



Australian Government

Department of Education, Employment and Workplace Relations

PRMWM01B Plan waste audit

Release: 1

PRMWM01B Plan waste audit

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency describes the planning and organising of an audit of a client's waste characteristics. It requires the ability to interpret and follow assignment instructions and liaise effectively with clients.

Application of the Unit

Not Applicable

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Not Applicable

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- 1 Determine audit objectives
 - 1.1 Consult *client* to determine *waste audit requirements/purpose*
 - 1.2 Review waste audit objectives to ensure they are realistic and achievable
 - 1.3 Document and confirm waste audit objectives with the client

- 2 Scope waste audit site
 - 2.1 Obtain all *information relating to site and client operations* from relevant personnel to determine appropriate *audit methodology*
 - 2.2 Assess the waste generation *site* to determine *waste characteristics*, disposal and recovery routes
 - 2.3 Assess the waste generation site to determine hazards and risks and report to designated personnel

- 3 Plan audit
 - 3.1 Take into consideration *client* requirements and sampling requirements necessary to audit methodology - valid and representative audit data
 - 3.2 Determine suitable date, time and duration of audit to obtain valid and representative audit data and minimise client disruption
 - 3.3 Incorporate details relating to access to site and specific site requirements into audit plan
 - 3.4 Identify necessary *personnel* and *equipment requirements* to ensure effective, safe and efficient audit operations. This may include the services of relevant experts where advanced sampling or testing is required
 - 3.5 Obtain full support and written authorisation from the client to proceed with waste audit in accordance with company requirements, appropriate legislation and safety procedures
 - 3.6 Identify, confirm and follow client confidentiality arrangements in accordance with client and company requirements and relevant legislation

- 4 Document audit plan
 - 4.1 Document audit plan accurately with all necessary details to effectively conduct a waste audit
 - 4.2 Complete and process other relevant

ELEMENT**PERFORMANCE CRITERIA**

documentation, such as *waste management survey* in accordance with assignment instructions

4.3 Obtain written approval for waste audit from the client in accordance with company requirements

Required Skills and Knowledge

Refer to Evidence Guide

Evidence Guide

EVIDENCE GUIDE

Critical aspects of competency

- Ability to determine a variety of audit objectives.
- Effective consultation with client to obtain information and support for audit strategy.
- Ability to thoroughly scope waste audit site.

Knowledge needed to achieve the performance criteria

Knowledge and understanding are essential to apply this unit in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this unit are listed below.

- Common reasons for undertaking a waste audit.
- Nature and significance of waste minimisation hierarchy.
- Waste types, streams and characteristics.
- Waste disposal and recovery routes.
- Waste audit plans.
- Waste analytical methods.
- Standards audit requirements and procedures.
- Types of client waste management surveys and their uses.
- Sampling techniques.
- Client requirements.
- OHS requirements.
- Duty of care in provision of services.
- Relevant industry standards.
- Relevant legislation.
- Relevant environmental regulations.
- OHS hierarchy of control.

Specific skills needed to achieve the performance criteria

To achieve the performance criteria, some complementary skills are required. These are:

- sound oral communication skills including questioning, listening, liaison and consultation
- sound written communication skills for report writing and developing surveys
- reading and interpreting maps, plans and documents
- methodical organisation of work
- site scoping
- audit planning
- computer skills
- safe and efficient work practices
- ability to apply appropriate decision-making techniques.

Other units of competency that could be assessed with this unit

This unit could be assessed on its own or in combination with other competencies relevant to the job function, for example:

- PRMWM02B Carry out waste audit
- PRMWM03B Review, evaluate and document waste assessment findings.

Resources required to assess this unit

The following resources should be available:

- client audit requirements for workplace portfolio case studies if required
- work plans and approved specifications
- results of sampling
- forms and procedure manuals
- surveys, reports.

Gaining evidence to assess this unit

For valid and reliable assessment of this unit, the competency should be demonstrated over a period of time and be observed by the assessor (or assessment team working together to conduct the assessment). The competency is to be demonstrated in a range of situations, which may include customer/workplace interruptions and involvement in related activities normally experienced in the workplace.

Evidence of competency is best obtained by observing activities in the relevant environment and reviewing the planning of a waste audit under normal industry operating conditions. If this is not practicable, observations in realistic simulated environments may be substituted.

Consistency in performance

Audit requires that the plan meets the objectives of the client and that it complies with industry expectations in the particular client environment. If the environment is narrowly defined or is not representative of industry needs, it may be necessary to refer to portfolio case studies of a variety of waste requirements to assess competency in audit of waste plans.

Oral questioning or written audit and hypothetical situations (scenarios) may be used to assess underpinning knowledge. (In audit situations where the candidate is offered a preference between oral questioning and written audit, questions are to be identical.)

Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

Note: All practical demonstrations must adhere to the safety and environmental regulations relevant to each state or territory.

Key competency levels

There are a number of processes that are learnt throughout work and life which are required in all jobs. They are fundamental processes and generally transferable to other work functions.

Some of these are covered by the key competencies, although others may be added.

Information below highlights how these processes are applied in this competency standard.

- | | | |
|------------------------------|---|---|
| 1 Perform the process | 2 Perform and administer the process | 3 Perform, administer and design the process |
|------------------------------|---|---|

How can communication of ideas and information be applied?	2	Discuss with clients and colleagues and demonstrate physically, appropriate use of waste audit methods.
How can information be collected, analysed and organised ?	3	Gather information from a number of sources (including regulatory sources and company specifications) about waste audit methods for accurate demonstrations to occur.
How are activities planned and organised ?	3	Plan in detail throughout audit, scoping of site, selecting audit methodology and developing waste management survey.
How can teamwork be applied?	1	Discuss with clients and/or colleagues throughout consultations.
How can the use of mathematical ideas and techniques be applied?	2	Compile survey results in specified manner which may include percentages.
How can problem-solving skills be applied?	1	Discuss with clients their concerns throughout the waste audit processes while observing company requirements.
How can the use of technology be applied?	1	Demonstrate understanding of technological principles and physical skills to use appropriate equipment.

Range Statement

RANGE STATEMENT

The range statement links the required knowledge and organisational and technical requirements to the workplace context. It describes any contextual variables that will be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The following variables may be present for this particular unit.

Audit methodology includes:

- audit scope
- client waste management survey
- determining sort categories
- elimination of other variables
- isolation of waste streams
- method of recording information
- sample required.

Client includes all forms of business enterprises in this context including government agencies, internal customers, local governments/councils, private and public companies, and residents/ratepayers

Client requirements are found in briefing papers, letters from client, quality assurance documents, tender/contract documents and verbal or written instructions

Equipment requirements include:

- absorbent material
- bunding equipment
- camera
- collection containers
- lifting gear
- measurement equipment
- personal protective equipment
- reference manuals
- safety barriers and warning signs
- sample bench
- scales.

Guidelines on use of waste management survey:

- develop appropriate survey questions in accordance with the waste audit objectives
- ensure survey questions are able to be completed within the time allowed by the client
- obtain client authorisation for survey in accordance with company requirements
- write clear survey instructions and questions for the target group.

Information relating to site and client operations must include:

- access to site and specific site requirements
- locations of waste containers
- map of plant/site
- processing methods
- production dates and schedules
- production inputs and outputs
- site size
- storage and disposal methods
- waste handling
- waste hazards
- waste outputs
- waste recovery routes
- waste streams.

Performance of this unit is carried out in accordance with relevant requirements of the following:

- Australian Standards
- environmental regulations
- legislative requirements
- manufacturers' specifications
- OHS regulations
- organisational procedures
- relevant state/territory regulations.

Personal protective equipment may include:

- breathing apparatus
- gloves
- goggles/safety glasses
- overalls
- protective headwear
- safety shoes.

Personnel requirements include licences required, skills of personnel and training/briefing.

Site may include business premises, landfill site, local government area, plant/factory and waste processing plant.

Waste audit requirements/purpose may include but are not limited to:

- cost reductions
- develop waste management plan
- environmental concerns
- identify recyclable waste
- identify waste management policy
- identify waste streams
- process review
- review implementation of waste management plan
- waste minimisation.

Waste characteristics include but are not limited to:

- building material
- chemicals
- general garbage
- household waste
- industrial
- medical
- metal
- paper.

Waste management survey could typically include checklist, focus group, questionnaire and survey.

Waste site purpose includes but is not limited to:

- contamination
- dangerous and hazardous wastes
- disposal methods
- production of waste
- recycling
- re-use
- waste generation
- waste streams
- waste types.
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Unit Sector(s)

Not Applicable