



Australian Government

PSPREG050 Conduct measurement licensee audit

Release: 1

PSPREG050 Conduct measurement licensee audit

Modification History

Supersedes and is equivalent to PSPREG024 Conduct measurement licensee audit.

Application

This unit describes the performance evidence, skills and knowledge 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 and individuals licensed under legislation to perform measurement activities. Those undertaking this unit work under supervision, while performing complex tasks in a familiar context.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

PERFORMANCE CRITERIA

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

1. Prepare for audit.
 - 1.1. Establish scope of audit.
 - 1.2. Identify and access required activity specialists to support audit.
 - 1.3. Access and review licensee history.
 - 1.4. Access and interpret legislation and information appropriate to the audit.
 - 1.5. Confirm audit scope and process with the licensee.
 - 1.6. Identify and access necessary test equipment, documentation and audit report forms.
 - 1.7. Plan activities to meet audit objectives and minimise disruption to business operations.
2. Conduct a quality audit.
 - 2.1. Confirm audit scope and process with appropriate personnel.
 - 2.2. Collect and evaluate relevant objective evidence using audit methods and techniques.
 - 2.3. Review documentation and procedures relating to the licence and associated activities for compliance.
 - 2.4. Identify and report patterns, trends and areas of risk.
 - 2.5. Confirm audit is within the boundaries of legislated powers, whilst maintaining respect for the licensee and their rights.
3. Conduct a performance audit.
 - 3.1. Confirm scope of the activity being audited and the expected outcomes.
 - 3.2. Identify local workplace, health and safety issues and implement control strategies.
 - 3.3. Evaluate the adequacy of the training and assessment process used by the licensee to determine the competency of authorised person(s) completing the licensed activity.
 - 3.4. Assess the suitability of the equipment, documentation and environment used for the licensed activity.
 - 3.5. Review completed documentation relating to the licensed activity for compliance.
 - 3.6. Use questioning to establish the methodology used by authorised person(s) in completing the licensed activity.

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| 4. Analyse and report audit results. | 4.1. Collate information, test results and observations against audit objectives and prescribed performance criteria. |
| | 4.2. Analyse audit data for isolated and systemic quality and performance issues. |
| | 4.3. Identify and report areas of non-compliance, including any required corrective action and include any general recommendations for improvement. |
| | 4.4. Communicate inspection results to the appropriate personnel. |
| 5. Act on non-compliance. | 5.1. Select remedial or enforcement action for the non-compliance. |
| | 5.2. Inform licensee of non-compliance and consequences of failing to have it corrected. |
| | 5.3. Implement selected enforcement action. |

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS

DESCRIPTION

Planning and organising skills to:

- identify, analyse and mitigate risks within the audit environment.

Technology skills to:

- use organisational information management systems.

Unit Mapping Information

Supersedes and is equivalent to PSPREG024 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>

Assessment Requirements for PSPREG050 Conduct measurement licensee audit

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Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:

- read, analyse and interpret:
 - complex and formal documents
 - technical data and test results
 - regulatory requirements
 - organisational policies and procedures
- conduct an audit including:
 - identify and apply legislation, test procedures, policies and procedures
 - schedule and organise an audit to allow for licensee's operational requirements and to maximise effective use of auditor's time and travel needs
 - communicate the outcome of an audit and recommended corrective action
 - ensure corrective actions are recommended and actioned
 - report results in the required formats and within organisational timeframe.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- auditing systems
- risk management principles
- hazards that may exist when conducting an audit and ways of controlling risks involved
- national measurement legislation, regulations, codes of practice and standards
- powers of inspectors
- use of audit and 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
- 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

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- computer and relevant software or organisational information management systems
- national measurement legislation, regulations, code or practice and standards
- licence conditions
- audit procedures.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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