



**Australian Government**

# **Assessment Requirements for MEM15019 Conduct a field inspection**

**Release: 1**

# Assessment Requirements for MEM15019 Conduct a field inspection

## Modification History

Release 1. Supersedes and is equivalent to MEM15019B Conduct a field inspection.

## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- accessing and interrogating organisation's information system for relevant trader information
- researching and collecting information, scheduling inspection activities, identifying priorities and integrating them into routine field inspections on at least two occasions
- selecting testing equipment and completing any calibration or repairs on at least two occasions
- conducting surveillance of trading premises and evaluating trading practices in use and information gathered in identifying non-compliance
- explaining the purpose of the inspection to the trader and obtaining work health and safety (WHS) information specific to the trading environment on at least two occasions
- identifying incorrect trading practices and taking action to remedy any non-compliance
- completing inspection documentation in accordance with procedures
- advising trader of inspection outcomes by preparing interview questions to cover all elements of an offence and planning follow-up activities.

*Note: Where a volume and/or frequency is not specified, demonstration must be provided at least once.*

## Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures
- WHS requirements for different test procedures, working occupational and business environments
- personal responsibility for WHS
- reference materials
- organisation's inspection priorities and options for dealing with conflicting priorities
- types of equipment used for trade measurement field inspections
- alternative contact arrangements

- contingencies to facilitate minimal disruption to the trader
- types of environmental factors that impinge on measuring instruments
- criteria for selecting instruments
- test equipment transportation specifications and procedures
- variations from transport and operating specifications and procedures requiring appropriate approval
- types of failure that might occur and possible remedies in typical test equipment
- preventative work practices/maintenance to keep equipment in good working order
- methods of surveillance
- legislative requirements for the inspection
- action that would be taken if incorrect disposal occurs
- research methods used to determine instrument performance trends
- types of environmental and operational factors that can adversely influence the accuracy of instruments, and action required to remedy their effect
- organisational guidelines for the selection of pre-packed articles for inspection
- types of non-compliance issues for trading practices
- strategies used to prove breaches of trading practices, including trial purchases
- format and procedure for conducting an interview in accordance with organisational guidelines
- legal considerations, including principles of natural justice, requirements of appropriate legislation, judges' or court rules and the organisation's code of conduct
- strategies for handling conflict
- maintenance of evidence integrity
- recording and secure storage of evidence in accordance with organisational procedures
- types of ownership entities for legal responsibilities
- appropriate forms used for inspection outcomes including non-compliance and rejection notices, instrument performance records, fees and traders' files
- suitable environment to communicate inspection outcomes with trader
- sensitivity to cultural and gender issues that influence the communication process
- corrective solutions for typical scenarios
- legislative requirements for different types of trading environments
- reporting processes and outcomes
- accurate interpretation of enforcement guidelines
- methods for conducting a follow-up activity.
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## Assessment Conditions

- Assessors must:
  - have vocational competency in conducting a field inspection at least to the level being assessed with relevant industry knowledge and experience

- satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires.
- Where possible, assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
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## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>