



Australian Government

MSMTMINS404 Inspect a range of pre-packaged products

Release: 2

MSMTMINS404 Inspect a range of pre-packaged products

Modification History

Release 2. Adjustments to Application, Performance Criteria and Range of Conditions. Equivalent.

Release 1. Supersedes and is equivalent to MSATMINS404A Inspect a range of pre-packaged products

Application

This unit of competency covers the inspection of pre-packaged products and application of National Test Procedures to determine whether the marking and measurement requirements of the packaged article comply with national measurement legislation.

This unit of competency is applicable to trade measurement inspectors appointed under national measurement legislation who may inspect a wide range of pre-packaged products as part of their allocated duties. Compliance with national legislation governing pre-packaged products applies to the accuracy of the labelling information and contents of all items packaged for sale in all industry sectors. Inspectors must work safely which may include applying basic first aid, working with hazardous materials, working in hazardous environments, completing safety inductions.

While no specific licensing or certification requirements apply to this unit at the time of publication, all inspection operations are governed by the *National Measurement Act 1960*.

Pre-requisite Unit

Nil

Competency Field

Trade measurement

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

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| 1 | Prepare for inspection | 1.1 | Identify and evaluate the type of pre-packaged products to be inspected |
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- 1.2 Access and review any history of previous inspections at trader's premises
 - 1.3 Access and correctly interpret appropriate documentation required for the inspection
 - 1.4 Identify and access test equipment, investigation equipment and consumables required for the inspection
 - 1.5 Ensure specified test equipment is fit for purpose in accordance with applicable legislation and organisational procedures
 - 1.6 Store and transport test equipment in accordance with organisational procedures and industry best practice
 - 1.7 Identify workplace health and safety issues relevant to the inspection
- 2 Initiate inspection
 - 2.1 Identify the site controller, explain the purpose of the inspection and produce formal identification, if required
 - 2.2 Identify site workplace health and safety issues and implement appropriate control strategies
 - 2.3 Conduct a preliminary evaluation of the site's trade measurement activities and prioritise inspection to maximise outcomes
 - 2.4 Identify the range of pre-packaged products at the premises and plan the inspection to achieve maximum outcomes while minimising disruption to the public and trader
- 3 Inspect packaged article markings
 - 3.1 Identify generic trade measurement marking requirements for pre-packaged products
 - 3.2 Identify specific trade measurement marking requirements related to the pre-packaged product selected for inspection
 - 3.3 Assess measurement, unit pricing and packer identification markings on pre-packaged products for compliance with legislative requirements

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| 4 | Measure the net contents of pre-packaged products | 4.1 | Identify and access National Test Procedures appropriate for measuring the product |
| | | 4.2 | Select pre-packaged products for measurement in accordance with marketplace intelligence, legislative requirements and organisational policy and procedures |
| | | 4.3 | Identify, access and apply product handling and disposal requirements in accordance with workplace health and safety and environmental requirements |
| | | 4.4 | Select specialised equipment, reference standards and measuring devices in accordance with organisational policy and procedures |
| | | 4.5 | Measure pre-packaged product in accordance with the appropriate National Test Procedures and organisational policy and procedures |
| | | 4.6 | Evaluate results against prescribed performance criteria and determine if the net contents of the individual pre-packaged products and inspection lot meet legislative requirements |
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| 5 | Evaluate trader's measurement process | 5.1 | Examine the process used by the trader to measure a pre-packaged product |
| | | 5.2 | Evaluate the effectiveness of the trader's measurement procedure, methodology and test frequency against inspection outcomes |
| | | 5.3 | Inspect measuring instrument operating environment and assess suitability for purpose |
| | | 5.4 | Evaluate measuring instrument operation against legislative requirements and organisational policy and procedures |
| | | 5.5 | Modify the operating environment or implement alternative arrangements to ensure reliable operating conditions for the measuring instrument, as necessary |
| | | 5.6 | Identify the maximum permissible errors for the instrument from the legislative requirements |
| | | 5.7 | Inspect measuring instruments in accordance with relevant National Instrument Test Procedures and |

appropriate National Measurement Institute (NMI) policy

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| 6 | Analyse and report inspection results | 6.1 | Analyse inspection data for unacceptable trends |
| | | 6.2 | Use test reports to present inspection results in the required format |
| | | 6.3 | Complete inspection documentation in accordance with legislative requirements and organisational procedures |
| | | 6.4 | Communicate inspection results within the specified time and in accordance with organisational guidelines |
| | | 6.5 | Recommend follow-up actions as appropriate |
| | | | |
| 7 | Act on non-compliance | 7.1 | Record and collect evidence of any identified non-compliance in accordance with legislative requirements and organisational policy and procedures |
| | | 7.2 | Select applicable enforcement action for the non-compliance in accordance with legislative requirements and organisational policy and procedures |
| | | 7.3 | Inform traders of non-compliances and consequences of failing to have them corrected |
| | | 7.4 | Implement enforcement action in accordance with legislative requirements and organisational policy and procedures |
| | | 7.5 | Respect the rights of the trader at all times |

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.

National Test Procedures include:	• article measurement procedures • any other test procedure prescribed by the NMI
Methods for measuring pre-packaged products include:	• gravimetric mass method • volumetric method • gravimetric volume method • substitution method • displacement method • mass per unit method • volumetric method for garden landscaping material • frozen fish method
Test equipment includes one or more of:	• reference standards • measuring instruments • trolleys • cameras • video and audio recorders
Enforcement actions include one or more of:	• formal warnings, infringement notices, undertakings, injunction and prosecutions
Legislation includes:	• national measurement legislation • applicable Commonwealth, state and territory work/occupational health and safety (WHS/OHS) legislation
NMI policy includes:	• bulletins • instructions • determinations
WHS/OHS and environmental management requirements include:	• complying with WHS/OHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time • applying standard precautions relating to the potentially hazardous nature of material/product measured

- applying any necessary hygiene controls

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>

Assessment Requirements for MSMTMINS404 Inspect a range of pre-packaged products

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Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- inspecting pre-packaged articles on at least three (3) occasions
- applying each of the following eight (8) methods for measuring pre-packaged products and identifying short measure:
 - gravimetric mass method
 - volumetric method
 - gravimetric volume method
 - substitution method
 - displacement method
 - mass per unit method
 - volumetric method for garden landscaping material
 - frozen fish method
- accessing and correctly interpreting documents for the inspection of pre-packaged articles, including national measurement legislation, National Instrument Test Procedures and National Measurement Institute (NMI) inspection policy
- ensuring test equipment and reference standards are fit for purpose in accordance with applicable legislation and organisational procedures
- planning, preparing for and safely conducting inspections to maximise outcomes and minimise disruption to the public and trader
- assessing measurement, unit pricing and packer identification markings on pre-packaged products for compliance with legislative requirements
- determining if the net contents of individual pre-packaged products and an inspection lot meet legislative requirements
- assessing the effectiveness of the trader's measurement procedure, methodology and test frequency against inspection outcomes
- checking compliance and evaluating the performance of measuring instruments using appropriate Certificates of Approval, NMI policy and National Instrument Test Procedures, and adjusting for any impact of the operating environment

- reliably determining if measuring instruments are suitable for trade use in accordance with legislative requirements
- recognising and acting on non-compliance of trading practices or measuring instruments with national measurement legislation and initiating appropriate enforcement action
- demonstrating professionalism and respecting the rights of the trader at all times
- using advanced communication and negotiation skills to:
 - explain the purpose of inspection
 - inform traders of non-compliances and consequences of failing to rectify them
 - access external equipment and resources to complete the inspection
 - explain inspection procedures and outcomes to traders and managers
- performing specified calculations involving:
 - fractions, decimals, ratios, proportions and percentages
 - scientific notation, correct units and the correct number of significant figures
 - interpretation of statistical quantities, such as mean, median, mode, range, variance and standard deviation
- maintaining the security and confidentiality of data in accordance with organisational and regulatory requirements
- reporting results in the required formats and expected timeframe
- working safely.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- general physical principles and concepts, including weight, mass, gravity, volume, length, area and displacement
- metrological terms and terminology, including maximum permissible errors, traceability, uncertainty, inspection lot, deficiency and shortfall
- national measurement legislation applicable to inspection of pre-packaged products and measuring instruments
- safe work method statements (SWMS) for a range of trading environments
- NMI policy requirements, including test procedure variations between a verification, in-service or audit inspection, bulletins, instructions and determinations
- National Instrument Test Procedures and operating procedures for the equipment, and reference standards used in job role, including:
 - test conditions and possible environmental impacts on performance of the instrument
 - key preparation/measurement steps in test method
 - calculation steps to give results in appropriate units and precision
 - maximum permissible errors for measuring instruments under inspection
 - safety principles and procedures relevant to measuring instruments and inspections
 - organisational policy and procedures for inspection of trading practices including completing inspection documentation

- organisational safety procedures and requirements of applicable Commonwealth, state and territory work/occupational health and safety (WHS/OHS) legislation
- basic first aid and site safety induction, if required.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency should be assessed in the workplace, or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- 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.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
 - *MSMTMREF301 Use and maintain reference standards*
 - *MSMTMINS401 Inspect a range of weighing instruments*
 - *MSMTMINS402 Inspect liquid measuring instruments using volume measures*
 - *MSMTMINS403 Inspect a range of trading practices*
- Holistic assessment methods include:
 - review of inspection reports prepared by the candidate
 - feedback from supervisors and peers regarding the candidate's ability to inspect a range of pre-packaged products and evaluate a trader's measuring procedures and instruments in accordance with legislative and organisational procedures
 - questions to assess understanding of relevant procedures, licensing requirements, trader obligations and remedial actions
 - review of candidate's responses to inspection scenarios, such as potential/actual non-compliances and appropriate actions, common issues and problems
 - observation of the candidate conducting an inspection of a trader's range of pre-packaged products, measuring procedures and instruments.
- Access is required to instruments, equipment, materials, workplace documentation, procedures, and specifications associated with this unit including, but not limited to:
 - latest versions of appropriate documentation, such as Certificates of Approval, NMI policy, National Instrument Test Procedures for inspection of pre-packaged products, trader measurement procedures and measuring instruments, and relevant legislation
 - equipment manuals, material safety data sheets (MSDS), safety procedures and safety equipment

- records, such as test reports; audit reports; instrument history and test results
- measuring instruments, test equipment and reference standards
- computer and relevant software and/or organisation information management system.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
 - relevant VET or other qualification/Statement of Attainment AND/OR
 - relevant workplace experience in trade measurement at least to the level being assessed and broad industry knowledge (such as a relevant industry qualification)
- Currency can be demonstrated through:
 - performing the competency being assessed as part of current employment in trade measurement OR
 - having consulted with trade measurement inspectors and/or verifiers performing the competency being assessed within the last twelve months.

Links

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