



Australian Government

MEM15021 Conduct audits of servicing licensees and public weighbridge licensees

Release: 1

MEM15021 Conduct audits of servicing licensees and public weighbridge licensees

Modification History

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

Application

This unit of competency defines the skills and knowledge required to audit the work undertaken by servicing licensees (certifiers) and the operations undertaken by public weighbridge licensees and is designed for those performing trade measurement audits on public and/or private trade measurement licensees.

It applies to personnel working for, or appointed by, a trade measuring administering authority and encompasses audits of measuring instruments and documentation supplied by licensee, including instrument accuracy, instrument markings, and adherence to legislative requirements and test procedures.

Where the use and maintenance of reference standards is required, unit MEM15017 Use and maintain reference standards should also be selected.

Where verification/certification is required, unit MEM15020 Perform inspection of measuring instruments should also be selected.

Where the selection and use of power tools/hand held operations is required, unit MEM18002 Use power tools/hand held operations should also be selected.

Some jurisdictions may require the holder of this unit to conform to regulatory and/or legislative requirements and users should check with the relevant authorities.

Band: B

Unit Weight: 4

Pre-requisite Unit

MEM09002 Interpret technical drawing

MEM11011 Undertake manual handling

MEM13015 Work safely and effectively in manufacturing and engineering

MEM16004 Perform internal/external customer service

MEM16006 Organise and communicate information

MEM18001 Use hand tools

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) 1.2 Comply with work health and safety (WHS) requirements at all times 1.3 Assess servicing licensee's documentation for compliance with organisational requirements 1.4 Generate a list of measuring instruments to be audited using organisational procedures
2. Conduct performance audits on certifiers	2.1 Perform inspection of measuring instruments to determine compliance in accordance with legislation and organisational procedures 2.2 Assess the certifier's procedures and documentation to ensure legislative requirements are met 2.3 Record results of audit in the organisation's information system 2.4 Determine and apply action required to remedy non-compliance
3. Examine public weighbridge licensee's operations for compliance with legislation	3.1 Assess licensee's documentation for compliance with legislation and organisational requirements 3.2 Observe the operator's ability to undertake public weighbridge duties for compliance with legislation 3.3 Determine and apply action required to remedy non-compliance

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.

Reference materials include one or more of the following:	• National Measurement Institute (NMI) Certificates of Approval • uniform test procedures • organisational procedures and guidelines • inspector handbook.
WHS considerations include one or more of the following:	• storage and transportation of test equipment • site/premises conditions • specific safety equipment and clothing • manual handling techniques.
Legislation and organisational policies/procedures include one or more of the following:	• enabling legislation • WHS • organisational policies and procedures • licensing conditions • enforcement policies.
Documentation includes one or more of the following:	• application forms • certification forms • non-compliance forms • public weighbridge tickets • documents as specified by legislation • educational material/brochures • batch test histograms.

Unit Mapping Information

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

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 MEM15021 Conduct audits of servicing licensees and public weighbridge licensees

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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
- 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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