



Australian Government

MSS014006 Contribute to sustainability related audits

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSS014006A Contribute to sustainability related audits.

Application

This unit of competency covers contributing to sustainability related audits either as an audit team member or through specifically nominated research and investigations for the audit team. It includes understanding the context of the sustainability audit; concepts of resource usage and waste and how they can be expressed as carbon and carbon equivalents.

This unit applies to sustainability related audits of a part or whole organisation or its value chain. The unit has been developed with manufacturing operations as a focus. However, because of the range of organisations in a typical manufacturing value chain it may also be applied to other types of organisations.

The audits may be conducted to assist in regulatory compliance or as part of a strategy to improve the sustainability of an organisation's operations.

This unit applies to team leaders, technicians or others who may be required to assist in such an audit as part of their work role. It does not cover the skills needed to lead sustainability related audits.

Where detailed operational and process knowledge is required to understand the processes being audited or measure specified inputs, outputs or waste, the relevant skills should be gained through selection of appropriate technical units or alternatively technical assistance obtained.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Sustainable operations

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Identify scope of audit	1.1	Identify target area of audit within the organisation or value chain.
		1.2	Identify sustainability related activities to be audited.
		1.3	Identify and confirm own role in audit.
		1.4	Identify and confirm own timelines and reporting processes.
2	Identify work areas, processes and equipment covered by own audit responsibility	2.1	Identify inputs to processes or area being audited.
		2.2	Identify material changes or other relevant changes that occur in the work area.
		2.3	Identify key items of equipment and their purpose and relevance to the audit.
		2.4	Identify measurable outputs of work area and the extent that they are relevant to the audit.
3	Undertake measurement tasks	3.1	Identify need, if any, for technical assistance from employees in work area or support sections.
		3.2	Measure specified inputs to process or work area.
		3.3	Measure specified outputs for process or work area.
		3.4	Calculate difference between input and output.
		3.5	Calculate measurable sources of waste for process or work area.
		3.6	Determine difference between measurable and theoretical waste for process or work area.

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| | | 3.7 | Compare results to external targets where appropriate. |
| | | 3.8 | Communicate results to audit team. |
| 4 | Assist in developing strategies for reducing the use of specified input | 4.1 | Rank equipment or processes by use of specified input and waste generation. |
| | | 4.2 | Calculate current minimum input use by unit of product. |
| | | 4.3 | Develop strategies individually or with others to reduce input use for process or work area. |
| | | 4.4 | Develop strategies individually or with others to minimise waste for process or work area. |
| | | 4.5 | Identify strategies that may have regulatory implications. |
| 5 | Prepare recommendations for consideration by audit team and stakeholders | 5.1 | Consult with key stakeholders in area or processes subject to audit. |
| | | 5.2 | Rank strategies by benefit/cost ratio. |
| | | 5.3 | Short-list strategies. |
| | | 5.4 | Prepare recommendations for consideration by audit team and stakeholders. |

Foundation Skills

This section describes those required skills (language, literacy and numeracy) 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.

- Audit processes includes one or more of**
- audits for regulatory, Global Reporting Initiative (GRI) or other compliance
 - audits related to responding to a government initiative or incentive
 - audits against externally set targets (e.g. set by governments, industry codes and clients/customers)
 - audits of carbon and carbon equivalence usage
 - energy audits
 - water audits
 - emission audits
 - sustainability related transport audits
 - efficiency audits, including audits of rejects and reworks.

- Environmental sensitivities include one or more of**
- fragile areas and rare or threatened species
 - heritage or culturally sensitive issues
 - hazardous emissions
 - regulated emissions or other regulatory issues
 - community perceptions or other issues.

- Sustainability improvements include reduction in use of one or more of**
- energy
 - water
 - raw materials
 - emissions
 - embedded carbon in transport, storage, rework and errors, inefficient processes and design, and general facility efficiencies.

- Sustainability related issues include one or more of**
- current and future availability of raw materials
 - current and future availability of energy
 - extent and type of waste generation and disposal
 - efficiency of process in terms of consumption of materials and energy regarded as in short supply or which are regarded as environmentally sensitive
 - the extent to which the production process, product and waste affects the environment
 - relationship with the local and broader community (e.g. effect of operations on aesthetic appearance, preservation of heritage, and

- proximity to schools and religious facilities)
 - extent of regulatory oversight and extent and cost of compliance
 - AS/NZS ISO 14001 Environmental Management Standards (or its authorised replacement or other relevant standard).
- Data and records include one or more of**
- orders, project briefs or customer specifications
 - hazard logs
 - incident reports
 - maintenance records
 - errors and non-conformance reports
 - production records.
- Inputs to process include one or more of**
- water
 - energy
 - materials
 - carbon equivalence of inputs, where appropriate.
- Procedures (written, verbal, visual, computer based, etc.) include one or any combination of**
- work instructions
 - standard operating procedures
 - safe work method statements
 - formulas/recipes
 - batch sheets
 - temporary instructions
 - any similar instructions provided for the smooth running of the plant.

Unit Mapping Information

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Links

MSA Training Package Implementation Guides - <http://mskills.org.au/training-packages/info/>