



Australian Government

TLIJ5007 Conduct internal quality audits

Release: 1

TLIJ5007 Conduct internal quality audits

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct internal quality audits in accordance with relevant regulatory requirements, standards and codes of practice, including the Australian Dangerous Goods (ADG) Code and workplace procedures.

It includes preparing and scheduling for an internal audit, conducting an audit, documenting findings and reporting audit results, in accordance with workplace requirements.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, and who lead individuals or teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

J – Quality

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Prepare for internal audit

PERFORMANCE CRITERIA

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

1.1 Benchmarks for the quality audit are established/identified

1.2 Procedures required to be audited are identified and implications of non-conformance are estimated

- 1.3 Technical and/or calibration requirements for audits are noted as required and appropriate support personnel are identified
 - 1.4 Production schedules are examined to identify appropriate audit schedule
- 2 Schedule internal audit**
 - 2.1 Audit timings are planned to ensure relevant procedures are conducted within workplace agreed time intervals and timeframes
 - 2.2 Audit frequency is adjusted based on importance of activities to the business unit, process or workplace changes or customer feedback
 - 2.3 Contact is made with appropriate personnel and relevant audit appointments are made
- 3 Conduct audit and document findings**
 - 3.1 Methods for conducting the audit are established and confirmed
 - 3.2 Observations and interviews are conducted with required approved third party as required
 - 3.3 Documentation of observations and interview responses is completed
- 4 Report audit results**
 - 4.1 Audit results are discussed with personnel associated with the procedures or standards audit
 - 4.2 Compliances noted are indicated in audit reports
 - 4.3 Location, relevant standard or procedure, and supporting evidence are indicated in non-compliance reports

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIJ5007A Conduct internal quality audits.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLIJ5007 Conduct internal quality audits

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- conducting an internal audit in the workplace
- interpreting and following operational instructions and prioritising work
- leading others
- modifying activities to cater for variations in workplace contexts and environment
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- planning and organising activities
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and applying appropriate technology, information systems and procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include:

- application of current competencies within functional activity
- application of relevant Australian Standards and certification requirements
- coaching and mentoring approaches to support team members to share knowledge and skills
- enterprise business policies and plans including procedures for identifying non-compliance and best practice
- equipment applications, capacities, configurations, safety hazards and control mechanisms
- operational work systems, resources, management and workplace operating systems
- problems that may occur and action that can be taken to resolve or report these problems
- quality procedures and implementation strategies
- relevant regulations, codes of practice and legislative requirements including the Australian Dangerous Goods (ADG) Code
- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team/group
- workplace procedures for conducting internal quality audits.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

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.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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