



**Australian Government**

# **MEM15016 Inspect pre-packed articles**

**Release: 1**

# MEM15016 Inspect pre-packed articles

## Modification History

Release 1. Supersedes and is equivalent to MEM15016B Inspect pre-packed articles.

## Application

This unit of competency defines the skills and knowledge required to perform trade measurement inspection activities of pre-packed articles in trading environments and applies to the inspection of articles/goods sold or intended for sale in any location regardless of place of packing for compliance with legislative requirements.

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

Band: B

Unit Weight: 8

## Pre-requisite Unit

### MEM11011 Undertake manual handling

MEM13003 Work safely with industrial chemicals and materials

MEM13015 Work safely and effectively in manufacturing and engineering

MEM16006 Organise and communicate information

## Competency Field

Quality

## Elements and Performance Criteria

| Elements                                         | Performance Criteria                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                               |
| 1. Determine job requirements                    | 1.1 Follow standard operating procedures (SOPs)<br>1.2 Comply with work health and safety (WHS) requirements at all times<br>1.3 Use appropriate personal protective equipment (PPE) in accordance with SOPs<br>1.4 Explain legislative requirements that apply to pre-packed articles to the trader |
| 2. Inspect pre-packed                            | 2.1 Identify approved markings as they apply to all pre-packed articles                                                                                                                                                                                                                              |

| Elements                                           | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i>   | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                                                                          |
| articles for compliance with marking requirements  | intended for sale<br>2.2 Examine pre-packed articles for the marking of quantity statements and unit pricing in accordance with legislative requirements<br>2.3 Examine pre-packed articles for the marking of packer identification<br>2.4 Document results of examination for further action                                                                                                                                                                                                                  |
| 3. Measure pre-packed articles                     | 3.1 Select articles for check measuring in accordance with marketplace intelligence, legislative requirements and organisational procedures<br>3.2 Assess product handling and disposal requirements and comply with WHS requirements, environmental considerations and public sector auditor's requirements<br>3.3 Select specialised equipment and measuring devices<br>3.4 Check measured articles to determine compliance with legislation<br>3.5 Document results of check measurements for further action |
| 4. Finalise inspection and take appropriate action | 4.1 Communicate trading practice information relevant to the inspection to the trader<br>4.2 Determine and apply approved procedures to remedy non-compliance<br>4.3 Complete inspection documentation in accordance with organisational procedures                                                                                                                                                                                                                                                             |

## 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.

|                                                                                      |                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Legislation requirements and policy guidelines include one or more of the following: | <ul style="list-style-type: none"> <li>• enabling legislation</li> <li>• organisational policies and procedures</li> <li>• WHS</li> <li>• environmental legislation</li> <li>• enforcement policies</li> <li>• auditor's instructions.</li> </ul>                                                     |
| WHS requirements include one or more of the following:                               | <ul style="list-style-type: none"> <li>• storage of test equipment</li> <li>• site/premise conditions</li> <li>• handling of dangerous materials</li> <li>• safety clothing</li> <li>• manual handling techniques</li> <li>• product disposal</li> <li>• transportation of test equipment.</li> </ul> |
| Environmental considerations include one or more of the following:                   | <ul style="list-style-type: none"> <li>• disposal of hazardous materials</li> <li>• weather conditions</li> <li>• storage methods and conditions.</li> </ul>                                                                                                                                          |
| Specialist equipment and measuring devices include one or more of the following:     | <ul style="list-style-type: none"> <li>• reference standards</li> <li>• test equipment</li> <li>• safety equipment</li> <li>• product handling equipment</li> <li>• measuring equipment.</li> </ul>                                                                                                   |
| Inspection documentation includes one or more of the following:                      | <ul style="list-style-type: none"> <li>• organisational forms</li> <li>• notices</li> <li>• field books</li> <li>• product handling sheets</li> <li>• evaluation form</li> <li>• report.</li> </ul>                                                                                                   |

## Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM15016B Inspect pre-packed articles.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>

# Assessment Requirements for MEM15016 Inspect pre-packed articles

## Modification History

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## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- applying relevant sections of legislation requirements and policy guidelines
- measuring pre-packed articles and using specialist equipment and measuring devices on at least two occasions
- assessing quantity and unit price statements and comparing marking of packer identification on at least two occasions for compliance with legislation, recording any non-compliance for further action
- safely handling and disposing of products in relation to measuring pre-packed articles in accordance with work health and safety (WHS) requirements
- documenting check-measurement results and non-compliances in accordance with procedures
- completing legal documentation and planning follow-up activities
- recording results of the inspection in organisation's information files.

*Note: Where a volume and/or frequency is not specified, demonstration must be provided at least once.*

## Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- definition of pre-packed articles
- relevant sections of legislation for different types of pre-packed articles
- commonly-used packing types
- quantity statement or measurement marking form, size and position
- pre-packed articles exempted from the requirements of legislation
- symbols for units of measurement
- application of qualifying statements
- pre-packed articles exempted from marking packer identification
- how to identify origin of packing

- marketplace intelligence, legislative requirements and organisational procedures in relation to selecting pre-packed articles
- impact of environmental factors on pre-packed articles
- checking of hazardous product data sheet
- organisation's policy and procedures
- accuracy and suitability of the measuring devices used to check pre-packed articles
- procedures for determining the measurement method of pre-packed articles
- number of articles to check-measure in accordance with legislative requirements
- methods of determining the tare weight of packages
- responding to trader enquiries and advising the trader
- accurate wording of notices
- legislative requirements and obligations for the issuing of notices
- organisation guidelines for return visits
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## Assessment Conditions

- Assessors must:
  - have vocational competency in inspecting pre-packed articles at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires.
- Where possible, assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
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