

	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/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme		Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 1 of 32

Maxxansa/ Issue History				
Maxxansa/ Issue	Ibsa Jijjiiramaa/ Description of Change	Sadarkaa/ Status	Ka'umsa/ Originator	Guyyaa Hojiirra Oole/ Effective Date
01	Maxxansa Jalqabaa/ Initial Release	Wixinee/ Draft	Task force	Feb 02, 2026
02				

Sanada Wabii/ Reference Documents	
Lakk. Sanadaa/ Document Number	Mata-duree Sanadaa/ Document Title
EX/XXXX/001	ES ISO/IEC 17024:2013 Conformity assessment - General requirements for bodies operating certification of persons.
EX/XXXX/002	ES ISO/IEC 17000:2020, Conformity assessment — Vocabulary and general principles
EX/XXX/003	Federal Democratic Republic of Ethiopia OCCUPATIONAL STANDARD Automotive Mechanics NTQF Level II

Itti fayyadama too'annoo sanadaaf qofa/
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	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/OOCOA/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme	Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 2 of 32

1. **Barbaachisummaa/Purpose** – define what’s covered and why it exists.

The purpose of the Certification Scheme for Automotive mechanics Level-II is to validate technical competence for the industry while ensuring safety and quality in vehicle repair. Provide Objective Assessment, Support Workforce Development, Facilitate Recognition of Competence, Promote Accountability and Ethics, Meet National and International Requirements and Support Certification Bodies and Audits of accreditation processes based on ES ISO 19011:2018.

2. **Daangaa/Scope,**

This certification scheme applies to the assessment and certification of individuals who perform Automotive mechanics Level-II, tasks in accordance with scheme/Occupational Standards(OS). It defines the competence requirements, assessment methods, certification process, re-certification, withdrawal, Reducing, or Suspension requirements for Automotive mechanics Level-II personnel. **XCXXX All unit of competences are listed.**

3. **Jechootaa fi Hiikkaawwan/Terms and Definitions –**

3.1 Hiika Jechootaa/Definition of terms

1. Technical Vehicle Systems & Components

- **Internal Combustion Engine (ICE):** A machine that converts fuel energy into mechanical power through controlled explosions inside cylinders.
- **Transmission / Gearbox:** A system of gears that converts the engine's power into usable speed and torque to move the wheels.
- **Master Cylinder:** The primary pump in a hydraulic braking system that pushes brake fluid down the Brake Lines to force the calipers or shoes to slow down the vehicle.
- **Brake Caliper:** A clamping device housing the brake pads that squeezes against the rotating Disc (rotor) to create stopping friction.
- **Suspension Strut / Shock Absorber:** A mechanical device designed to absorb and dampen the impact of road bumps, ensuring the tires maintain contact with the road.
- **Alternator:** A generator driven by the engine that continuously recharges the car battery and powers the vehicle's electrical systems while the engine runs

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	Maqaa Mana Hojii/ Company Name Ejensii Mirkaneessa Gahumsa Ogummaa Oromiyaa የአድሚኒስትራሽን ብቃት ማረጋገጫ ኤጀንሲ Oromia Occupational Competency Assurance Agency	Lakk.Sanadaa/ Document No. SC/OOCA/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme	Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 3 of 32

2. Testing, Diagnostics & Precision Terms

- **Diagnostic Trouble Code (DTC):** A five-digit alphanumeric code generated by the vehicle's onboard computer (ECU) when it detects a system malfunction.
- **OBD-II (On-Board Diagnostics, Version 2):** The standardized universal port and electronic system used to plug in a diagnostic scanner to read vehicle fault codes.
- **Torque Specification:** The precise amount of twisting force (measured in Newton-meters or Foot-pounds) required by the manufacturer to tighten a bolt correctly using a Torque Wrench.
- **Clearance / Tolerance:** The small, exact gap required between two moving components (e.g., spark plug electrodes or valve lifters) to prevent friction damage or system failure.
- **Backlash:** The intentional amount of play or "slack" between gears in a mechanical system (like a differential) to prevent the gears from binding as they heat up and expand.
- **Parasitic Draw:** An unwanted electrical current that continues to drain power from the battery even when the vehicle's ignition switch is turned completely off.

3.2 Gabaajeewwan/Abbreviations

WHS	Work Health and Safety
DTC	Diagnostic Trouble Code
OBD-II	On-Board Diagnostics, Version 2
4M1E	a structured root-cause analysis framework used primarily in manufacturing, quality control, and industrial engineering to identify and organize the potential causes of a problem. <i>Regarding (Man, Machine, Material, Method, & Environment).</i>

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	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/OOCAA/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme		Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 4 of 32

KPT	Kaizen Promotion Team
5W1H sheets	stands for Who, What, Where, When, Why, and How.
OHS	Occupational Health Safety

4. **Job Task Analysis (JTA)** – outline duties, environment and expected outcomes.

It breaks an Automotive Mechanic's role into its core functional domains, specific tasks, and the required competencies. This format is designed for structuring professional assessments used to identify and define the duties, tasks, knowledge, skills, and attitudes (ksa) required for competent performance in automotive mechanics L-II, with assessment methods selection, performance criteria and evidence requirements, competency standards, certification decision criteria, training and curriculum input, quality assurance and continuous improvement of the national and international occupational standards (nos) aligned with iso/iec 17024:2013.

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	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/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme		Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 5 of 32

Main Task	Sub-task	Criticality	Frequency	Risk Level	Description
Service Engine and associated System Assemblies (1)	Prepare for work	High	Frequent	Medium	These includes:- ➤ Select technical documentation regarding wear limits, system assemblies, and vehicle-specific features ➤ Identify the nature and scope of necessary service work. ➤ Create work plan. ➤ Select and prepare components, tooling, and equipment in accordance with work area requirements. ➤ Observe WHS requirements throughout the work, including personal safety protocols.

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	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/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme		Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 6 of 32

Service Engine and associated System Assemblies (1)	Remove and disassemble system assembly	High	Frequent	Medium	These includes:- ➤ Demonstrate workplace procedures and follow manufacturer and component supplier specifications. ➤ Remove the vehicle system assembly. ➤ Disassemble the vehicle system assembly.
Service Engine and associated System Assemblies (1)	Replace and/or reassemble system assembly	High	Frequent	High	These includes:- ➤ Perform minor adjustments according to manufacturers' specifications. ➤ Fabricate new gaskets and apply sealants. ➤ Implement specific assembly procedures. ➤ Fit system assembly according to workplace procedures and manufacturer specifications.
Service Engine and associated System Assemblies (1)	Clean up work area and maintain tools and equipment	High	Frequent	High	These includes:- ➤ Collect and store reusable materials. ➤ Remove waste and scrap in compliance with WHS rules. ➤ Clean and inspect tools, equipment, and work areas for serviceability ➤ Identify and tag causes of fault on non-serviceable equipment

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	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/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme		Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 7 of 32

					➤ Maintain tooling and equipment in accordance with workplace procedures.
Service Two and Three Wheeler Vehicle Assemblies (2)		High	Frequent	High	These includes:- ➤ Select technical documentation regarding wear limits, vehicle-specific features, and system assemblies.; ➤ Identify the nature and scope of failure profiles and determine necessary service work; ➤ Create a work plan; ➤ Select and prepare components, tooling, and equipment in accordance with work area requirements; ➤ Observe WHS requirements and prioritize personal safety throughout the work;
Service Two and Three Wheeler Vehicle Assemblies (2)	Remove and disassembled system assemblies	High	Frequent	High	These includes:- ➤ Demonstrate workplace procedures and follow manufacturer/component supplier specifications; ➤ Remove two- and three-wheeler system assemblies; ➤ Disassemble two- and three-wheeler system assemblies; ➤ Test and check the condition of disassembled parts against manufacturer/component supplier specifications;

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	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/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme		Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 8 of 32

Service Two and Three Wheeler Vehicle Assemblies (2)	Replace/reassemble system assemblies	High	Frequent	High	These includes:- ➤ Perform minor adjustments in accordance with manufacturers' specifications; ➤ Implement specific assembly procedures; ➤ Fit system assemblies according to workplace procedures and manufacturer/component supplier specifications;
Service Two and Three Wheeler Vehicle Assemblies (2)assessment (2)	Clean up work area and maintain equipment	High	Frequent	High	These includes:- ➤ Collect and store reusable materials where applicable; ➤ Remove waste and scrap in accordance with workplace procedures; ➤ Clean and inspect tools, equipment, and the work area to ensure serviceable condition; ➤ Identify and tag causes of fault on non-serviceable equipment; ➤ Maintain tooling and equipment in accordance with workplace procedures;
Perform minor Engine Electrical Systems Service (3)	Prepare to test engine electrical systems	High	Frequent	High	These includes:- ➤ Determine job requirements and appropriate workplace instructions; ➤ Observe and apply Workplace Health and Safety (WHS) requirements throughout the work;

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	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/OOCAA/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme		Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 9 of 32

					➤ Source and interpret procedures and information ; ➤ Identify substantial tools and equipment for servicing work;
Perform minor Engine Electrical Systems Service (3)	Test engine electrical system	High	Frequent	High	These includes:- ➤ Operate and apply necessary test instruments; ➤ Test engine electrical systems and identify faults following workplace procedures; ➤ Report test results and recommend necessary adjustments;
Perform minor Engine Electrical Systems Service (3)	Perform minor engine electrical system service	High	Frequent	High	These includes:- ➤ Apply the appropriate service technique; ➤ Use appropriate tools and materials; ➤ Rectify identified faults following workplace procedures; ➤ Conduct post-service testing to confirm system functionality;
Perform minor Engine Electrical Systems Service (3)	Clean up work area and maintain equipment	High	Frequent	High	These includes:- ➤ Collect and store reusable materials; ➤ Remove waste and scrap following workplace procedures; ➤ Clean and inspect equipment and the work area for serviceable condition in accordance with workplace procedures; ➤ Maintain tools and equipment according to workplace procedures;

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	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/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme		Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 10 of 32

					➤ Identify, tag, and isolate faulty equipment according to workplace procedures;
Read and interpret Machine drawing (4)	Identify machine drawing	High	Frequent	High	These includes:- ➤ Check and validate drawings against job requirements; ➤ Check and validate the drawing version; ➤ Instructions are confirmed and followed as required;
Read and interpret Machine drawing (4)	Identify views, standard symbols and lines	High	Frequent	High	These includes:- ➤ Identify conventional representations of materials, machine parts, and drawing sheet sizes; ➤ Interpret exterior and sectioned views of machine elements; ➤ Identify the alphabet of lines; ➤ Identify part drawings of machine components; ➤ Identify assembled views for machine part drawings; ➤ Identify exploded view drawings of a machine; ➤ Identify and interpret drawing conventions, codes, and symbols according to drawing standards;
Read and interpret Machine drawing (4)	Interpret machine drawing	High	Frequent	High	These includes:- ➤ Interpret the required component, assembly, or object; ➤ Interpret drawing symbols and codes accurately;

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	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/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme		Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 11 of 32

					➤ Analyze and apply specified dimensions and material requirements; ➤ Analyze and apply dimensional notations based on specifications;
Service power train system (5)	Prepare to remove power train drive line assemblies	High	Frequent	High	These includes:- ➤ Utilize workplace instructions to determine powertrain and driveline assembly removal requirements; ➤ Maintain strict compliance with Workplace Health and Safety (WHS) standards during all operations ; ➤ Locate and analyze procedures and operational information; ➤ Identify removal options appropriate to specific work circumstances; ➤ Select and prepare appropriate tools and equipment;
Service power train system (5)	Remove and inspect power train drive line assemblies	High	Frequent	High	These includes:- ➤ Remove powertrain and driveline assemblies according to workplace procedures and manufacturer specifications; ➤ Inspect powertrain and driveline assemblies, mounting points, and fittings for damage and wear ; ➤ Report inspection findings according to workplace procedures;

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	Maqaa Mana Hojii/ Company Name Ejensii Mirkaneessa Gahumsa Ogummaa Oromiyaa የአድሚኒስትራሽን ብቃት ማረጋገጫ ኤጀንሲ Oromia Occupational Competency Assurance Agency		Lakk.Sanadaa/ Document No. SC/OOCA/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme		Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 12 of 32

Service power train system (5)	Service power train drive line assemblies	High	Frequent	High	These includes:- ➤ Identify servicing options appropriate to specific work circumstances; ➤ Select and prepare appropriate tools and equipment; ➤ Service powertrain and driveline assemblies according to workplace procedures and manufacturer specifications; ➤ Verify and test the functionality of serviced assemblies according to workplace procedures and manufacturer specifications;
Service power train system (5)	Clean up work area and finalise work processes	High	Frequent	High	These includes:- ➤ Collect and store salvageable or reusable materials; ➤ Clear and manage waste and scrap following established WHS safety guidelines; ➤ Clean and inspect tools, equipment, and the work area to ensure they are in a serviceable condition; ➤ Diagnose and tag faults on non-serviceable equipment; ➤ Maintain and service tooling and equipment in accordance with workplace procedures;
Perform minor under Chassis	Prepare to undertake minor	High	Frequent	High	These includes:- ➤ Sources and analyzes workplace instructions to accurately determine

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	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/OOCAA/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme		Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 13 of 32

Systems service (6)	service to under chassis systems				job requirements for under-chassis systems; ➤ Identifies and selects servicing options tailored specifically to varying work circumstances; ➤ Selects and prepares all required tools and equipment to ensure operational readiness; ➤ Observes and upholds all WHS requirements and personal safety protocols throughout the entire production process;
Perform minor under Chassis Systems service (6)	Conduct basic inspection/test	High	Frequent	High	These includes:- ➤ Applies Workplace Health and Safety (WHS) requirements diligently across all phases of work; ➤ Identifies and applies specific testing and inspection procedures for under-chassis assemblies in strict accordance with manufacturer specifications; ➤ Conducts thorough inspections and testing on suspension, brake, and steering system assemblies; ➤ Records project results systematically, ensuring all metrics are backed by verifiable evidence;
Carry out Wheel Alignment(7)	Carry out wheel alignment pre-checks	High	Frequent	High	These includes:- ➤ Identify and confirm the nature and scope of work requirements;

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	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/OOCAA/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme		Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 14 of 32

					➤ Source necessary procedures, workshop manuals, specifications, and required tooling; ➤ Conduct vehicle tests using specialized equipment to confirm alignment needs; ➤ Perform pre-checks following manufacturer, supplier, and workplace procedures;
Carry out Wheel Alignment(7)	Perform wheel alignment	High	Frequent	High	These includes:- ➤ Access and interpret correct information from manufacturer and supplier specifications; ➤ Connect wheel alignment measuring equipment to the vehicle according to manufacturer specifications; ➤ Measure and record wheel alignment angles accurately; ➤ Adjust wheel alignment in strict compliance with industry regulations, WHS legislation, and company policies; ➤ Document and communicate wheel alignment results to relevant personnel;
Carry out Wheel Alignment(7)	Clean up work area and maintain equipment	High	Frequent	High	These includes:- ➤ Collect and store reusable materials when applicable; ➤ Dispose of waste and scrap in strict accordance with WHS regulations;

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	Maqaa Mana Hojii/ Company Name Ejensii Mirkaneessa Gahumsa Ogummaa Oromiyaa የአሮሚያ የሙያ ብቃት ማረጋገጫ ኤጀንሲ Oromia Occupational Competency Assurance Agency		Lakk.Sanadaa/ Document No. SC/OOCA/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme		Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 15 of 32

					➤ Clean and inspect tools, equipment, and work areas to ensure they are in serviceable condition; ➤ Identify and tag faults on non-serviceable equipment to determine root causes; ➤ Maintain and service tooling and equipment in strict accordance with workplace procedures;
Prevent and Eliminate MUDA (8)	Prepare for work.	High	Frequent	High	These includes:- ➤ Analyze and apply work instructions to determine specific job requirements, methods, materials, and equipment; ➤ Analyze and apply job specifications in direct alignment with manual guidelines; ➤ Enforce and practice all OHS requirements throughout the job, including dust/fume collection and eye, ear, and respiratory protection; ➤ Select and source the most appropriate materials required for the project; ➤ Identify and inspect safety equipment and tools to guarantee safe and effective operation;
Prevent and Eliminate MUDA (8)	Identify MUDA and problem	High	Frequent	High	These includes:-

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	Maqaa Mana Hojii/ Company Name Ejensii Mirkaneessa Gahumsa Ogummaa Oromiyaa የአሮሚያ የሙያ ብቃት ማረጋገጫ ኤጀንሲ Oromia Occupational Competency Assurance Agency		Lakk.Sanadaa/ Document No. SC/OOCAA/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme		Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 16 of 32

					➤ Develop and deploy a structured problem-identification framework to target and reduce workplace waste; ➤ Analyze and evaluate the root causes and operational effects of MUDA (waste); ➤ Identify and document comprehensive process risks and Kaizen variables via statistical modeling; ➤ Isolate and document process vulnerabilities and Kaizen-related issues; ➤ Map and analyze current process trends, publishing findings directly to the Visual Management Board / Kaizen Board; ➤ Assess and standardize the utilization of technical tools and workplace setups; ➤ Identify and measure all forms of operational MUDA using established evaluation protocols; ➤ Communicate and document quantified process waste data for relevant team leaders and stakeholders;
		High	Frequent	High	These includes:- ➤ List all possible causes of a problem;

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	Maqaa Mana Hojii/ Company Name Ejensii Mirkaneessa Gahumsa Ogummaa Oromiyaa የአሮሚያ የሙያ ብቃት ማረጋገጫ ኤጀንሲ Oromia Occupational Competency Assurance Agency	Lakk.Sanadaa/ Document No. SC/OOCAA/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme	Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 17 of 32

Prevent and Eliminate MUDA (8)	Analyze causes of a problem.				➤ Analyze cause relationships using 4M1E; ➤ Identify causes of the problems; ➤ Select the primary root cause of the problem; ➤ Develop and list best solutions targeting the critical root cause using creative thinking techniques; ➤ Test and evaluate suggested solutions for potential complications;
Prevent and Eliminate MUDA (8)	Prevent occurrence of wastes and sustain operation	High	Frequent	High	These includes:- ➤ Prepare and implement a MUDA prevention plan; ➤ Collaborate to develop comprehensive standards for machinery, operations, anomaly definitions, clerical procedures, and procurement; ➤ Apply visual and auditory control methods to prevent the occurrence of waste/MUDA; ➤ Apply 5W1H sheets to design and maintain a waste-free workplace; ➤ Perform required operations in compliance with standard procedures and practices; ➤ Update standard procedures and practices; ➤ Upskill the team to meet new SOP requirements;

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	Maqaa Mana Hojii/ Company Name Ejensii Mirkaneessa Gahumsa Ogummaa Oromiyaa የአሮሚያ የሙያ ብቃት ማረጋገጫ ኤጀንሲ Oromia Occupational Competency Assurance Agency		Lakk.Sanadaa/ Document No. SC/OOCOA/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme		Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 18 of 32

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5. Competence Requirements – list knowledge, skills, and abilities required.

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

5.1 Knowledge (K)

The knowledge component defines what the candidate **must understand and be able to recall** to perform Automotive mechanics tasks effectively. It forms the theoretical foundation for skills and safe practice.

Code	Description	Detailed Explanation
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Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	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/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme	Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 19 of 32

K1A1	Service Engine and associated System Assemblies	Demonstrate knowledge of: - Cleaning procedures of engine and associated components - Garage internal operating procedures - Principle of wear-prone components - Two stroke construction and working merits and demerits. - Tail pipe arrangement and location scavenging process. - Operating principle of Magneto coil, Kick and Self-starter system, DTSI, Speedo meter (Mechanical and Digital). - Types and key features of two/three wheeler steering and suspension systems - Technology to collect and provide information - WHS regulations, requirements, equipment and material, and personal safety requirements
K2A2	Service Two and Three Wheeler Vehicle Assemblies	Demonstrate knowledge on: - Cleaning procedures of engine and associated components - Garage internal operating procedures - Principle of wear-prone components - Two stroke construction and working merits and demerits. - Tail pipe arrangement and location scavenging process. - Operating principle of Magneto coil, Kick and Self-starter system, DTSI, Speedo meter (Mechanical and Digital). - Types and key features of two/three wheeler steering and suspension systems - Technology to collect and provide information

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	Mata-duree/Title: Automotive mechanics L-II Certification Scheme	Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 20 of 32

		WHS regulations, requirements, equipment and material, and personal safety requirements
K3A3	Perform minor Engine Electrical Systems Service	Demonstrate skills to: - Enterprise quality procedures - General principles of operation of HV - Application, purpose and operation of starting systems - Application purpose of charging system - Techniques for reading and interpreting automotive technical information, graphic symbols and wiring diagrams - Methods of sourcing information relevant to inspecting and servicing ignition systems - Principal components and operation of ignition systems - Principal components and operation of starting systems including diesel engine glow plug - Principal components and operation of charging systems - Use technology to collect, analyse and provide information
K4A4	Read and interpret Machine drawing	Must demonstrate knowledge on: - alphabet of lines - drawing symbols - objects represented in the drawing - units of measurement used in the preparation of the drawing - dimensions of the key features of the objects depicted in the drawing - understanding of the instructions contained in the drawing

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	Mata-duree/Title: Automotive mechanics L-II Certification Scheme	Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 21 of 32

		- the actions to be undertaken in response to those instructions - any symbols used in the drawing as described in range - relationship between the views contained in the drawing - safe use drawing materials and equipment
K5A5	Service power train system	Must demonstrate knowledge on: - Workplace tools and equipment relating to the removal, inspection and fitting of vehicle wheel assemblies - Technology to collect and provide information - WHS regulations, requirements, equipment and material, and personal safety requirements - Dangers of working with vehicle wheel assemblies - Basic Gear train theory - Types and applications of wheel hub and bearing - Types of transmission - Post-fitting procedures and checks of powertrain and drive line assemblies - Enterprise quality standards
K6A6	Perform minor under Chassis Systems service	Demonstrate knowledge on:- - WHS and environmental regulations/requirements, equipment, material and personal safety requirements - the types, characteristics, uses and limitations of commonly encountered suspension and steering systems - Principle of steering: ➤ Turntable steering.

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	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/OOCAA/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme	Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 22 of 32

		➤ Ackermann steering • Operation and construction of different type suspension systems • Principles of hydraulics and pneumatics including Pascal's law and kinetic energy • Characteristics of friction materials including coefficient of friction, temperature range, harmfulness of asbestos • enterprise quality procedures • work organization and systematizing processes • cleaning procedures of vehicle • garage Internal operating procedures
K7A7	Carry out Wheel Alignment	Demonstrate knowledge on: • WHS regulations, equipment, material and personal safety requirements • Relationships between fault symptoms and component defects • Types of wheel alignment angles ➤ Caster ➤ Camber ➤ Toe-in and toe-out ➤ Turning radius ➤ Steering axis/king-pin inclination ➤ Included angle • Operating principles of steering geometry and wheel alignment • Wheel alignment system types and their construction • Enterprise quality procedures

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	Mata-duree/Title: Automotive mechanics L-II Certification Scheme	Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 23 of 32

K8A8	Prevent and Eliminate MUDA	Demonstrate knowledge on: • Targets of customers and manufacturer/service provider • Traditional and kaizen thinking of price setting • Kaizen thinking in relation to targets of manufacturer/service provider and customer • value • The three categories of operations • the 3“MU” • wastes occur in the workplace • The 7 types of MUDA • QC story/PDCA cycle/ • QC story/ Problem solving steps • QCC techniques • 7 QC tools • The Benefits of identifying and eliminating waste • Causes and effects of 7 MUDA • Procedures to identify MUDA • Necessary attitude and the ten basic principles for improvement • Procedures to eliminate MUDA • Prevention of wastes • Methods of waste prevention • Definition and purpose of standardization
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Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	Mata-duree/Title: Automotive mechanics L-II Certification Scheme	Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 24 of 32

		- Standards required for machines, operations, defining normal and abnormal conditions, clerical procedures and procurement - Methods of visual and auditory control - TPM concept and its pillars. - Relevant OHS and environment requirements - Method and Lines of communication - Methods of making/recommending improvements. - Reporting procedures - Workplace procedures associated with the candidate's regular technical duties - organizational structure of the enterprise
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5.2 Skills (S)

Skills define the **practical abilities** required to carry out Nursing tasks. Each skill is associated with **performance criteria** to assess whether the candidate can perform tasks correctly in a real-world setting.

Code	Description	Performance Criteria	Detailed Explanation
S1	Service Engine and associated System Assemblies		Must demonstrate skills to: - Communication skills to handle with customer - Work organisation and planning processes

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	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/OOCOA/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme		Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 25 of 32

			identify different damage profiles and corrective measures
S2	Service Two and Three Wheeler Vehicle Assemblies		Demonstrate skills of : - Communication skills to handle with customer - Work organisation and planning processes - identify different damage profiles and corrective measures
S3	Perform minor Engine Electrical Systems Service		Demonstrate skills to: - Inspection procedures include; ➤ servicing procedures for engine electrical system including accessing and interpreting service information - Servicing procedures include; ➤ electrical components testing ➤ component and associated system adjustment - Use tools and equipment relating to servicing engine electrical systems - Use basic automotive test equipment - Methods of sourcing information relevant to inspecting and servicing engine electrical systems - WHS regulations with regard to personal safety, equipment and material use.

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	Mata-duree/Title: Automotive mechanics L-II Certification Scheme	Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 26 of 32

S4	Read and interpret Machine drawing		Must demonstrate skills to: • Apply drawing technique • Apply dimensioning techniques • check the drawing against job requirements/related equipment in accordance with standard operating procedures • read and interpret drawing machine parts in accordance with standard operating procedures • read and interpret information on machine drawing including (written job instructions, specifications, standard operating procedures, charts, lists and other applicable reference documents) • check and clarify task related information
S5	Service power train system		Must demonstrate skills of: • Collect and provide information • Lift and support procedures for vehicles • Apply removal, inspection and fitting procedures of power train and drive line assemblies
S6	Perform minor under Chassis Systems service		Demonstrate skills to: • Quality standards for protective guard and safety features • Dangers of working with equipment on chassis

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	Mata-duree/Title: Automotive mechanics L-II Certification Scheme	Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 27 of 32

			- Types and layout of service/repair manuals (hard copy and electronic) - Different service techniques of mechanical and power assisted steering systems and their relationship to each other - Different service techniques of suspension systems - Different service techniques of brake systems - Removal, disassembly, check, reassembly, reinstallation/ replacement and adjustment procedures - Cleaning, tools and/or equipment maintenance procedures
S7	Carry out Wheel Alignment		Demonstrate skills to: - Identify adjustment nut, bolt and shims location - Apply Wheel alignment techniques - Tear and wear identification of suspension - Use of measuring tools and testing equipment
S8	Prevent and Eliminate MUDA		Demonstrate skills to: - Draw & analyze current situation of the work place - Use measurement apparatus (stop watch, tape, etc.) - Calculate volume and area - Apply statistical analysis tools

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	Mata-duree/Title: Automotive mechanics L-II Certification Scheme	Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 28 of 32

			• Use and follow checklists to identify, measure and eliminate wastes/MUDA • Identify and measure wastes/MUDA in accordance with OHS and procedures • Use tools and techniques to eliminate wastes/MUDA in accordance with OHS procedure. • Apply 5W and 1H sheet • Update and use standard procedures for completion of required operation • Apply Visual Management Board/Kaizen Board. • Detect non-conforming products or services in the work area • Work with others • Read and interpret documents • Observe situations • Solve problems • Communicate information • Gather evidence by using different means • Report activities and results using report formats • Implement and monitor improved practices and procedures.
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Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	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/OOCAA/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme	Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 29 of 32

5.3 Attitudes (A)

Attitudes define the **professional behaviors and mindset** required to ensure safety, reliability and quality in **nursing work**. They are critical for both workplace effectiveness and certification validity.

6. Eligibility requirements

To ensure that candidates possess the foundational knowledge, practical experience, and physical capability to perform nursing 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 or an equivalent qualification, ensuring a basic understanding of Automotive mechanics principles and practices.
Experience	Minimum 2 years	Candidates must have at least two years of practical work experience in Automotive mechanics to demonstrate exposure to real workplace tasks and develop proficiency in standard nursing operations.
Training	Recognized training program	Candidates should have undergone formal training recognized by industry or regulatory bodies, or provide documented evidence of workplace competence that meets the Level II Automotive mechanics standards.

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	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/OOCOA/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme	Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 30 of 32

Health	Physically fit	Candidates must be physically capable of performing Automotive mechanics tasks, including lifting, working in confined spaces and handling tools safely, to prevent accidents and ensure safe work practices.
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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

It is a type of evaluation that measures an individual's ability to perform specific tasks or skills in a real work environment, rather than just testing theoretical knowledge.

Method	Weight	Purpose	Description
Practical Assessment	=100%	Skills	Focuses on foundational service, routine maintenance, and basic component servicing, decision making & problem solving, communication & teamwork, ethics & professionalism, documentation & reporting, use of technology & equipment, health promotion & education. Candidates are assessed on accuracy, quality, safety and adherence to standards.

7.2 Knowledge assessment

It indicates the ability of Automotive mechanics Level-II candidate to understand, recall and apply essential theoretical knowledge (such as Engine Fundamentals & Thermodynamics, Electrical & Electronic Systems, Powertrain & Drivetrain Dynamics, Fluid Mechanics & Chassis Systems, Technical Documentation & Materials Science) required to perform tasks accurately, safely and according to standard guidelines.

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	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/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme	Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 31 of 32

7.3 *Passing Criteria*

Passing Criteria refers to the minimum standard or benchmark that a learner, candidate, or professional must achieve in an assessment, exam/Assessment or evaluation to be considered successful or competent.

Assessment Type	Description of Passing Criteria
Knowledge Assessment	• Interview • Observation/Demonstration with Oral Questioning
Overall Competence	Candidate must be competent in both knowledge and practical ; failure in one = overall not yet competent.

8. **Assessment Methods –**

Assessment combines theory (written/oral) and practice (observation, demonstration, simulation) to ensure full competence.

9. **Certification Process**

The certification process is the formal procedure by which a recognized authority assesses, verifies and confirms that a candidate has achieved the required knowledge, skills and competencies based on occupational standards and then awards a certificate as proof of competence.

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

Recertification refers to the process of renewing a professional certification after its initial validity period has expired. It ensures that the certified individual continues to meet the required standards of knowledge, skills, and competence in their field.

Main Re-certification Requirements are:-

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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	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/OOCOA/003	
	Mata-duree/Title: Automotive mechanics L-II Certification Scheme	Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 32 of 32

- 9.3 •Valid Previous Certification** – Hold an existing certificate that is due for renewal;
- Work Experience** – Provide evidence of continued practice in the profession;
 - Competence Reassessment** – Undergo reassessment (theory and/or practical) if required;
 - Health/Fitness Status** – Meet required physical and mental fitness standards (if applicable) and
 - Application for Renewal** – Submit re-certification application within the specified period.
 - Not Yet Competent**:-is a term used in competency assessment to indicate that an individual has not demonstrated sufficient knowledge, skills, or performance to meet the required standards for a particular task, skill, or qualification at the time of assessment.

9.3. *Suspension ,Withdrawal and Reduction of the scope*

All Suspension ,Withdrawal and Reduction of scope 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 compliants shall be applied accordance with Procedure of appeals and compliants documented in OP/OOCOA/008

11. Re-cordkeeping and Confidentiality – describe how evidence is stored and protected.

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

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).

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date:
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