



Australian Government

MSMTMINS301 Inspect a range of simple measures

Release: 2

MSMTMINS301 Inspect a range of simple measures

Modification History

Release 2. Adjustments to the Application, Performance Criteria and Range of Conditions. Adjustment to the Assessment Conditions. Equivalent.

Release 1. Supersedes and is equivalent to MSATMINS301A Inspect a range of simple measures

Application

This unit of competency covers the ability to apply National Instrument Test Procedures to determine whether a range of simple measures are suitable for trade use. The unit also involves assessing the performance of verifiers, by auditing recently verified simple measures, to ensure they meet the legislative requirements for trade use.

This unit of competency is applicable to trade measurement inspectors appointed under national measurement legislation who may inspect a wide range of simple measures as part of their allocated duties. Simple measures such as trade masses, length measures and volume measures are used in a wide variety of commerce, including retail, hospitality, pharmaceuticals and laboratory services.

While no specific licensing or certification requirements apply to this unit at the time of publication, all inspection activity is legislated under the *National Measurement Act 1960*.

Pre-requisite Unit

Nil

Competency Field

Trade measurement

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

1 Prepare for inspection

1.1 Identify and evaluate the type of measurement 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, products 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 relevant site health and safety issues and implement appropriate control strategies
 - 2.3 Conduct a preliminary evaluation of the site's trading practices and prioritise activities to maximise inspection outcomes
 - 2.4 Identify instruments used for trade and plan inspection to minimise disruption to the public and trader
- 3 Evaluate simple measure performance
- 3.1 Evaluate whether the operating environment will impact on simple measure performance
 - 3.2 Modify the operating environment or implement alternative arrangements to ensure reliable test conditions, as necessary
 - 3.3 Identify the maximum permissible errors for the simple measure from the legislative requirements
 - 3.4 Use test equipment safely in accordance with applicable legislation and organisational procedures
 - 3.5 Check instrument for compliance with the appropriate Certificates of Approval

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| | | 3.6 | Inspect the simple measure in accordance with relevant National Instrument Test Procedure and appropriate National Measurement Institute (NMI) policy |
| | | 3.7 | Evaluate results against prescribed performance criteria and determine if the simple measure is suitable for trade use in accordance with legislative requirements |
| 4 | Conduct a verifier instrument audit | 4.1 | Identify the scope of the verifier instrument audit |
| | | 4.2 | Identify the expected outcomes of the verifier instrument audit |
| | | 4.3 | Assess the instrument's performance against the expected outcome |
| | | 4.4 | Check that the verification mark complies with legislation |
| | | 4.5 | Analyse any variances from the expected outcomes to identify isolated or systemic problems |
| 5 | Analyse and report inspection results | 5.1 | Analyse inspection data for unacceptable performance trends |
| | | 5.2 | If required, display the inspection result on the simple measure in accordance with legislative requirements |
| | | 5.3 | Use test reports to present inspection results in the required format |
| | | 5.4 | Complete inspection documentation and records in accordance with legislative requirements and organisational procedures |
| | | 5.5 | Communicate inspection results within the specified time and in accordance with organisational guidelines |
| | | 5.6 | Recommend follow-up actions as appropriate |
| 6 | Act on non-compliance | 6.1 | Select applicable enforcement action for the non-compliance in accordance with legislative requirements, organisational policy and procedures |

- 6.2 Inform traders of non-compliances and consequences of failing to have them corrected
- 6.3 Implement enforcement action in accordance with legislative requirements, organisational policy and procedures
- 6.4 Respect the rights of the trader at all times

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.

National Instrument Test Procedures include one or more of:

- measuring instrument test procedures
- any other test procedure prescribed by the NMI

Classes of simple measures include one or more of:

- length measures
- alcoholic beverage measures
- lubricating oil measures
- graduated measures
- pharmaceutical measures
- trade masses
- any other simple measure prescribed by the NMI

Test equipment includes:

- reference standards of measurement
- equipment, such as weighing instruments, strikes and funnels

Certificates of Approval include:

- any Certificate issued by the Chief Metrologist under Regulation 60 of the *National Measurement Regulations 1999* approving the pattern of a simple measure as being suitable for trade use

Prescribed performance criteria for simple measures include:	• that the instrument is of an approved pattern • that the instrument operates within the appropriate limits of error permitted by legislation • that the instrument is used in accordance with any legislative requirements
Verification	Has the same meaning as Section 18GG of the <i>National Measurement Act 1960</i>
Verification marks	Verification marks for different measures are defined in Regulations 2.28 and 2.29 of the <i>National Trade Measurement Regulations 2009</i>
Trading practices include one or more of:	• methods used for the sale of goods • using measuring instruments • position of measuring instruments • environmental factors • suitability of instrument • incorrect measurement
Legislation includes:	• national measurement legislation • applicable Commonwealth, state and territory work/occupational health and safety (WHS/OHS) legislation
NMI policy includes:	• test procedure variations between a verification, in-service or audit inspection • bulletins • instructions • determinations
WHS/OHS and environmental management requirements include:	• complying with WHS/OHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time • applying standard precautions relating to the potentially hazardous nature of material/product measured • applying any necessary hygiene controls

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>