



**Australian Government**

# **PMAOMIR407 Audit incident preparedness and established response systems**

**Release: 1**

# **PMAOMIR407 Audit incident preparedness and established response systems**

## **Modification History**

Release 1. Supersedes and is equivalent to PMAOMIR407B Audit incident preparedness and established response systems

## **Application**

This unit of competency covers the skills and knowledge required to assess the extent to which a facility is prepared to respond to an incident.

This unit of competency applies to personnel in incident coordinator/commander, manager or technical specialist or similar roles who are required to examine existing incident response systems and practices, identify key areas where systems overlap or system breakdowns occur, ensure that the established systems are working in accordance to the incident response plan and legislative requirements, conduct and assess incident exercises, and provide input towards system continuous enhancement.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other incident response team members and the incident manager, as appropriate.

An incident is an event which causes, or could have caused, injury or illness; damage to plant, material or the environment; disruption to production or public alarm.

An incident is an unintended event, or an unintended consequence of an intended event. This unit would typically be applied to significant incidents, such as:

- fire and explosion
- loss of containment.

In a typical scenario the person would undertake an analysis of existing incident preparedness and response systems as part of a continuous improvement process or spot check. Part of the audit may involve the conducting of an unscheduled incident response drill, analysing the results and providing a thorough debrief of the persons involved. The person then may make recommendations for changes to the system. They may have an ongoing role for managing incident information and/or the incident information system.

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

## **Pre-requisite Unit**

Nil

## Competency Field

Incident readiness and response

## Unit Sector

## Elements and Performance Criteria

Elements describe the essential outcomes.

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

- |   |                                                                                        |                                                                                                                                                                                                           |
|---|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Clearly identify benchmarks for audit</b>                                           | 1.1 Access, interpret and clarify the legislative, statutory and site requirements relating to incident preparedness and response systems                                                                 |
|   |                                                                                        | 1.2 Access and review relevant documentation of the incident response plan and established incident management systems                                                                                    |
|   |                                                                                        | 1.3 Conduct consultations with stakeholders and specialists as necessary                                                                                                                                  |
| 2 | <b>Plan, organise and undertake audit of the established incident response systems</b> | 2.1 Identify or develop methods to audit the established incident management systems and processes as prescribed by the incident response plan and/or legislation in consultation with relevant personnel |
|   |                                                                                        | 2.2 Identify and secure the resources required to conduct the audit                                                                                                                                       |
|   |                                                                                        | 2.3 Gather and sight relevant documents and all other evidence required in accordance with procedures                                                                                                     |
|   |                                                                                        | 2.4 Conduct the audit according to the identified/developed methods                                                                                                                                       |
| 3 | <b>Evaluate and report the results of the audit</b>                                    | 3.1 Evaluate evidence gathered for reliability, validity, authenticity, sufficiency, currency and consistency                                                                                             |
|   |                                                                                        | 3.2 Promptly bring to the attention of relevant personnel any findings which have serious or immediate risks                                                                                              |
|   |                                                                                        | 3.3 Disseminate records of the process and outcomes of the audit, including justifiable recommendations complying with procedures, to appropriate personnel in a timely                                   |

manner

- |   |                                       |     |                                                                                                                  |
|---|---------------------------------------|-----|------------------------------------------------------------------------------------------------------------------|
| 4 | <b>Follow up results of the audit</b> | 4.1 | Discuss and confirm results with relevant personnel and provide feedback, including advice on corrective actions |
|   |                                       | 4.2 | Follow up corrective actions relating to deficiencies until resolution has been achieved                         |

## 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.

**Regulatory framework** The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

**Systems** Systems to be evaluated for relevance to and effectiveness in incident response include:

- hazard and risk management
- evacuation

- emergency operations structure
- communications
- information management
- documentation and reporting requirements
- resource management
- training
- audit and review system
- financial management

**Documents and evidence** Documents and evidence will be selected as relevant from one or more of the following:

- electronic databases
- videos
- photographs
- written information/records/archives
- training and learning programs
- recorded interviews/interview transcripts

**Procedures** All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- 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 PMAOMIR407B Audit incident preparedness and established response systems

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875>