



Australian Government

Department of Education, Employment and Workplace Relations

MEM15021C Conduct audits of servicing licensees and public weighbridge licensees

Release: 1

MEM15021C Conduct audits of servicing licensees and public weighbridge licensees

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	The unit covers auditing the work undertaken by servicing licensees/certifiers and the operations undertaken by public weighbridge licensees.
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Application of the Unit

Application of the unit	This unit is designed for those performing trade measurement audits on public and/or private trade measurement licensees. This unit applies to personnel working for or appointed by a trade measuring administering authority. It encompasses audits of measuring instruments and documentation supplied by licensee, such as instrument accuracy, instrument markings, and adherence to legislative requirements and test procedures. Reference material includes uniform test procedures, inspector handbook, NSC certificates of approval, and organisational procedures and guidelines. Workplace, health and safety considerations include storage of test equipment, site/premises conditions, manual handling techniques, and specific safety equipment and clothing. If use and maintenance of reference standards is required, Unit MEM15017C (Use and maintain reference standards) should also be selected. If verification/certification is required, Unit MEM15020C (Perform verification/certification or in-service inspection) should also be selected. Band: B Unit Weight: 4
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
Path 1	MEM09002B	Interpret technical drawing
	MEM11011B	Undertake manual handling
	MEM16004B	Perform internal/external customer service
	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. Explain the licensing system for servicing licensees and public weighbridges	1.1. Major components of the licensing system for certification of measuring instruments are described. 1.2. Major components of the licensing system for public weighbridges are described. 1.3. The requirements for issuing servicing and public weighbridge licences in accordance with legislation and organisational policies/ procedures are described.
2. Identify measuring instruments for audit of certifiers	2.1. Servicing licensee's documentation is monitored for compliance with organisational requirements. 2.2. Organisational procedures are used to generate a list of measuring instruments to be audited.
3. Conduct performance audits on certifiers	3.1. Inspection of measuring instruments is performed to determine compliance in accordance with legislation and organisational procedures. 3.2. The certifier's procedures and documentation are assessed to ensure legislative requirements are met. 3.3. Results of audit are recorded in the organisation's information system. 3.4. Action required to remedy non-compliance is determined and applied.
4. Examine public weighbridge licensee's operations for compliance with legislation	4.1. Licensee's documentation is assessed for compliance with legislation and organisational requirements. 4.2. The operator's ability to undertake public weighbridge duties is observed for compliance with legislation. 4.3. Action required to remedy non-compliance is determined and applied.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Look for evidence that confirms skills in:

- evaluating servicing licensee's documentation for completeness of information
- monitoring lodgement of servicing licensee's documentation
- selecting instruments for auditing

REQUIRED SKILLS AND KNOWLEDGE

- scheduling audits
- testing measuring instruments
- recording instrument errors
- assessing the certifier's documentation for accuracy against the instrument certified and legislative requirements
- completing audit reports
- determining and implementing appropriate remedial action
- assessing licensee's documentation for accuracy against the public weighbridge instrument certified and legislative requirements
- assessing signage, certificates and public weighbridge tickets for accuracy
- evaluating the operator's ability to perform the duties of a public weigher
- investigating and reporting detected breaches

Required knowledge

Look for evidence that confirms knowledge of:

- major components of the licensing system for certification of measuring instruments such as legislative requirements, eligibility, conditions of licence including provision of competent employees, provision of reference standards, use of test procedures, and use of reporting documentation and quality assurance systems
- major components of the licensing system for public weighbridge such as legislative requirements, eligibility, conditions of licence including provision of competent employees, maintaining accuracy of the public weighbridge, weighing methods and obligations, and use of reporting documentation
- the process for issuing servicing and public weighbridge licences, specifically the activities undertaken by trade measurement personnel
- the process for handling incomplete forms
- inspection variations between verification inspection and an audit inspection
- reporting variations for a range of instruments
- requirements to complete a public weighbridge ticket
- methods to complete a public weighbridge ticket
- requirements for authority to operate a public weighbridge
- duties of operator of public weighbridge
- options to remedy non-compliance

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 conduct audits of servicing licensees and public weighbridge licensees. 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 conducting audits of servicing licensees and public weighbridge licensees, 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.

Legislation and organisational policies/procedures

Enabling legislation, workplace, health and safety practices, organisational policies and procedures, licensing conditions, enforcement policies

Documentation

Application forms, certification forms, non-compliance forms, public weighbridge tickets, documents as specified by legislation, educational material/brochures, batch test histograms

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

Co-requisite units		

Competency field

Competency field	Quality
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