



Australian Government

MSS014006 Contribute to sustainability related audits

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSS014006A Contribute to sustainability related audits.

Application

This unit of competency covers contributing to sustainability related audits either as an audit team member or through specifically nominated research and investigations for the audit team. It includes understanding the context of the sustainability audit; concepts of resource usage and waste and how they can be expressed as carbon and carbon equivalents.

This unit applies to sustainability related audits of a part or whole organisation or its value chain. The unit has been developed with manufacturing operations as a focus. However, because of the range of organisations in a typical manufacturing value chain it may also be applied to other types of organisations.

The audits may be conducted to assist in regulatory compliance or as part of a strategy to improve the sustainability of an organisation's operations.

This unit applies to team leaders, technicians or others who may be required to assist in such an audit as part of their work role. It does not cover the skills needed to lead sustainability related audits.

Where detailed operational and process knowledge is required to understand the processes being audited or measure specified inputs, outputs or waste, the relevant skills should be gained through selection of appropriate technical units or alternatively technical assistance obtained.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Sustainable operations

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

essential outcomes.		demonstrate achievement of the element.	
1	Identify scope of audit	1.1	Identify target area of audit within the organisation or value chain.
		1.2	Identify sustainability related activities to be audited.
		1.3	Identify and confirm own role in audit.
		1.4	Identify and confirm own timelines and reporting processes.
2	Identify work areas, processes and equipment covered by own audit responsibility	2.1	Identify inputs to processes or area being audited.
		2.2	Identify material changes or other relevant changes that occur in the work area.
		2.3	Identify key items of equipment and their purpose and relevance to the audit.
		2.4	Identify measurable outputs of work area and the extent that they are relevant to the audit.
3	Undertake measurement tasks	3.1	Identify need, if any, for technical assistance from employees in work area or support sections.
		3.2	Measure specified inputs to process or work area.
		3.3	Measure specified outputs for process or work area.
		3.4	Calculate difference between input and output.
		3.5	Calculate measurable sources of waste for process or work area.
		3.6	Determine difference between measurable and theoretical waste for process or work area.
		3.7	Compare results to external targets where appropriate.
		3.8	Communicate results to audit team.
4	Assist in developing	4.1	Rank equipment or processes by use of specified input and waste generation.

	strategies for reducing the use of specified input	4.2	Calculate current minimum input use by unit of product.
		4.3	Develop strategies individually or with others to reduce input use for process or work area.
		4.4	Develop strategies individually or with others to minimise waste for process or work area.
		4.5	Identify strategies that may have regulatory implications.
5	Prepare recommendations for consideration by audit team and stakeholders	5.1	Consult with key stakeholders in area or processes subject to audit.
		5.2	Rank strategies by benefit/cost ratio.
		5.3	Short-list strategies.
		5.4	Prepare recommendations for consideration by audit team and stakeholders.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) 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.

Audit processes includes one or more of	•	audits for regulatory, Global Reporting Initiative (GRI) or other compliance
	•	audits related to responding to a government initiative or incentive
	•	audits against externally set targets (e.g. set by governments, industry codes and clients/customers)
	•	audits of carbon and carbon equivalence usage
	•	energy audits
	•	water audits

	• emission audits • sustainability related transport audits • efficiency audits, including audits of rejects and reworks.
Environmental sensitivities include one or more of	• fragile areas and rare or threatened species • heritage or culturally sensitive issues • hazardous emissions • regulated emissions or other regulatory issues • community perceptions or other issues.
Sustainability improvements include reduction in use of one or more of	• energy • water • raw materials • emissions • embedded carbon in transport, storage, rework and errors, inefficient processes and design, and general facility efficiencies.
Sustainability related issues include one or more of	• current and future availability of raw materials • current and future availability of energy • extent and type of waste generation and disposal • efficiency of process in terms of consumption of materials and energy regarded as in short supply or which are regarded as environmentally sensitive • the extent to which the production process, product and waste affects the environment • relationship with the local and broader community (e.g. effect of operations on aesthetic appearance, preservation of heritage, and proximity to schools and religious facilities) • extent of regulatory oversight and extent and cost of compliance • AS/NZS ISO 14001 Environmental Management Standards (or its authorised replacement or other relevant standard).
Data and records include one or more of	• orders, project briefs or customer specifications • hazard logs • incident reports • maintenance records • errors and non-conformance reports • production records.
Inputs to process	• water

include one or more of

- energy
- materials
- carbon equivalence of inputs, where appropriate.

Procedures (written, verbal, visual, computer based, etc.) include one or any combination of

- work instructions
- standard operating procedures
- safe work method statements
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS014006A Contribute to sustainability related audits.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>

Assessment Requirements for MSS014006 Contribute to sustainability related audits

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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 the ability, for one or more process or work area, to:

- identify appropriate boundaries for the sustainability related audit
- identify own role and reporting arrangements in audit
- accurately measure inputs and outputs of a process or work area
- undertake benefit/cost ratio analyses

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- typical sources of material and energy muda (waste)
- balancing techniques for process and process steps
- methods of measuring actual process amount/flows
- concepts of carbon and carbon equivalence as it applies to sustainability
- muda (waste) reduction strategies and methods along with costs, effectiveness and alternative strategies
- cost-benefit analysis
- relevant legislation, regulation and protocols
- process mapping with regard to sustainability
- process and changes which occur within the process
- environmental impacts of materials and energy used/emitted in both actual and carbon equivalents
- environmental sensitivities of all areas impacted by the work/process area (and related areas where impact spreads beyond immediate area, e.g. by loss of containment)
- root cause analysis and problem solving
- sustainability issues relevant to the work/process area
- AS/NZS ISO 14000 Environmental Management Standards (or its authorised replacement or other relevant standard).

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
 - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
 - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real project where a sustainability related audit occurs in an operational workplace.
- 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).
- 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.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- 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
- Currency can be demonstrated through:
 - performing the competency being assessed as part of current employment OR
 - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

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