



Australian Government

TLIU5006 Conduct environmental audits

Release: 1

TLIU5006 Conduct environmental 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 an environmental audit in accordance with relevant environmental protection regulatory requirements, standards, codes of practice and workplace procedures.

It includes preparing and conducting an environmental audit, scheduling an internal audit, documenting the findings and reporting on the results.

Work is carried out 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 applies to those with responsibility for resource coordination and allocation, 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

U – Environment

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Prepare for environmental audit

PERFORMANCE CRITERIA

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

- 1.1 Relevant legislation, authority and enterprise requirements pertinent to workplace operations are identified and followed

- 1.2 Practices and facilities required to be audited are identified and implications of non-conformance are established
- 1.3 Technical and/or calibration requirements for audits are noted and appropriate support personnel are identified as required
- 1.4 Work schedules are investigated to identify appropriate schedule for audit
- 2 Schedule environmental 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 to ensure minimal disruption to the workplace
 - 2.3 Contact is made with appropriate personnel and audit appointments are made
- 3 Conduct environmental audit and document findings**
 - 3.1 Operational procedures and assessment methods for the environmental audit are confirmed with personnel concerned
 - 3.2 Observations and interviews are conducted with approved third party as required
 - 3.3 Documentation of observations and interview responses is completed
- 4 Report environmental audit results**
 - 4.1 Outcomes of the audit process are compared to workplace procedures
 - 4.2 Audit results are discussed with relevant personnel
 - 4.3 Reports of non-compliance are documented and options for system improvements are recommended
 - 4.4 Reports are forwarded to appropriate personnel for action

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 TLIU5006A Conduct environmental 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 TLIU5006 Conduct environmental 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 precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating effectively with others when conducting an environmental audit
- completing documentation related to conducting an environmental audit
- interpreting and following operational instructions and prioritising work
- modifying activities to cater for variations in workplace contexts and environment
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning and organising environmental audit activities
- providing leadership and working collaboratively with others when conducting an environmental audit
- reading and interpreting instructions, technical data, regulatory requirements and workplace policies and procedures relevant to conducting an environmental audit
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and applying appropriate technology, information systems and procedures
- 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 knowledge of:

- application of relevant Australian standards and associated certification requirements
- audit procedures and compliance implementation strategies
- environmental risk management and control procedures
- environmental safety regulatory and guidance material
- equipment applications, capacities, configurations, safety hazards and control
- hazards that may exist when conducting an environmental audit and ways of controlling the risks involved
- operation of workplace in relation to potential environmental risks and control/prevention measures
- problems that may occur when conducting an environmental audit and action to be taken to report or resolve these problems
- relevant work health and safety(WHS)/occupational health and safety (OHS) and environmental protection procedures and regulations, including the Australian Dangerous Goods (ADG) Code where applicable
- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team/group
- workplace business policies and plans including procedures for identifying non-compliance and best practice
- workplace processes for conducting an environmental audit.

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 other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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