



Australian Government

Department of Education, Employment and Workplace Relations

TLIJ3005A Sample, inspect and test products to specifications

Release: 1

TLIJ3005A Sample, inspect and test products to specifications

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to sample, inspect and test products to specification including establishing specifications and test procedures, selecting evidence, conducting and interpreting tests, and reporting findings. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in accordance with the relevant regulations, codes of practice, Australian standards and workplace quality standards.

Work is performed under limited or minimum supervision, generally within a team environment. Discretion and judgement are exercised in planning and using resources, services and processes to achieve required outcomes within organisational policy and procedures.

Work involves the application of quality assurance principles and procedures to the sampling, inspection and testing of products as part of operations in the warehousing, storage, transport and distribution industries.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Establish specifications and test procedures	1.1 Product quality specifications and required outcomes are read, drawings interpreted and test parameters are identified 1.2 Test methods for each required test parameter are identified and the most efficient test method is noted 1.3 Requirements for testing by personnel external to the work area are identified and appropriate permission is obtained 1.4 Sampling, inspection and testing are conducted in accordance with hazardous substances regulations
2 Select evidence	2.1 Appropriate conforming and/or non-conforming products, materials and/or waste are selected for testing 2.2 Observations of operators and copies of procedures are collected
3 Conduct and interpret tests	3.1 Tests are conducted following workplace procedures, including quality assurance procedures, and the results are documented as required 3.2 Emergency procedures are identified and engaged in the event of an incident 3.3 Comparisons of all data collected are made 3.4 Any recommendations are noted and considered for feasibility 3.5 Equipment is maintained in accordance with workplace and manufacturers requirements
4 Report findings	4.1 Findings of tests are documented in accordance with workplace procedures 4.2 Potential or existing problems and appropriate recommendations are proposed and reported either orally and/or in writing

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Relevant regulations, codes of practice and Australian standards
- Workplace quality assurance principles and procedures
- Relevant OH&S procedures and guidelines

REQUIRED KNOWLEDGE AND SKILLS

- Workplace quality procedures for the sampling, inspection and testing of products
- Quality standards and test/inspection criteria for the products concerned
- Workplace or site layout
- Focus of operation of work systems, equipment or management, site and organisational operating procedures
- Typical sampling/testing problems that may arise in work operations and products and related options for action and solutions
- Impact of job on enterprise and individual performance
- Housekeeping standards and procedures required in the workplace

Required skills:

- Communicate effectively with others when sampling, inspecting and testing products to specifications
- Read and interpret instructions, procedures, information and signs relevant to the sampling, inspecting and testing of products to specifications
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the sampling, inspecting and testing of products to specifications
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when sampling, inspecting and testing products to specifications
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any problems that are identified when sampling, inspecting and testing products to specifications in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unanticipated situations that may arise when sampling, inspecting and testing products to specifications
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during the sampling, inspecting and testing of products to specifications
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Identify and use equipment, processes and procedures required within the context of the job concerned
- Operate and adapt to differences in equipment in accordance with standard operating procedures

Required skills:

- Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

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

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or

EVIDENCE GUIDE

- in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

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|---|---|
| The operations may be conducted: | <ul style="list-style-type: none"> • in a range of work environments • by day or night • in a range of typical weather conditions |
| Customers may be: | <ul style="list-style-type: none"> • internal or external |
| Workplaces may comprise: | <ul style="list-style-type: none"> • large, medium or small worksites |
| Sampling/testing operations may be conducted in a range of work contexts and may include: | <ul style="list-style-type: none"> • restricted spaces • exposed conditions • controlled or open environments • exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles |
| Consultative processes may involve: | <ul style="list-style-type: none"> • other workplace personnel • management • union representatives • industrial relations personnel • OH&S specialists • other professional or technical staff |
| Communication in the work area may include: | <ul style="list-style-type: none"> • phone • electronic data interchange (EDI) • fax • email • internet • radio • oral, aural or signed communications |
| Depending on the type of organisation concerned and the local terminology used, workplace procedures may include: | <ul style="list-style-type: none"> • company procedures • enterprise procedures • organisational procedures • established procedures |
| Information/documents may | <ul style="list-style-type: none"> • quality assurance procedures and standards • relevant codes of practice and regulatory requirements |

RANGE STATEMENT

include:

- relevant Australian standards and certification requirements
- workplace procedures and policies
- manufacturers instructions concerning the use of equipment and/or materials
- supplier and/or client instructions
- material safety data sheets
- award, enterprise bargaining agreement, other industrial arrangements
- standards and certification requirements
- OH&S policy and procedures
- emergency procedures
- relevant codes of practice and regulatory requirements
- relevant Australian standards and certification requirements
- relevant state/territory OH&S legislation
- relevant state/territory environmental protection legislation
- workplace relations regulations
- workers compensation regulations
- Dangerous Goods Code and regulations
- water and road use and relevant licence arrangements
- relevant patent or copyright arrangements
- dangerous goods and air freight regulations
- relevant export/import/quarantine/bond requirements

Applicable regulations and legislation may include:

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

J - Quality