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Student Information

Name:..... Date:.....

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**Learning objective:**

Remove and replace interior trim components.

**This activity sheet contains:**

- Step-by-step instructions for completing the workshop procedure.

**Recommended resource materials:**

- VCC online course material
- Related Alberta Learning Guides
- CDX eTextbook
- Available shop manuals or electronic based resources

**Safety issues to consider:**

Whenever you perform a task in the workshop you must use personal protective clothing and equipment that is appropriate for the task and which conforms to your local safety regulations and policies. Among other items, this may include:

- Work clothing - such as coveralls and steel-capped footwear.
- Eye protection - such as safety glasses and face masks.
- Ear protection - such as earmuffs and earplugs.
- Hand protection – such as rubber gloves and barrier cream.
- Respiratory equipment – such as face masks and valved respirators.

If you are not certain what is appropriate or required, ask your supervisor.

**Safety Check:**

- Different vehicles have different methods of trim fixture, although they all follow similar methods of removal. The vehicle manufacturer’s manual will provide tips on the methods of removal.
- Many cars have electric window winder mechanisms with activation switches on the trim panels. Always make sure that you use the recommended procedure, so that you do not trap wires between the door inner panel and the trim panel. This could cause an electrical short and damage the vehicle.

**Materials required:**

- Vehicle
- Trim tools

**Assignment:**

1. Check fixing method



There are a number of different ways trim panels can be fixed in place, so refer to the shop manual for details of the panel fixing methods used in your vehicle.

2. Remove fittings



Remove any external fixtures on the panel, such as armrests or window winders, and place them in a safe clean place.



These components may be held in place by screws or clips. Try not to damage them during removal.

### 3. Obtain replacement clips



Many panels are held in place with clips in what look like keyholes. These clips are normally made out of plastic and they can easily be broken during removal, so always make sure you have some replacement clips for the re-assembly process. It is better to sacrifice a few replaceable clips than to risk damaging the panel itself.

### 4. Remove panels



Most manufacturers have a special tool for removing the panel clips.



Gently slide the tool under the panel and work your way along it until you locate a clip. Remove the tool and then replace it over the clip. Press down and the clip should pop out of its location. Repeat the process around the panel until it is completely unfastened.



Lower the window, place your hands on the side of the panel, and wiggle it upwards. This should lift the panel from its seating, allowing you to remove it.

5. Replace the panel



To replace the panel, make sure that all the panel clips are in place.



Now lift the panel back in, and hook it over the inner door panel.



Line up the clips with their location points and firmly push them into place. You will here a distinctive "click" as they lock in.

6. Replace fittings



Replace the armrests and any other components, such as window winder mechanisms.



Clean off any finger marks with an approved solvent and a cloth that will not damage the panel material.

7. Return the vehicle to beginning condition and return any tools that you may have used to their proper locations.
8. Have your supervisor/instructor verify satisfactory completion of this procedure, any observations found, and any necessary action/s recommended.

Supervisor/instructor signature:.....



**Student competency rating:**

Supervisor assessing performance please place an X in the applicable box

**0 – No Exposure**

*No information or practise provided during the program; complete training required*

**1 –Exposure only**

*General information provided with no practice time; close supervision needed; additional training required*

**2 – Limited Practice**

*Has practiced job during training program; additional training is required to develop skill*

**3 – Moderately skilled**

*Has performed job independently during training program; limited additional training may be required*

**4 – Skilled**

*Can perform job independently with no additional training*

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Supervisor signature:..... Date:.....

Supervisor name:.....

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