

	Maqaa Mana Hojii/ Company Name Ejensii Mirkaneessa Gahumsa Ogummaa Oromiyaa የኦሮሚያ የሙያ ብቃት ማረጋገጫ ኤጀንሲ Oromia Occupational Competency Assurance Agency	Lakk.Sanadaa/ Document No. SC/OOCA/016	
	Mata-duree/Title: Sadarkaa Ogummaa Ogummaa Automotive Mechanics Gulantaa-IV Automotive Mechanics Level -III Certification Scheme	Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 1 of 11

ISSUE HISTORY				
Issue	Description of Change	Status	Originator	Effective Date
1				
2				

REFERENCE DOCUMENTS	
Document Number	Document Title
EX/OOCA/001	ES ISO/IEC 17000:2020 Conformity assessment - General principles and vocabulary
EX/OOCA/002	ES ISO/IEC 17024:2013 Conformity assessment - General requirements for bodies operating certification of persons
EX/OOCA/003	Federal Democratic Republic of Ethiopia OCCUPATIONAL Automotive Mechanics NTQF Level - V

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1. Purpose

The purpose of this Certification Scheme is to establish an objective, transparent, and standardized framework for certifying individuals as Auto Mechanics Level III. This scheme ensures that certified personnel possess the required theoretical knowledge, practical skills, and professional attitudes to independently perform complex overhauls, diagnostic troubleshooting, and maintenance on modern automotive systems in compliance with international safety and quality standards.

2. Scope

This scheme applies to all candidates seeking certification or re-certification as an **Auto Mechanic Level III (Master Technician)**. The scope encompasses eight core technical domains:

- Overhaul of Conventional and Electronic Fuel System Components
- Engine Tune-up Execution
- Complete Engine Overhaul
- Clutch and Transmission Overhaul
- Maintenance of Final Drive and Drive Lines
- Maintenance of Steering and Suspension Systems
- Maintenance of Brake Systems (including advanced hydraulic/electronic systems)
- Maintenance of Two- and Three-Wheeler Vehicle Assemblies

3. Terms and Definitions – clarify key terms if not already standardized.

3.1 Definition of terms

Certification Scheme: Competency and specialized requirements related to a specified category of persons.

Competence: Ability to apply knowledge and skills to achieve intended results.

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Job Task Analysis (JTA): A structured process used to identify the duties, tasks, and competencies required for effective job performance.

Invigilator (Proctor): Person appointed by the certification body who administers or supervises an examination, but does not evaluate the competence of the candidate.

Examiner: Person with relevant technical and assessment competence who conducts and/or evaluates a competence examination.

3.2 Abbreviations

OS	Occupational Standard
OOCAA	Oromia occupational Competence Assurance Agency
KSA	Knowledge, Skill, and Attitude
JTA	Job Task Analysis
CPL	Certified Person List
CR	Competence Requirement
WHS	Workplace Health and Safety
UC	Unit of Competency
TVET	Technical & Vocational Education Training
PCV	Positive Crankcase Ventilation
EGR	Exhaust Gas Re circulation
OHS	Occupational Health and Safety
ABS:	Anti-lock Braking System
CB	Certification Body
CPD	Continuing Professional Development
ECU	Electronic Control Unit
EFI	Electronic Fuel Injection

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ISO/IEC	International Organization for Standardization / International Electrotechnical Commission
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4. Job task analysis (JTA)

The Job Task Analysis (JTA) provides a systematic breakdown of the essential tasks and responsibilities performed by a Level V certified Automotive Mechanics.

Main Task	Sub-task	Criticality	Frequency	Risk Level	Description
Overhaul Conventional and Electronic Fuel System Component	Fuel System Overhaul	High	Frequent	High	Diagnose, dismantle, test, bench-calibrate, and rebuild conventional carburetors, mechanical diesel pumps, and electronic fuel injection (EFI) sensors/actuators.
Perform Engine Tune up	Engine Tune-Up	High	Frequent	High	Perform mechanical and electronic engine adjustments (valve lash, ignition timing, idle speed) using diagnostic scan tools, oscilloscopes, and gas analyzers.
Overhaul Engine	Engine Overhaul	High	Frequent	High	Pull, strip, measure (using micrometers/bore gauges), machine-prep, replace components, and rebuild

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					complete short/long engine blocks to OEM specifications.
Overhaul clutch and Transmissions	Drive train Overhaul	High	Frequent	High	Rebuild manual/automatic gearboxes, torque converters, and replace/adjust clutch assemblies, pressure plates, and release bearings.
Maintain Final Drive and Drive Lines	Final Drive & Drivelines	High	Frequent	High	Inspect, overhaul, and adjust backlash on differentials; balance and replace universal joints, CV joints, and drive shafts.
Maintain Steering and Suspension System	Steering & Suspension	High	Frequent	High	Inspect, rebuild, and align rack-and-pinion/recirculating-ball steering systems, power steering pumps, shock absorbers, struts, and wheel geometry.
Maintain Brake Systems	Brake Systems				Service and overhaul master/wheel cylinders, calipers, brake boosters, disc/drum assemblies, and diagnose ABS/electronic stability faults.

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Maintain Two and Three Wheeler Vehicle Assemblies	2/3-Wheeler Systems				Service, overhaul, and tune specialized powertrain, clutch, final chain/belt drives, and frame assemblies for motorcycles and three-wheelers (tuk-tuks).
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5. Competence Requirements

This section defines the **competence framework** for Level - III Automotive Mechanics, describing the **knowledge, skills, and attitudes** required to perform Automotive Mechanics tasks safely, efficiently, and in compliance with industry standards.

5.1 Knowledge (K)

Candidates must demonstrate comprehensive understanding of:

K1: Thermodynamic principles of internal combustion engines (2-stroke, 4-stroke, Petrol, Diesel).

K2: Operating principles of electronic engine management systems (sensors, ECU logic, actuators).

K3: Hydraulic and pneumatic principles as applied to braking, steering, and transmission systems.

K4: Precision measurement techniques and tolerance limits according to OEM service manuals.

K5: Workplace Occupational Health and Safety (OHS) regulations, hazardous material handling, and environmental waste disposal laws.

5.2 Skills (S)

Candidates must possess practical ability to:

S1: Read and interpret electrical schematics, hydraulic wiring diagrams, and OEM diagnostic flowcharts.

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S2: Operate advanced diagnostic tools (scan tools, digital multimeters, oscilloscopes, pressure gauges).

S3: Perform precision teardowns and rebuilds using specialized shop equipment (presses, pullers, micrometers, torque wrenches).

S4: Systematically troubleshoot root causes of mechanical, hydraulic, and electrical failures.

5.3 Attitudes (A)

Candidates are expected to display:

A1: Rigorous adherence to safety standards and consistent use of proper PPE.

A2: High professional ethics, honesty in fault reporting, and accountability for work quality.

A3: Environmental consciousness regarding toxic chemical containment and recycling.

A4: Continuous learning mindset toward evolving automotive technology.

6. Eligibility requirements

To ensure that candidates possess the foundational knowledge, practical experience, and physical capability to perform Automotive Mechanics work safely and effectively. The following eligibility criteria apply:

Requirement	Criteria	Description / Rationale
Education	TVET Level II Automotive Mechanics or equivalent	Candidates must have completed a recognized vocational or technical training program in Automotive Mechanics-IV or an equivalent qualification, ensuring a basic understanding of Automotive Mechanics principles and practices.

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Experience	Minimum 1 years Recognition of Prior Learning (RPL)	Candidates must have at least One years of practical work experience in Automotive Mechanics to demonstrate exposure to real workplace tasks and develop proficiency in standard Automotive Mechanics operations.
Health	Physically fit	Candidates must be physically capable of performing Automotive Mechanics tasks, including lifting, bending, working in confined spaces, and handling tools safely, to prevent accidents and ensure safe work practices.

7. Assessment system

The assessment system is designed to evaluate the **competence of candidates** based on the defined knowledge, skills, and attitudes necessary to perform Automotive Mechanics tasks safely, effectively, and in accordance with industry standards.

7.1 Practical assessment

Practical assessment is a part of assessment that used to measure the skill of a candidate in an occupation based on the given occupational standard to award in the world of work. Practical assessment of Automotive Mechanics level -III shall be developed by comprise all the demonstrable UCs found in Automotive Mechanics from level I-III

7.2 Knowledge assessment

It is part of assessment that used to measure the knowledge of candidates in one occupation based on the given occupational standard. The knowledge assessment for Automotive Mechanics level V shall include all **Level I up to level III** knowledge questions. It will be developed from **level III forty (30)**, from **Level II thirty (10)**, and from **Level I twenty (10)** questions will be taken. Totally it is **Fifty (50)** knowledge questions for level III.

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7.3 *Passing Criteria*

Knowledge assessment tool has been developed in the form of written or oral question. For Automotive Mechanics from **level III 100 multiple choice** question where developed and the passing rate shall be **at least 28 points or (55%) and above**. For practical Assessment the passing rate should be the candidate should perform all given projects and tasks according to given Industry standard.

8. **Assessment Methods**

Assessment methods for Automotive Mechanics Level V should be designed to evaluate knowledge, practical skills, and attitudes. Common assessment methods include:

- **Written Examination**

Used to assess theoretical knowledge, technical principles, fault diagnosis procedures, safety requirements, and workshop management concepts.

- **Oral Interview**

Used to assess communication skills, understanding of technical procedures, problem-solving ability, and decision-making.

- **Practical Demonstration**

Used to assess the candidate's ability to diagnose faults, repair systems, use tools, and perform automotive maintenance tasks.

- **Direct Observation**

Used to observe the candidate performing work tasks in an actual workplace or simulated workshop environment.

- **Workplace Assessment**

Used to assess performance under normal working conditions using real vehicles, tools, and customer service situations.

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- **Simulation Exercise**

Used when real workplace assessment is not possible. Candidates perform tasks in a controlled environment using simulated faults or equipment.

- **Case Study**

Used to assess the candidate's ability to analyze automotive problems, identify causes, and recommend solutions.

The assessment process should combine more than one method to ensure that competence is measured accurately and fairly.

9. Certification Process

9.1 Initial certification criteria

All Initial certification criteria shall be applied accordance with the Assessment Procedure documented in **OP/OCAPD/004**

9.2 Recertification requirement

Individuals can request rectification if;

- ❖ Occupational Standard (OS) is changed by Industry
- ❖ When the candidate was NOT YET COMPETENT on initial certification assessment
- ❖ After 3 year If occupational standard does not changed the individual has the right to renew the certificate.

9.3 Suspension and Withdrawal

All Suspension and Withdrawal shall be applied accordance with Policy of Suspension, Withdrawal and Reduction of Scope documented in **PL/OOCOA/007**

10. Appeals and Complaints References

All Appeals and Complaints shall be applied according to appeals and complaints Procedure **OP/OOCOA/008**

11. Record keeping and Confidentiality

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Record keeping and confidentiality requirements should ensure that all candidate information, assessment records, and certification decisions are securely maintained and protected from unauthorized access. In order to keep the all record and confidentiality of Individuals **Record keeping and Confidentiality PL/OOCOA/005** policy will be applied accordingly.

12. Scheme integrity and security

Scheme Development: This scheme was reviewed and validated by a committee of Subject Matter Experts (SMEs) to ensure it remains fair and valid for the industry.

Assessor Requirements: Assessors must be independent of the candidate's training process to prevent conflicts of interest (as per ISO/IEC 17024:2012, Clause 7).

Assessment Security: "All assessment materials, including written examination banks and practical scoring rubrics, are secured and managed in strict accordance with the **Security Policy (PL/OOCOA/002)**."

Varaabbii Mirkanaa'ee fi Too'atar

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