



Australian Government

Department of Education, Employment and Workplace Relations

MEM15020C Perform verification/certification or in-service inspection

Release: 1

MEM15020C Perform verification/certification or in-service inspection

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	The unit covers testing a range of measuring instruments used for trading activities.
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Application of the Unit

Application of the unit	This unit is designed for those performing trade measurement inspection/certification activities in public or private enterprises. This unit applies to the legal verification/certification or in-service inspection of measuring instruments used for trading activities. This unit may be applied to the inspection of trade measuring instruments, such as those used for measuring pre-packed articles, and direct and/or indirect trading to the public. Relevant reference material includes NSC certificates of approval, manufacturers' product specifications, Australian standards, WHS legislation, uniform test procedures, organisational procedures and guidelines, and certificates of verification. Where work requires measuring instruments of a lower level of complexity and range and lower scope relating to uniform test procedures, reference material etc., Unit MEM15004B (Perform inspection) or Unit MEM15005B (Select and control inspection processes and procedures) should be selected as appropriate. If use and maintenance of reference standards is required, Unit MEM15017C (Use and maintain reference standards) should also be selected. Band: B Unit Weight: 12
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
Path 1	MEM09002B	Interpret technical drawing
	MEM11011B	Undertake manual handling
	MEM12023A	Perform engineering measurements
	MEM18001C	Use hand tools

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Describe the design and application of basic components in trade measuring instruments	1.1. The fundamental operating features for a range of measuring instruments are identified. 1.2. The purpose of major components within the range of measuring instruments is described.
2. Determine the type of inspection required for a range of measuring instruments	2.1. Instrument is assessed to determine whether a verification/certification or in-service tolerance is to be applied for inspection. 2.2. The processes required for both the verification/certification and in-service of a range of measuring instruments are explained. 2.3. Appropriate tolerances are identified for the determined inspection.
3. Perform inspection of measuring instruments to determine compliance	3.1. The operating environment of the instrument is analysed and monitored to determine its impact on the instrument. 3.2. Sources of any possible operational error in the use of measuring instruments/systems are identified. 3.3. Specialised equipment is selected and used in the prescribed manner for the inspection. 3.4. Inspection of measuring instrument is conducted in accordance with appropriate test procedures, legislation and policies, and workplace, health and safety considerations.
4. Finalise inspection and take appropriate action	4.1. The appropriate action to be undertaken is determined and implemented. 4.2. Performance trends of particular models of measuring instruments are identified and reported. 4.3. The information is recorded in the organisation's information system.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

REQUIRED SKILLS AND KNOWLEDGE

Look for evidence that confirms skills in:

- examining instruments for existing verification/certification marks
- identifying operational errors relevant to the type of instrument being tested
- selecting and correctly using the test equipment
- testing measuring instruments
- preparing technical reports relating to verification/certification or in-service inspection
- completing files

Required knowledge

Look for evidence that confirms knowledge of:

- the major components and functions of an instrument
- the purpose of major components and functions of an instrument
- differences in the application of tolerances being applied
- process variations between verification/certification and in-service inspection
- appropriate tolerances for a range of measuring instruments
- environmental factors that may not result in an instrument rejection but other remedial actions
- specialised equipment that may be required from other organisations
- the action to be taken where a conflict occurs between uniform test procedures and those test procedures contained in certificates of approval
- removal of verification/certification marks is impractical on some instruments and the appropriate action to be taken in these circumstances
- methods to monitor performance trends

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

A person who demonstrates competency in this unit must be able to perform verification/certification or in-service inspection. Competency in this unit cannot be claimed until all prerequisites have been satisfied.

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

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.

Context of and specific resources for assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with performing verification/certification, or in-service inspection or other units requiring the exercise of the skills and knowledge covered by this unit.

Method of assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

EVIDENCE GUIDE**Guidance information for assessment****Range Statement****RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Range of measuring instruments	Length of measures and measuring instruments, area measuring instruments, measures of volume, liquor measuring instruments, liquid measuring instruments, weighing instruments, milk tanks, vehicle tanks, liquefied gas flow meters, electronic metering systems, natural gas flow meters, dimensional measuring instruments, supplementary measuring instrument, auxiliary devices
Monitoring	Specific test equipment, random inspections, surveillance, complaint inspection, comparison/analysis of data over time, collation of statistical information, auditing of servicing licensees
Specialised equipment	Reference standards, safety equipment, product handling equipment, test equipment, specialised test equipment vehicles
Legislation and policies	Enabling legislation, organisational policies and procedures, workplace, health and safety, environmental legislation, enforcement policies, conditions of licence
Workplace, health and safety considerations	Storage and transportation of test equipment, site/premises conditions, specific safety equipment and clothing, manual handling techniques

RANGE STATEMENT**Recording documentation**

Non-compliance notices, reflect/incorrect notices, fees, organisational reporting forms

Unit Sector(s)**Unit sector****Co-requisite units****Co-requisite units****Competency field****Competency field**

Quality