



Australian Government

Department of Education, Employment and Workplace Relations

PSPTRAN408 Conduct detailed vehicle inspections

Release: 1

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Modification History

Release	TP Version	Comments
1	PSP12V1	Primary release.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to conduct and document vehicle inspections undertaken at an authorised inspection location. Licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

This unit applies to individuals in road transport regulatory roles who are authorised under enabling legislation to conduct detailed vehicle inspections at an authorised inspection location to confirm vehicle compliance and serviceability/ roadworthiness.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

1) ELEMENTS

2) PERFORMANCE CRITERIA

1 Prepare for detailed inspections

- 1.1 Types of **inspections** are identified.
- 1.2 Sites are assessed with regard to personal safety and the safety of others in accordance with organisational requirements.
- 1.3 Scope and detailed requirements of each inspection are identified and confirmed with relevant personnel.
- 1.4 Materials and **equipment** required to conduct inspections are checked and confirmed as operational.
- 1.5 Information is accessed and interpreted from relevant sources to enable inspections to conform to **specified standards** and procedures.

2 Conduct detailed inspections

- 2.1 Motor vehicle documentation is accessed and reviewed to establish key information on the vehicles under inspection.
- 2.2 Vehicle identity is verified for each vehicle inspected.
- 2.3 **Vehicle inspections** are carried out using approved methods and equipment, taking into consideration the specifications and tolerances relative to each vehicle.
- 2.4 Vehicle structure and components are identified, examined, measured and tested as necessary.
- 2.5 Occupational health and safety legislation, codes of practice, policies and procedures are observed during the inspection.
- 2.6 Vehicle non-compliances are identified and recorded in accordance with legislative requirements and standard operating procedures.

3 Determine correct vehicle dimensions/configurations

- 3.1 Guidelines are referenced as necessary for comparison with inspection findings.
- 3.2 Information is interpreted and procedures are followed in accordance with guidelines.

4 Record and review inspection findings

- 4.1 Required documentation and evidence are obtained, completed and kept in accordance with organisational policies and procedures.
- 4.2 When required, consultations with **stakeholders** are conducted to verify accuracy and validity of findings.
- 4.3 Findings are assessed for non-compliance.

5 Report and act on findings

- 5.1 Inspection findings are reported to **relevant person/s** in accordance with organisational policy and procedures.
- 5.2 Supporting information and explanations are provided as required.
- 5.3 **Documentation and records** are prepared and filed in accordance with the organisation's requirements.
- 5.4 Issues arising from inspections which require further action are identified, reported and acted on, in accordance with organisational policy and procedures.

8)

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

- communication skills to:
 - consult with stakeholders to verify findings
 - relate to persons from diverse backgrounds
- planning and organising skills to:
 - prepare for detailed inspections
- teamwork skills to:
 - conduct inspections in conjunction with other personnel
- literacy skills to:
 - read complex legislation, guidelines and manufacturer's specifications
 - interpret information and procedures
 - record findings and prepare reports
- self-management skills to:
 - reference guidelines when required
 - check materials and equipment
 - use observation and analysis
 - apply public sector legislation such as occupational health and safety and environmental procedures in the context of conducting detailed vehicle examinations
- technical skills to:
 - use compliance equipment and technology
 - use detailed inspection methodologies, including safe work practices
 - use information technology to prepare findings and write reports
 - numeracy skills for measurement and comparing with tolerances

Knowledge requirements

- organisational policies and procedures
- National Transport Commission guidelines
- vehicle components and procedures
- legislation and regulations, including Australian Design Rules
- powers of transport inspector/ authorised officer under jurisdictional legislation
- functions and roles of other professionals involved
- principles of risk management
- occupational health and safety in the context of conducting detailed vehicle examinations

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms consistency of performance in conducting detailed vehicle inspections.

This will include evidence of:

- conducting at least three detailed vehicle inspections, on separate occasions or for three different situations/contexts at an actual or simulated authorised inspection location
- following occupational health and safety procedures
- adhering to legal, ethical and organisational requirements relating to the conduct of detailed vehicle inspections

Context of and specific resources for assessment

Assessment must ensure access to a real or simulated workplace environment that closely resembles normal work practice and replicates the range of conditions likely to be encountered while conducting detailed vehicle inspections, including coping with difficulties, irregularities and breakdowns in routine.

Access is required to resources such as:

- applicable legislation, policies and procedures
- case studies and workplace scenarios to capture the range of requirements for situations likely to be encountered
- a real or simulated authorised inspection location
- vehicles, equipment and materials generally present in an authorised inspection location
- personal protective equipment

Method of assessment

Assessment methods suitable for valid and reliable assessment of this unit of competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- observation
- written or oral questions
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

Guidance information

Assessment methods should reflect workplace demands, such as

for assessment

literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in bold italics in the Performance Criteria is explained here.

<i>Inspections</i> may be:	• undertaken on: • all types of vehicles, including special purpose vehicles • imported vehicles • modified and other high risk vehicles • loaded or unloaded vehicles • carried out alone or in conjunction with other personnel • undertaken in : • full range of diverse conditions • response to police request, coronial or other inquiries
<i>Equipment</i> may include:	• measuring equipment: • micrometer • brake testing equipment • shaker plates • gauges • light meters • noise metres • jacking equipment
<i>Specified standards</i> may include:	• environmental standards e.g. emissions
<i>Vehicle inspections</i> may be:	• air and/or electrical components • body and ancillary components • brakes • chassis and trailing items (hoses etc) • draw gear • exhaust emissions and noise level • ground clearance • locking and securing devices • noise and emissions • oil leaks • out-of-gauge fifth wheel conditions • steering and suspensions • vehicle modifications

	• wheels and tyres
Stakeholders may include:	• engineers • manufacturers • approved persons • vehicle owners/operators • government agencies
Relevant person/s may include:	• senior officers • authorised officers • other operational personnel • management • vehicle owners/operators
Documentation and records may include:	• defect notice books • departmental requirements • transport instructions • incident reports • safeworking forms or instructions • cautions • offence report books

Unit Sector(s)

Not applicable.

Custom Content Section

Not applicable.