



Australian Government

Department of Education, Employment and Workplace Relations

CPPWMT4001A Plan waste audits

Release: 1

CPPWMT4001A Plan waste audits

Modification History

Revised unit

Unit updated and equivalent to PRMWM01B Plan waste audit

Unit Descriptor

This unit of competency specifies the outcomes required to plan and organise the audit of a client's waste characteristics. It requires the ability to interpret and follow assignment instructions and liaise effectively with clients.

Application of the Unit

This unit of competency supports individuals with supervisory responsibilities for implementing and monitoring the organisation's waste audit policies, procedures and programs in a work area. It includes contributing to the development and implementation of developed strategies, systems and plans, as well as recognising the need for expert advice.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

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| 1 | Determine audit objectives. | 1.1 | <i>Client</i> is consulted to determine <i>waste audit purpose and requirements</i> . |
| | | 1.2 | Waste audit objectives are reviewed to ensure that they are realistic and achievable. |
| | | 1.3 | Waste audit objectives are documented and confirmed with client. |
| 2 | Scope waste audit site. | 2.1 | <i>Information relating to site and client operations</i> is obtained from relevant personnel to determine <i>audit methodology</i> . |
| | | 2.2 | Waste generation <i>site</i> is assessed to determine <i>waste characteristics</i> , and disposal and recovery routes. |
| | | 2.3 | <i>Potential hazards and risks</i> of waste generation site are reported to designated personnel. |
| 3 | Conduct audit planning. | 3.1 | Audit is planned in order to obtain valid and representative data of waste activity in a manner that causes minimal disruption to the client. |
| | | 3.2 | <i>Client requirements, personnel requirements</i> , sampling requirements and <i>equipment requirements</i> necessary to audit methodology are determined. |
| | | 3.3 | Date, time and duration of audit are incorporated into audit plan. |
| | | 3.4 | Details relating to access to site and specific site requirements are incorporated into audit plan. |
| | | 3.5 | <i>Emergency and personal protective equipment</i> to |

- ensure effective, safe and efficient audit operations are identified and obtained.
- 3.6 Full support and written authorisation to proceed with waste audit are obtained from client according to organisational requirements, legislation and safety procedures.
- 3.7 ***Guidelines on use of waste management survey*** and client confidentiality arrangements are identified, confirmed and followed according to client and organisational requirements and legislation and codes.
- 4 Record audit plan.
- 4.1 Details of audit plan are recorded.
- 4.2 ***Waste site purpose*** and other documentation is completed and processed according to assignment instructions.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- analytical skills to:
 - identify hazards and risks
 - identify waste types and waste non-conformances
- interpersonal skills to consult with clients
- reading skills to interpret:
 - maps
 - plans
 - documents
 - work requirements and material safety data sheets (MSDS)
- self-management skills to:
 - conduct work practices safely and efficiently
 - apply accuracy and attention to detail
 - apply decision making
 - organise work methodically
 - source, organise and apply information
 - use recording equipment
 - use photographic equipment
 - use personal protective equipment (PPE)
 - use applicable information technology
 - use communications equipment (two-way radio, mobile phone)
- oral communication skills to:
 - request advice or further information
 - listen actively
 - consult
 - follow instructions
- written communication skills to:
 - write reports
 - document waste audit objectives
 - develop surveys

Required knowledge

- environmental management relating to:
 - waste types, streams and characteristics

- resource recovery options
- occupational health and safety (OHS) requirements relating to:
 - OHS hierarchy of control
 - potential hazards and risks in a waste management environment
- identification of:
 - waste non-conformances
 - unanticipated waste
 - waste non-conformance procedures
 - waste containment
 - waste disposal and recovery routes
- waste audit planning, including:
 - analysing waste practices
 - outlining possible benefits and outcomes from conducting a waste audit
 - incorporating standard audit requirements and procedures
 - incorporating nature and significance of waste minimisation hierarchy
 - incorporating types of client waste management surveys and their uses
 - using most effective auditing methods to meet client needs
 - conducting site scoping
 - estimating resource needs
 - identifying hazards and risks safely and efficiently
- waste audit processes, including:
 - visual assessment procedures
 - available reprocessing options
 - material densities
 - sampling and recording techniques
 - nature and significance of waste minimisation hierarchy
 - potential hazards and risks
- service requirements for waste audits, including:
 - duty of care
 - legislation, regulations and codes of practice applicable to specific waste management functions
 - organisational pricing schedules
 - organisational requirements and structure, including workplace communication channels and procedures
 - waste management hierarchy
 - waste management options

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

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| Overview of assessment | This unit of competency could be assessed by discussion, relaying how to plan a waste audit. |
| Critical aspects for assessment and evidence required to demonstrate competency in this unit | <p>A person who demonstrates competency in this unit must be able to provide evidence of the required skills and knowledge specified in this unit.</p> <p>In particular the person should demonstrate the ability to:</p> <ul style="list-style-type: none"> • determine a variety of audit objectives • consult effectively with client to obtain information and support for audit strategy • thoroughly scope waste audit site • observe OHS requirements. |
| Context of and specific resources for assessment | <p>Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements.</p> <p>Resource implications for assessment include:</p> <ul style="list-style-type: none"> • work plans and approved specifications • forms and procedures manuals. |
| Method of assessment | <p>The process of planning waste audits must meet the objectives of the client and comply with industry expectations in the particular client environment. If the environment is narrowly defined or is not representative of industry needs, it may be necessary to refer to portfolio case studies to assess competency in audit of waste plans.</p> <p>Assessment methods must:</p> <ul style="list-style-type: none"> • satisfy the endorsed Assessment Guidelines of the Property Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application • reinforce the integration of employability skills with workplace tasks and job roles • confirm that competency is verified and able to be transferred to other circumstances and environments. |
| Guidance information for assessment | Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision |

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| | <p>of appropriate assessment support.</p> <p>Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.</p> <p>This unit could be assessed on its own or in combination with other units relevant to the job function, for example:</p> <ul style="list-style-type: none">• CPPWMT4002A Carry out waste audits• CPPWMT4003A Review, evaluate and document waste assessment findings. |
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Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

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| <i>Client</i> includes: | <ul style="list-style-type: none"> • all forms of business enterprises in this context, including: <ul style="list-style-type: none"> • government agencies • internal customers • local governments and councils • private and public companies • residents and ratepayers. |
| <i>Waste audit purpose and requirements</i> may include: | <ul style="list-style-type: none"> • address environmental concerns • develop waste management plan • identify recyclable waste • identify waste management policy • identify waste streams • minimise waste • obtain valid and representative data • recover resources • reduce costs • review process • review implementation of waste management plan. |
| <i>Information relating to site and client operations</i> must include: | <ul style="list-style-type: none"> • access to site and specific site requirements • location of waste containers • maps of plant or site • processing methods • production dates and schedules • production inputs and outputs • site size • storage and disposal methods • waste handling • waste hazards • waste outputs • waste recovery routes • waste streams. |
| <i>Audit methodology</i> includes: | <ul style="list-style-type: none"> • audit scope • client waste management survey • determining sort categories • eliminating other variables |

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| | <ul style="list-style-type: none"> • isolating waste streams • method of recording information • sample required. |
| Site may include: | <ul style="list-style-type: none"> • business premises • landfill site • local government area • plant or factory • waste processing plant. |
| Waste characteristics may include: | <ul style="list-style-type: none"> • density • level of contamination • quality • shape • size • volume • weight. |
| Potential hazards and risks are those identified by the organisation that may lead to: | <ul style="list-style-type: none"> • damage to plant, vehicle or property • harm to the environment • illness or injury to employees, contractors or the public • injuries resulting from manual handling and repetitive work. |
| Hazards and risks may include: | <ul style="list-style-type: none"> • broken glass • broken metal • compaction equipment • contamination • dust • fire • gases and fumes • hazardous waste (e.g. sharps) • narrow driveways • other vehicles and equipment • overhanging signs • projectiles • spark-producing equipment • unguarded conveyor belts • weather. |
| Client requirements are found in: | <ul style="list-style-type: none"> • briefing papers • letters from client • quality assurance documents • tender or contract documents • verbal or written instructions. |
| Personnel requirements | <ul style="list-style-type: none"> • licences required • skills of personnel |

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| may include: | <ul style="list-style-type: none"> • training or briefing • services of experts where advanced sampling or testing is required. |
| <i>Equipment requirements</i> include: | <ul style="list-style-type: none"> • absorbent material • bunding equipment • camera • collection containers • lifting gear • measurement equipment • PPE • reference manuals • safety barriers and warning signs • sample bench • scales. |
| <i>Emergency and personal protective equipment</i> must include: | <ul style="list-style-type: none"> • communications equipment • eye protection, such as goggles and protective glasses • eyewash kit • fire extinguishers • first aid kit • footwear • gloves • overalls and protective clothing. |
| <i>Emergency and personal protective equipment</i> could also include: | <ul style="list-style-type: none"> • breathing apparatus • emergency procedure guides • face shields or masks • hard hats • hearing protection • MSDS • spill kit. |
| <i>Personal protective equipment</i> must be: | <ul style="list-style-type: none"> • cleaned and fitted according to organisational requirements, manufacturer specifications and OHS requirements • worn when required according to organisational requirements • stored according to organisational requirements. |
| <i>Guidelines on use of waste management survey</i> may include: | <ul style="list-style-type: none"> • develop survey questions according to waste audit objectives • ensure survey questions are able to be completed within time allowed by client • obtain client authorisation for survey according to organisational requirements • write clear survey instructions and questions for target group. |
| <i>Waste management survey methodology</i> | <ul style="list-style-type: none"> • checklist • focus group • questionnaire |

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| could include: | <ul style="list-style-type: none">• survey. |
| <i>Waste site purpose</i> includes: | <ul style="list-style-type: none">• contamination• dangerous and hazardous wastes• disposal methods• production of waste• recycling• re-use• waste generation• waste streams• waste types. |

Unit Sector(s)

Waste management

Custom Content Section

Not applicable.