



**Australian Government**

# **PUAFIR510B Inspect for legislative compliance**

**Release 3**

## PUAFIR510B Inspect for legislative compliance

### Modification History

Release	TP Version	Comments
2	PUA12 V2	Content reviewed Pre-requisite unit PUAFIR301B Undertake community safety activities removed Application of the Unit added Method of assessment added
1	PUA00 V8.1	Primary release on TGA

### Unit Descriptor

This unit covers the competency required to inspect areas to assist owners/occupiers to detect non-compliance, breaches and/or risks to the public or the environment, including responding to complaints from the public, acting to minimise risks to the public and/or the environment, and recording and reporting non-compliance or initiating infringement notices. Legislative, regulatory and certification requirements are applicable to this unit.

### Application of the Unit

This unit applies to personnel authorised by their agency to inspect sites or areas within their organisation's legislative provisions and in accordance with organisational policy and procedures.

Applying this unit will involve conducting routine and non-routine inspections to identify potential risks, breaches of legislative and regulatory requirements and preparing reports and recommendations based on findings to the fire service and appropriate authorities.

Personnel competent in this unit will also have the authority to issue notices to organisations and owners.

### Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

Not applicable.

## Employability Skills Information

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 required performance needed to demonstrate achievement of the element.

Where *bold italicised* text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<b>1. Determine requirement for inspection</b>	1.1 Need for inspection is identified. 1.2 Scope of inspection is determined based on legislative provisions and organisational requirements relating to the inspection. 1.3 Power of entry is determined in accordance with legislative requirements.
<b>2. Conduct inspection</b>	2.1 Designated area to be inspected is identified and defined. 2.2 Inspection is conducted in accordance with <i>organisational policies and procedures</i> . 2.3 <i>Non-compliance and possible breaches</i> are detected and recorded in accordance with legislative and organisational requirements.
<b>3. Determine appropriate action to achieve compliance</b>	3.1 Consultation is undertaken with the owner/occupier/manager/person conducting a business or undertaking (PCBU)/officer or alleged offending party to facilitate resolution in accordance with organisational procedures, if applicable. 3.2 <i>Options for action</i> are identified that will enable compliance to be achieved. 3.3 Practical action plan to achieve compliance is developed as a result of consultation. 3.4 Action is undertaken to achieve compliance.
<b>4. Prepare report</b>	4.1 <i>Report</i> is compiled and submitted to satisfy the intent of the inspection in accordance with organisational requirements. 4.2 Details of the offence/breach are recorded and a clear report recommending action is submitted to appropriate personnel in accordance with organisational policies and procedures. 4.3 Infringement notices are initiated or processed, or the offence is reported according to organisational procedures.

## Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

### Required Skills

- analyse options for action
- communicate effectively verbally and in writing with the public
- implement inspection techniques
- keep records
- negotiate
- provide written reports
- solve problems
- use appropriate technology to gather information

### Required Knowledge

- legislation for which the organisation has responsibility and which must align to legislative requirements relating to issuing of notices, reporting risks to public and the environment
- organisational policies and procedures relating to conducting routine and non-routine inspections, reporting risks, reporting breaches, collecting information, dealing with complainants, completing reports of incidents and complaints, issuing notices
- potential risk to the public
- potential risk to the environment
- risk management procedures
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## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Assessment must confirm the ability to:

- accurately identify and assess situation found
- comprehensively inspect within policy guidelines
- adhere to legislative and organisational requirements
- accurately and comprehensively record and report.

### **Consistency in performance**

Competency should be demonstrated over time in a range of actual or simulated workplace environments.

### **Context of and specific resources for assessment**

#### **Context of assessment**

Competency should be assessed on-the-job or in a simulated work environment.

#### **Specific resources for assessment**

There are no specific resource requirements for this unit.

### **Method of assessment**

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an agency-approved simulated work environment. Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions

## Range Statement

<p>The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. <b><i>Bold italicised</i></b> wording in the Performance Criteria is detailed below.</p>	
<p><b><i>Organisational policies and procedures</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• legislation relevant to compliance</li> <li>• legislation relevant to the organisation</li> <li>• operational, corporate and strategic plans</li> <li>• operational performance standards</li> <li>• organisational procedures, policies and guidelines</li> </ul>
<p><b><i>Non-compliance and possible breaches</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• chemical spills, pollution</li> <li>• maintenance of fire safety systems</li> <li>• non-compliance to building controls, reasonable requests in an emergency situation or disregarding fire bans or hazard</li> <li>• warnings</li> </ul>
<p><b><i>Options for action</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• isolating site</li> <li>• contacting supervisor</li> <li>• contacting other emergency services</li> <li>• contacting relevant authorities</li> <li>• processing infringement notices in accordance with organisational requirements</li> <li>• recommendations</li> </ul>
<p><b><i>Reports</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• diary</li> <li>• standard form</li> <li>• written report</li> </ul>

## Unit Sector(s)

Not applicable.