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ISSUE HISTORY				
Issue	Description of Change	Status	Originator	Effective Date
1	Maxxansa Jalqabaa/ Initial Release	Wixinee/ Draft	Task force	Feb 02, 2026
2				

REFERENCE DOCUMENTS	
Document Number	Document Title
EX/OOCOA/001	ES ISO/IEC 17024:2013 Conformity assessment — General requirements for bodies operating certification of persons.
EX/OOCOA/002	ES ISO/IEC 17000:2020, Conformity assessment — Vocabulary and general principles
EX/OOCOA/003	Federal Democratic Republic of Ethiopia Occupational Standard of Automotive Mechanics NTQF Level - IV

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1. Purpose

This certification scheme is designed to ensure that certified Automotive Mechanics NTQF Level IV (Automotive Mechanic – Level IV (CPL-L4)) demonstrate the required competence to Diagnose engine, power train, Under Chassis management systems, Managing Automotive Workshop and servicing Operations and Preparation of Job Estimation and Cost.

It ensures that individuals consistently meet relevant industry standards, occupational health and safety requirements, and quality expectations, thereby protecting public health and property.

2. Scope

This certification scheme applies to individuals competence required to perform fault diagnosis for engine, power train and Under Chassis, diagnose faults in automotive braking, traction, integrated stability control, steering and suspension systems and required to develop and monitor the implementation of the operational plan for both gasoline and diesel engines.

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

3.1 Definition of terms

3.2 Abbreviations

OS	Occupational Standard
OOCAA	Oromia occupational Competence Assurance Agency
KSA	Knowledge, Skill, and Attitude
JTA	Job Task Analysis

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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

4. Job task analysis (JTA)

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

Main Task	Sub-task	Critical ity	Frequenc y	Risk Level	Description
Diagnose of engine Management System.	Identification and confirmation of work requirement, Preparation to perform diagnosis, Application of complex diagnostic process.	High	Frequent	High	The competency required to perform fault diagnosis in automotive gasoline and diesel engines management in order to initiate action to service, repair, replace or improve performance. Faults may be mechanical, electrical, and electronic or fuel related by nature that require the application of complex diagnostic processes.

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Diagnose Power train Management System	Identification and confirmation of the work requirement, Preparation to diagnose faults and Application of diagnostic process	High	Frequent	High	The competency required to diagnose faults in power train management systems in order to initiate action to service, repair, replace or improve performance. Faults may be mechanical, electrical, and electronic or fuel related by nature that require the application of diagnostic processes..
Diagnose Under Chassis Management Systems	Identification and confirmation of work requirement, Preparation to diagnose faults and Application of diagnostic process	High	Frequent	High	In order to diagnose faults in automotive braking, traction, integrated stability control, steering and suspension systems in order to initiate action to service, repair, replace or improve performance. Faults may be mechanical, electrical, and electronic or fuel related by nature that require the application of diagnostic processes.
Manage Automotive Workshop and servicing Operations	Development of operational plan, Planing and managing resource acquisition, Monitoring and reviewing operations, Reviewing and evaluating work performance	High	Frequent	High	To develop and monitor the implementation of the operational plan to provide efficient and effective workplace practices within the organization's productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organization's operational plan.

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Prepare Job Estimation and Cost	Gather information, Estimate materials and duration, Calculate costs, Document details	Critical	Continuous	Very High	Key requirement to calculate the materials, labor and duration requirements and establish costs for an automotive servicing / repair works.
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5. Competence Requirements

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

4.1 Knowledge (K) and Attitude (A)

The knowledge component defines what the candidate **must understand and be able to recall** to perform Automotive Mechanics tasks effectively and attitude is the "how" and "why" behind the actions. It includes the work ethic, commitment to safety, and how the interact with others.

Code	Description	Detailed Explanation
K1 A1	Diagnose of engine Management System.	- Concepts and principles of gasoline and diesel engine management systems - Gasoline EFI, Electronic spark advance - Operational Modes of gasoline fuel injection and fuel trim - Types of gasoline injection systems

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		● Gasoline Direct-Injection Systems ● Diesel Engine Control Systems, common rail injection, ● Evaporative Emission Control Systems ● Electronically controlled PCV Systems ● EGR Systems ● Air and/or ammonia Injection Systems ● Diagnostic theory, including concept, design and planning ● Operations and limitations of diagnostic testing equipment related engine management systems ● Testing procedures of engine management systems including accessing and interpreting scan tool system data Methods and processes for documenting and reporting diagnostic findings and recommendations.
K2 A2	Diagnose Power train Management System	Demonstrate knowledge and attitude of: ● OHS legislation ● Construction and operation of power train management systems/components relevant to application ● Personal safety requirements ● Vehicle/equipment safety requirements

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		Positive Work Values (Patience, Perseverance, Honesty, etc)
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K3 A3	Diagnose Under Chassis Management Systems	● Communication skills: to communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with site supervisor, other workers and customers, reporting of work outcomes and completion of regulatory, commercial and vehicle information systems inputs ● Numeracy skills :to use mathematical ideas and techniques to complete measurements, calculate requirements, and present results of diagnosis ● Planning and organising skills to conclude complex diagnostic processes which anticipate and allow for risks, cater for both direct and indirect evidence and avoid or minimise reworking and avoid wastage ● Problem-solving skills :to use available information to contribute to decision making strategies for solving complex problems as they relate to light -heavy vehicle braking systems, integrated stability control systems, steering and suspension systems ● Self-management skills: to plan and organise activities, including the planning of analytical processes, preparation of the worksite and the obtaining of testing equipment and materials to avoid
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		backtracking, workflow interruptions or wastage Technical skills :to use workplace tools relating to the complex diagnosis of braking systems, integrated stability control systems, steering and suspension systems including specialized tools and measuring equipment
K4 A4	Manage Automotive Workshop and servicing Operations	• relevant legislation from all levels of government that affects business operation, especially in regard to occupational health and safety and environmental issues, equal opportunity, industrial relations and anti-discrimination • the principles and techniques involved in the management and organization of: ➤ planning and managing operations ➤ consultation and communication ➤ contingency planning ➤ resource planning and acquisition ➤ resource management systems ➤ budgeting and financial analysis and interpretation ➤ monitoring and review of performance systems and processes ➤ reporting performance ➤ problem identification and resolution

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		➤ alternative approaches to improving resource usage and eliminating resource inefficiencies and waste ➤ ways of supporting individuals/teams who have difficulty in performing to the required standard Feedback mechanism, procedures and techniques
K5 A5	Prepare Job Estimation and Cost	Demonstrates knowledge of: • quality requirements • automotive trade terminology • costing techniques and procedures • materials and its specifications • processes for the calculation of material requirements • plans, drawings and specifications labor rates and overheads

5.1 Skills (S)

Skills define the **practical abilities** required to carry out Automotive Mechanics 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
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S1	Diagnose of engine Management System.	Preparation of Workplace instructions and reports, Gathering Information, Fault Identification and Safety	Demonstrates skill to: ● Communication skills:- to communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with site supervisor, other workers and customers, reporting of work outcomes and completion of regulatory, commercial and vehicle information systems inputs ● Numeracy skills:- to use mathematical ideas and techniques to complete measurements, calculate requirements, and present results of diagnosis ● Planning and organising skills:- to conclude diagnostic processes which anticipate and allow for risks, cater for both direct and indirect evidence and avoid or minimise reworking and avoid wastage ● Problem-solving skills:- to use available information to contribute to decision making strategies for solving complex problems as they relate to engine management systems ● Self-management skills:- to plan and organise activities, including the planning of analytical processes, preparation of the worksite and the obtaining of testing equipment and materials to avoid backtracking, workflow interruptions or wastage ● Technical skills:- to use workplace tools relating to engine management systems including the use of: ➤ Specialised tools and equipment ➤ Measuring equipment Use workplace technology related to systems diagnosis, information survey and management systems.
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S2	Diagnose Power train Management System	Testing, Analysis and Interpretation	Demonstrate skills of: • Diagnosis procedures • Read/Interpret schematic diagram • Use mathematical ideas and techniques Solve problems
S3	Diagnose Under Chassis Management Systems	system Testing, Measurement and Worksite Management	Demonstrates skill to:

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		● Communication skills: to communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with site supervisor, other workers and customers, reporting of work outcomes and completion of regulatory, commercial and vehicle information systems inputs ● Numeracy skills :to use mathematical ideas and techniques to complete measurements, calculate requirements, and present results of diagnosis ● Planning and organising skills to conclude complex diagnostic processes which anticipate and allow for risks, cater for both direct and indirect evidence and avoid or minimise reworking and avoid wastage ● Problem-solving skills :to use available information to contribute to decision making strategies for solving complex problems as they relate to light -heavy vehicle braking systems, integrated stability control systems, steering and suspension systems ● Self-management skills: to plan and organise activities, including the planning of analytical processes, preparation of the worksite and the obtaining of testing equipment and materials to avoid backtracking, workflow interruptions or wastage Technical skills :to use workplace tools relating to the complex diagnosis of braking systems, integrated stability control systems, steering and suspension systems including specialized tools and measuring equipment
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S4	Manage Automotive Workshop and servicing Operations	Operational Planning, Performance Review, Leadership	Demonstrates knowledge of: - ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities - functional literacy skills to access and use workplace information - monitor and review a safe workplace and environment - access and use feedback to improve operational performance - prepare recommendations to improve operational plans - access and use established systems and processes coach and mentor skills to provide support to colleagues
S5	Prepare Job Estimation and Cost	Information Gathering, Resource Estimation and Calculation	Candidate must have Demonstrates skills in: - appropriate use of scientific calculator - apply simple arithmetic methods - ability to visualize and perceive an object in different views - reading technical drawings interpreting job order, requirements specifications required.

6. Eligibility requirements

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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 III 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 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

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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 - IV shall be developed by comprise all the demonstrable UCs found in Automotive Mechanics from level I- IV.

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 from **level IV** shall include all **Level I up to level IV** knowledge questions. It will be developed For level IV forty (40) questions and from **Level III thirty (30)** questions, from **Level II five (5)** and from **Level I five (5)** questions will be taken.

7.3 Passing Criteria

Knowledge assessment tool has been developed in the form of written or oral question. For Automotive Mechanics from **level IV 80 multiple choice** question where developed and the passing rate shall be **at least 44 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 IV should be designed to evaluate knowledge, practical skills, and attitudes.Common assessment methods include:

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- **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.

- **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

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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

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.

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date: Feb 02, 2026
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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/008	
Mata-duree/Title: Iskiimii Mirkaneessa Ogummaa ‘Automotive Mechanics’ Gulantaa-IV Automotive Mechanics Level-IV Certification Scheme		Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 19 of 19

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

Mirkaneessaa/ Approval:	Maqaa/ Name:	Mallattoo/ Signature:	Guyyaa/ Date: Feb 02, 2026
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