



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **MSATMINS404A Inspect a range of pre-packaged products**

**Revision Number: 1**

## MSATMINS404A Inspect a range of pre-packaged products

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit of competency covers the inspection of pre-packaged products by inspectors to determine whether the marking and measurement requirements of the packaged article comply with national measurement legislation.
------------------------	--

### Application of the Unit

<b>Application of the unit</b>	<p>This unit of competency is applicable to trade measurement inspectors appointed under national measurement legislation who may inspect a wide range of pre-packaged products as part of their allocated duties. Compliance with national legislation governing pre-packaged products applies to the accuracy of the labelling information and contents of all items parcelled for sale in all industry sectors.</p> <p>Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.</p>
--------------------------------	---

### Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	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

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for inspection	1.1. Identify and evaluate the type of pre-packaged products to be inspected 1.2. Access and review any history of previous inspections at trader's premises 1.3. Access and correctly interpret appropriate documentation required for the inspection 1.4. Identify and access test equipment, investigation equipment and consumables required for the inspection 1.5. Ensure specified test equipment is fit for purpose in accordance with applicable legislation and organisational procedures 1.6. Store and transport test equipment in accordance with organisational procedures and industry best practice 1.7. Identify workplace health and safety issues relevant to the inspection
2. Initiate inspection	2.1. Identify the site controller, explain the purpose of the inspection and produce formal identification, if required 2.2. Identify site workplace health and safety issues and implement appropriate control strategies 2.3. Conduct a preliminary evaluation of the site's trade measurement activities and prioritise inspection to maximise outcomes 2.4. Identify the range of pre-packaged products at the premises and plan the inspection to achieve maximum outcomes while minimising disruption to the public and trader
3. Inspect packaged article markings	3.1. Identify generic trade measurement marking requirements for pre-packaged products 3.2. Identify specific trade measurement marking requirements related to the pre-packaged product selected for inspection 3.3. Assess measurement, unit pricing and packer identification markings on pre-packaged products for compliance with legislative requirements
4. Measure the net contents of pre-packaged	4.1. Identify and access National Test Procedure appropriate for measuring the product 4.2. Select pre-packaged products for measurement in

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
products	<p>accordance with marketplace intelligence, legislative requirements, organisational policy and procedures</p> <p>4.3. Identify, access and apply product handling and disposal requirements in accordance with workplace, health and safety and environmental requirements</p> <p>4.4. Select specialised equipment, reference standards and measuring devices in accordance with organisational policy and procedures</p> <p>4.5. Measure pre-packaged product in accordance with the appropriate National Test Procedure, organisational policy and procedures</p> <p>4.6. Evaluate results against prescribed performance criteria and determine if the net contents of the individual pre-packaged products and inspection lot meet legislative requirements</p>
5. Evaluate trader's measurement process	<p>5.1. Examine the process used by the trader to measure a pre-packaged product</p> <p>5.2. Evaluate the effectiveness of the trader's measurement procedure, methodology and test frequency against inspection outcomes</p> <p>5.3. Inspect measuring instrument operating environment and assess suitability for purpose</p> <p>5.4. Evaluate measuring instrument operation against legislative requirements, organisational policy and procedures</p> <p>5.5. Modify the operating environment or implement alternative arrangements to ensure reliable operating conditions for the measuring instrument as necessary</p> <p>5.6. Identify the maximum permissible errors for the instrument from the legislative requirements</p> <p>5.7. Inspect measuring instruments in accordance with relevant National Test Procedure, organisational policy and procedures</p>
6. Analyse and report inspection results	<p>6.1. Analyse inspection data for unacceptable trends</p> <p>6.2. Use test reports to present inspection results in the required format</p> <p>6.3. Complete inspection documentation in accordance with legislative requirements and organisational procedures</p> <p>6.4. Communicate inspection results within the specified time and in accordance with organisational guidelines</p>

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	6.5. Recommend follow-up actions as appropriate
7. Act on non-compliance	7.1. Record and collect evidence of any identified non-compliance in accordance with legislative requirements, organisational policy and procedures 7.2. Select applicable enforcement action for the non-compliance in accordance with legislative requirements, organisational policy and procedures 7.3. Inform traders of non-compliances and consequences of failing to have them corrected 7.4. Implement enforcement action in accordance with legislative requirements, organisational policy and procedures 7.5. Maintain the rights of the trader at all times

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- accessing, interpreting and applying a range of documents for the inspection of pre-packaged products including:
  - national measurement legislation
  - National Test Procedures
  - National Measurement Institute inspection policy
- accessing and interpreting Certificates of Verification for a range of reference standards
- performing inspections over durations exceeding one day in non-routine environments
- using advanced communication and negotiation skills to:
  - explain the purpose of inspection
  - inform traders of non-compliances and consequences of failing to rectify them
  - access external equipment and resources to complete the inspection
  - explain inspection procedures and outcomes to traders, verifiers and managers
- accessing, transporting, setting up, validating, using and maintaining a range of test equipment and reference standards
- identifying and evaluating environmental impacts on performance of a range of measuring instruments
- identifying and evaluating impacts of trader procedures on the measurement of pre-packaged products
- evaluating pre-packaged product markings for compliance with legislative requirements
- conducting tests and recording results with close attention to detail and accuracy
- performing calculations involving:
  - fractions, decimals, ratios, proportions and percentages
  - scientific notation, correct units and the correct number of significant figures
  - interpretation of statistical quantities, such as mean, median, mode, range, variance and standard deviation
- identifying non-compliances with national measurement legislation relating to trading practices and measuring instruments
- initiating appropriate enforcement action for non-compliances including warning, infringement notice, undertaking, injunction and prosecution
- planning routine tasks
- developing/implementing an efficient inspection strategy that has a limited impact on traders, the public, employees and suppliers
- demonstrating professionalism and maintaining the rights of the trader at all times

**REQUIRED SKILLS AND KNOWLEDGE**

- solving routine/expected problems
- working safely which may include applying basic first aid

**Required knowledge**

- general physical principles and concepts including weight, mass, gravity, volume, length, area and displacement
- knowledge of the operating procedures across a range of environments including laboratories, retail, manufacturing, industrial, chemical, petroleum, farming, abattoirs and food processing
- knowledge of metrological terms and terminology such as maximum permissible errors, traceability, uncertainty, inspection lot, deficiency and shortfall
- national measurement legislation applicable to pre-packaged products and measuring instruments
- detailed knowledge of National Test Procedures and operating procedures for equipment and reference standards used in job role including:
  - purpose of test
  - test conditions and possible environmental impacts on performance of the instrument
  - key preparation/measurement steps in test method
  - calculation steps to give results in appropriate units and precision
  - maximum permissible errors for weighing instruments under inspection
- procedures for completing inspection documentation
- organisational policy and procedures for inspecting pre-packaged products
- safety principles and procedures relevant to instruments and test environment
- basic first aid and site safety induction if required



## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<p>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.</p>	
<p><b>Overview of assessment</b></p>	<p>Competency must be demonstrated in the ability to perform consistently at the required standard for a wide range of pre-packaged products.</p>
<p><b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b></p>	<p>Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> <li>• identify, access and apply test procedures</li> <li>• identify and use suitable reference standards</li> <li>• evaluate and adjust the impact of the operating environment on the performance of the instrument</li> <li>• analyse test results to determine the instrument's suitability for verification (trade use)</li> <li>• inspect markings and net contents of pre-packaged articles</li> <li>• identify and implement additional inspection strategies for pre-packaged product related breaches of national measurement legislation</li> <li>• recognise and act on non-compliance</li> <li>• maintain the security and confidentiality of data in accordance with organisational and regulatory requirements</li> <li>• report results in the required formats and expected timeframe.</li> </ul>
<p><b>Context of and specific resources for assessment</b></p>	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> <li>• MSATMINS403AA Inspect a range of trading practices</li> <li>• MSATMINS301A Inspect a range of simple measures</li> <li>• MSATMINS302A Inspect a range of simple measuring instruments</li> <li>• MSATMINS401A Inspect a range of weighing instruments</li> <li>• MSATMINS402A Inspect a range of liquid measuring instruments using volume measures.</li> </ul> <p>Resources may include:</p>

<b>EVIDENCE GUIDE</b>	
	<ul style="list-style-type: none"> <li>• measuring instruments, test equipment and reference standards</li> <li>• computer and relevant software and/or organisation information management system</li> <li>• Certificates of Approval for instruments</li> <li>• relevant legislative and organisational procedures.</li> </ul>
<b>Method of assessment</b>	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> <li>• questions to assess understanding of relevant procedures, trader obligations and remedial actions</li> <li>• review of inspection reports prepared by the candidate</li> <li>• feedback from supervisors and peers regarding the candidate's ability to inspect pre-packaged products in accordance with legislative and organisational procedures</li> <li>• observation of the candidate inspecting pre-packaged products.</li> </ul> <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.</p>
<b>This competency in practice</b>	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting.</p> <p>An inspector is allocated a routine inspection at a factory which packs milk. When reviewing the trader's inspection history, the inspector notices that the trader was issued with an infringement notice 12 months ago for packing 2 L bottles of milk that had an average 4.5% shortfall. On arrival at the premises, the inspector enters the main office and explains the purpose of the visit. While waiting for the site controller to arrive, the inspector assesses the business registration documents on public display and notes they coincide with the pre-inspection documentation he/she retrieved earlier. When the site controller arrives, the inspector explains the purpose of the visit. The site controller provides a site induction and highlights the local workplace health and safety requirements. The inspector then outlines an</p>

**EVIDENCE GUIDE**

inspection strategy that will minimise disruption to the trader and suppliers and satisfy the factory's health and hygiene requirements.

The inspector collects the necessary equipment and documentation from his/her vehicle and validates the test equipment before proceeding with the inspection. Given the trader's history, he/she selects an inspection lot of 12 pre-packaged 2 L bottles of milk. On close examination, the inspector finds that the measurement and packer identification markings on this product do not comply with legislative requirements because the 2 L print height is too small. He/she then measures the volume of milk in each bottle and finds an average shortfall of 75 ml or 3.75%. The inspector conducts a detailed investigation of the trader's milk packaging process, measuring instruments, measurement procedure, and their methodology and frequency of measurement tests. He/she finds that the milk density used for setting volumetric fillers is incorrect and causing the shortfall.

Before leaving the premises, the inspector informs the site controller of the non-compliances: i.e. packing pre-packaged products with an average shortfall which exceeded the prescribed performance criteria and a measurement marking print height smaller than the prescribed criteria. He/she outlines the resulting enforcement actions and consequences for failing to correct the non-compliances.

On returning to the office, the inspector files his/her notes, test reports and photographs as evidence of the non-compliance and reports the inspection outcomes in accordance with organisational policy and procedures.

## Range Statement

### 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.

<p><b>Appropriate documentation</b></p>	<p>Where reference is made to documentation, it is expected the latest version will be used.</p> <p>Appropriate documentation may include:</p> <ul style="list-style-type: none"> <li>• reference standards</li> <li>• Certificates of Verification</li> <li>• measuring instrument Certificates of Approval</li> <li>• test procedures for inspecting pre-packaged products and measuring instruments</li> <li>• organisational test reports</li> <li>• organisational procedures e.g. company quality assurance manual</li> <li>• National Measurement Act</li> <li>• occupational health and safety (OHS) regulations, guidelines and procedures</li> <li>• material safety data sheets</li> <li>• equipment manuals and warranty, supplier catalogues and handbooks</li> </ul>
<p><b>Certificates of Approval</b></p>	<p>Certificates of Approval may include:</p> <ul style="list-style-type: none"> <li>• any Certificate issued by the Chief Metrologist under Regulation 60 of the National Measurement Regulations approving the pattern of a measuring instrument as being suitable for trade</li> </ul>
<p><b>Enforcement action</b></p>	<p>Enforcement action may include:</p> <ul style="list-style-type: none"> <li>• formal warnings</li> <li>• infringement notice</li> <li>• formal undertaking</li> <li>• injunction</li> <li>• prosecution</li> </ul>
<p><b>Test equipment</b></p>	<p>Test equipment may include:</p> <ul style="list-style-type: none"> <li>• reference standards of measurement</li> </ul>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>weighing instruments</li> <li>trolleys</li> <li>cameras</li> <li>video and audio recorders</li> </ul>
<b>Legislation</b>	<p>Legislation may include:</p> <ul style="list-style-type: none"> <li>national measurement legislation</li> <li>applicable Commonwealth, state and territory OHS legislation</li> </ul>
<b>National Measurement Institute policy</b>	<p>National Measurement Institute policy may include:</p> <ul style="list-style-type: none"> <li>test procedure variations between a verification, in-service or audit inspection</li> <li>bulletin</li> <li>instruction</li> <li>determination</li> <li>policy documents</li> </ul>
<b>National Test Procedures</b>	<p>National Test Procedures may include:</p> <ul style="list-style-type: none"> <li>measuring instrument test procedures</li> <li>article measurement procedures</li> <li>any other test procedure prescribed by the National Measurement Institute</li> </ul>
<b>OHS and environmental management requirements</b>	<p>OHS and environmental management requirements refer to:</p> <ul style="list-style-type: none"> <li>all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or Federal legislation. These requirements must not be compromised at any time</li> <li>all operations assume the potentially hazardous nature of samples and require standard precautions to be applied</li> <li>where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council and State and Territory Departments of Health</li> </ul>
<b>Operating environmental impacts</b>	<p>Operating environmental impacts may include:</p> <ul style="list-style-type: none"> <li>vibration</li> </ul>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• wind</li> <li>• heat</li> <li>• dust</li> <li>• electromagnetic interference</li> <li>• out of level</li> <li>• liquid being measured</li> </ul>
<b>Records</b>	Records may include: <ul style="list-style-type: none"> <li>• test reports</li> <li>• safety procedures</li> <li>• a history of equipment calibration and test results</li> </ul>

### Unit Sector(s)

<b>Unit sector</b>	Trade Measurement
--------------------	-------------------

### Competency field

<b>Competency field</b>	
-------------------------	--

### Co-requisite units

<b>Co-requisite units</b>		