



Australian Government

MEM15021 Conduct audits of servicing licensees and public weighbridge licensees

Release: 1

MEM15021 Conduct audits of servicing licensees and public weighbridge licensees

Modification History

Release 1. Supersedes and is equivalent to MEM15021C Conduct audits of servicing licensees and public weighbridge licensees.

Application

This unit of competency defines the skills and knowledge required to audit the work undertaken by servicing licensees (certifiers) and the operations undertaken by public weighbridge licensees and is designed for those performing trade measurement audits on public and/or private trade measurement licensees.

It applies to personnel working for, or appointed by, a trade measuring administering authority and encompasses audits of measuring instruments and documentation supplied by licensee, including instrument accuracy, instrument markings, and adherence to legislative requirements and test procedures.

Where the use and maintenance of reference standards is required, unit MEM15017 Use and maintain reference standards should also be selected.

Where verification/certification is required, unit MEM15020 Perform inspection of measuring instruments should also be selected.

Where the selection and use of power tools/hand held operations is required, unit MEM18002 Use power tools/hand held operations should also be selected.

Some jurisdictions may require the holder of this unit to conform to regulatory and/or legislative requirements and users should check with the relevant authorities.

Band: B

Unit Weight: 4

Pre-requisite Unit

MEM09002 Interpret technical drawing

MEM11011 Undertake manual handling

MEM13015 Work safely and effectively in manufacturing and engineering

MEM16004 Perform internal/external customer service

MEM16006 Organise and communicate information

MEM18001 Use hand tools

Competency Field

Quality

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine job requirements	1.1 Follow standard operating procedures (SOPs) 1.2 Comply with work health and safety (WHS) requirements at all times 1.3 Assess servicing licensee's documentation for compliance with organisational requirements 1.4 Generate a list of measuring instruments to be audited using organisational procedures
2. Conduct performance audits on certifiers	2.1 Perform inspection of measuring instruments to determine compliance in accordance with legislation and organisational procedures 2.2 Assess the certifier's procedures and documentation to ensure legislative requirements are met 2.3 Record results of audit in the organisation's information system 2.4 Determine and apply action required to remedy non-compliance
3. Examine public weighbridge licensee's operations for compliance with legislation	3.1 Assess licensee's documentation for compliance with legislation and organisational requirements 3.2 Observe the operator's ability to undertake public weighbridge duties for compliance with legislation 3.3 Determine and apply action required to remedy non-compliance

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Reference materials include one or more of the following:	• National Measurement Institute (NMI) Certificates of Approval • uniform test procedures • organisational procedures and guidelines • inspector handbook.
WHS considerations include one or more of the following:	• storage and transportation of test equipment • site/premises conditions • specific safety equipment and clothing • manual handling techniques.
Legislation and organisational policies/procedures include one or more of the following:	• enabling legislation • WHS • organisational policies and procedures • licensing conditions • enforcement policies.
Documentation includes one or more of the following:	• application forms • certification forms • non-compliance forms • public weighbridge tickets • documents as specified by legislation • educational material/brochures • batch test histograms.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM15021C Conduct audits of servicing licensees and public weighbridge licensees.

Links

Companion Volume implementation guides are found in VETNet -

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