



Australian Government

MSMTMINS403 Inspect a range of trading practices

Release: 2

MSMTMINS403 Inspect a range of trading practices

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 MSATMINS403A Inspect a range of trading practices

Application

This unit of competency covers the inspection of trading practices and application of National Test Procedures to determine whether the method of advertising, selling and measuring an article complies with national measurement legislation.

This unit of competency is applicable to trade measurement inspectors appointed under national measurement legislation who may inspect a wide range of trading practices as part of their duties. Transactions of all products sold by reference to measurement in all industry sectors must comply with national legislation governing trading practices. Inspectors must work safely which may include applying basic first aid, working with hazardous materials, working in hazardous environments, working with heavy machinery, completing safety inductions.

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 trading practices likely 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 Conduct a trial purchase
 - 2.1 Observe and assess visible trading practices prior to entry into the premises
 - 2.2 Identify scope and expected outcomes of the trial purchase
 - 2.3 On entry to the premises, evaluate trading practices and where applicable modify trial purchase strategy to maximise inspection outcomes
 - 2.4 Conduct trial purchase while observing the measurement process and staff actions
 - 2.5 Assess trader's performance against expected outcomes
 - 2.6 Analyse any variances from the expected outcomes and identify isolated or systemic issues related to the trial purchase
- 3 Initiate inspection
 - 3.1 Identify the site controller, explain the purpose of the inspection and produce formal identification, if required
 - 3.2 Identify site workplace health and safety issues and implement appropriate control strategies
 - 3.3 Conduct a preliminary evaluation of the site's trade measurement activities and prioritise inspection to

- maximise outcomes
- 3.4 Identify measuring instruments being used for trade
 - 3.5 Identify site's trading practice activities and plan inspection to minimise disruption to the public and trader
- 4 Examine measurement related advertising for compliance
- 4.1 Identify the articles which are required to be sold by specific measurement or in terms of a measurement at base conditions
 - 4.2 Inspect and evaluate measurement related advertising used by the trader
 - 4.3 Identify any non-compliances with legislative requirements
- 5 Examine measuring instrument operation
- 5.1 Inspect measuring instrument operating environment and determine instrument suitability for purpose
 - 5.2 Evaluate measuring instrument operation against legislative requirements, organisational policy and procedures
 - 5.3 Modify the operating environment or implement alternative arrangements to ensure reliable test conditions, as necessary
 - 5.4 Identify the maximum permissible errors for the instrument from the legislative requirements
 - 5.5 Use test equipment safely in accordance with applicable legislation and organisational procedures
 - 5.6 Check instrument for compliance with the appropriate Certificates of Approval
 - 5.7 Inspect the instrument in accordance with relevant National Instrument Test Procedures and appropriate National Measurement Institute (NMI) policy
 - 5.8 Evaluate results against prescribed performance criteria and determine if the instrument is suitable for trade use in accordance with legislative requirements

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| 6 | Validate the measurement of articles | 6.1 | Identify articles sold by reference to measurement |
| | | 6.2 | Examine the process used by the trader for measuring an article |
| | | 6.3 | Evaluate the trader's measurement procedure |
| | | 6.4 | Measure an article in accordance with the appropriate National Instrument Test Procedure and organisational policy and procedures |
| 7 | Analyse and report inspection results | 7.1 | Analyse inspection data for unacceptable trends |
| | | 7.2 | Use test reports to present inspection results in the required format |
| | | 7.3 | Complete inspection documentation in accordance with legislative requirements and organisational procedures |
| | | 7.4 | Communicate inspection results within the specified time and in accordance with organisational guidelines |
| | | 7.5 | Recommend follow-up actions as appropriate |
| 8 | Act on non-compliance | 8.1 | Record and collect evidence of any identified non-compliance in accordance with legislative requirements and organisational policy and procedures |
| | | 8.2 | Select applicable enforcement action for the non-compliance in accordance with legislative requirements and organisational policy and procedures |
| | | 8.3 | Inform trader of non-compliances and the consequences of failing to have them corrected |
| | | 8.4 | Implement enforcement action in accordance with legislative requirements and organisational policy and procedures |
| | | 8.5 | 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
- article measurement procedures
- any other test procedure prescribed by the NMI

Test equipment includes one or more of:

- measuring instruments
- trolleys
- cameras
- video and audio recorders

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

Verification Has the same meaning as Section 18GG of the *National Measurement Act 1960*

Verification marks Verification marks for different measures are defined in Regulations 2.28 and 2.29 of the *National Trade Measurement Regulations 2009*

Trading practices include one or more of:

- how a measuring instrument is used
- position of measuring instruments
- measurement advertising
- how the measurement of an article is determined
- the type of measurement used to sell an article
- the base conditions at which the measurement of an article

is determined

**Enforcement actions
include one or more of:**

- formal warnings, infringement notices, undertakings, injunction and prosecutions

Legislation includes:

- national measurement legislation
- applicable Commonwealth, state and territory work/occupational health and safety (WHS/OHS) legislation

NMI policy includes:

- 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>