



**Australian Government**

# **PSPREG024 Conduct measurement licensee audit**

**Release: 1**

## PSPREG024 Conduct measurement licensee audit

### Modification History

| Release | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPREG505A Conduct measurement licensee audit.</p> <ul style="list-style-type: none"><li>• Unit code updated</li><li>• Content and formatting updated to comply with the new standards</li><li>• All PC transitioned from passive to active voice</li></ul> |

### Application

This unit describes the skills required to undertake quality and performance audits of organisations and individuals operating under the scope of a licence for performing measuring activities.

This unit applies to those working as public officers appointed under legislation to complete quality management system and performance audits of organisations and individuals licensed under legislation to perform measurement activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, while performing complex tasks in a familiar context.

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

### Competency Field

Regulatory

### Elements and Performance Criteria

| ELEMENTS              | PERFORMANCE CRITERIA                                                |
|-----------------------|---------------------------------------------------------------------|
| Elements describe the | Performance criteria describe the performance needed to demonstrate |

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| essential outcomes                         | achievement of the element. Where <b><i>bold italicised</i></b> text is used, further information is detailed in the range of conditions section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>1. Prepare for audit</b>                | <p>1.1 Establish audit scope.</p> <p>1.2 Identify and access activity specialists to support audit as required.</p> <p>1.3 Access and review licensee history.</p> <p>1.4 Access and interpret information and legislation appropriate to the audit.</p> <p>1.5 Make arrangements which outline the scope and process of the audit with the licensee.</p> <p>1.6 Identify and access necessary test equipment, documentation and audit report forms.</p> <p>1.7 Ensure test equipment is fit for purpose.</p> <p>1.8 Plan activities to meet audit objectives and minimise disruption to business operations.</p>                                                                                                      |
| <b>2. Conduct a quality audit</b>          | <p>2.1 Confirm audit scope and process with appropriate personnel.</p> <p>2.2 Collect and evaluate relevant objective evidence using audit methods and techniques.</p> <p>2.3 Review documentation and procedures relating to the licence and associated activities for compliance.</p> <p>2.4 Identify and report patterns, trends and areas of risk.</p> <p>2.5 Ensure audit is within the boundaries of legislated powers, whilst maintaining respect for the licensee and their rights.</p>                                                                                                                                                                                                                        |
| <b>3. Conduct a performance audit</b>      | <p>3.1 Identify the scope of the activity being audited and the expected outcomes.</p> <p>3.2 Identify local workplace, health and safety issues and implement control strategies.</p> <p>3.3 Evaluate the adequacy of the training and assessment process used by the licensee to determine the competency of the authorised person(s) completing the licensed activity.</p> <p>3.4 Assess the suitability of the equipment, documentation and environs used for the licensed activity.</p> <p>3.5 Review completed documentation relating to the licensed activity for compliance.</p> <p>3.6 Use questioning to establish the methodology used by the authorised person(s) in completing the licensed activity.</p> |
| <b>4. Analyse and report audit results</b> | <p>4.1 Examine information, test results and observations against audit objectives and prescribed performance criteria.</p> <p>4.2 Analyse audit data for isolated and systemic quality and performance issues.</p> <p>4.3 Identify and report areas of non-compliance including any required corrective action and include any general</p>                                                                                                                                                                                                                                                                                                                                                                            |

|                                 |                                                                                                                                                                                                   |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 | recommendations for improvement.<br>4.4 Communicate inspection results to the appropriate personnel.                                                                                              |
| <b>5. Act on non-compliance</b> | 5.1 Select remedial or enforcement action for the non-compliance.<br>5.2 Inform licensee of non-compliance and consequences of failing to have it corrected.<br>5.3 Implement enforcement action. |

## Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

## Unit Mapping Information

This unit supersedes and is equivalent to PSPREG505A Conduct measurement licensee audit.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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# Assessment Requirements for PSPREG024 Conduct measurement licensee audit

## Modification History

| Release | Comments                                                                                                                                                                                                                                                                                              |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <p>These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.</p> <ul style="list-style-type: none"><li>Assessment Requirements created drawing upon specified assessment information from superseded unit</li></ul> |

## Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the candidate must demonstrate evidence of performance of the following on at least one occasion.

- reading, analysing and interpreting:
  - complex and formal documents
  - technical data and test results
  - regulatory requirements
  - organisational policies and procedures
- communicating the outcome of the audit and recommended corrective action
- scheduling and organising audits to allow for licensee's operational requirements and to maximise effective use of auditor's time and travel needs
- ensuring corrective actions are completed
- identifying, and applying legislation, test procedures, policies and procedures
- preparing for audit
- identifying, analysing and mitigating risks within the audit environment
- gathering objective data and information by a variety of methods
- analysing information gathered to identify compliance issues
- identifying and acting on non-compliance
- maintaining the security and confidentiality of data
- reporting results in the required formats and within expected timeframe
- recording the results of audits and maintaining records
- carrying out appropriate follow-up actions

## Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- auditing systems
- risk management principles
- hazards that may exist when conducting an audit and ways of controlling risks involved
- national measurement legislation
- powers of inspectors
- use of audit/assessment tools
- industry practices and procedures relating to measurement processes and verification of measuring instruments
- organisational reporting procedures relating to audits
- legal issues and terminology relating to audits
- audit methods and techniques
- codes of practice, regulations and standards
- product and service knowledge relating to measurement process and verification of measuring instruments
- quality principles and techniques relating to measurement process and verification of measuring instruments
- current audit practices

## Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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