



Australian Government

Assessment Requirements for MEM15021 Conduct audits of servicing licensees and public weighbridge licensees

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM15021C Conduct audits of servicing licensees and public weighbridge licensees.

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
- evaluating servicing licensee's documentation for completeness of information in line with legislation and organisational requirements
- monitoring lodgement of servicing licensee's documentation for compliance
- selecting test instruments for auditing, scheduling audits, testing instruments and recording instrument errors on at least two occasions
- assessing the certifier's documentation against the instrument certified and legislative requirements on at least two occasions
- assessing signage, certificates and public weighbridge tickets for accuracy on at least two occasions
- evaluating the operator's ability to perform the duties of a public weigher
- completing audit reports and determining and implementing appropriate remedial action for all detected breaches.

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
- reference materials
- major components of the licensing system for certification of measuring instruments, including:
 - legislative requirements
 - eligibility
 - conditions of licence including provision of competent employees
 - provision of reference standards

- use of test procedures
- use of reporting documentation
- quality assurance systems
- major components of the licensing system for public weighbridges, including:
 - legislative requirements
 - eligibility and conditions of licence, including provision of competent employees
 - maintaining accuracy of the public weighbridge
 - weighing methods and obligations
 - use of reporting documentation
- process for issuing servicing and public weighbridge licences, specifically the activities undertaken by trade measurement personnel
- process for handling incomplete forms
- inspection variations between verification inspection and an audit inspection
- reporting variations for different instruments
- requirements and methods to complete a public weighbridge ticket
- requirements for authority to operate a public weighbridge
- duties of operator of public weighbridge
- documents and forms used or reviewed in the auditing process
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Assessment Conditions

- Assessors must:
 - have vocational competency in conducting audits of servicing licensees and public weighbridge licensees 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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Links

Companion Volume implementation guides are found in VETNet -

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