and grease. Check the blades for damage. Damaged blades will produce inaccurate readings
E	Adjustable wrenches and spanners		5	Remove dirt, grime and grease. Ensure tip is free from damage and that the shank is secure in the plastic handle grip.
F	Hammers		6	Remove dirt, grime and grease. Sharpen edges as required.
G	Feeler gauges		7	Remove dirt, grime and grease. Check spindle operates freely and use zeroing gauges to calibrate.
H	Screwdrivers		8	Remove any burrs and maintain the head to avoid slip off.
I	Micrometers		9	Ensure blade is in good condition and is secure and correctly tensioned
J	Chisels		10	Remove dirt, grime and grease. Check jaws for wear.



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