

<b>UNIT CODE</b>	<b>PSPREG024</b>
<b>UNIT TITLE</b>	<b>Conduct measurement licensee audit</b>
<b>APPLICATION</b>	<p>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.</p> <p>This unit applies to those working as public officers appointed under legislation to complete quality management system and performance audits of organisations and individuals licensed under legislation to perform measurement activities. Those undertaking this unit work under supervision, while performing complex tasks in a familiar context.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.</p>
<b>PREREQUISITE UNIT</b>	Nil
<b>COMPETENCY FIELD</b>	Regulatory
<b>UNIT SECTOR</b>	

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for audit	1.1 Establish scope of audit. 1.2 Identify and access activity specialists to support audit as required. 1.3 Access and review licensee history. 1.4 Access and interpret legislation and information appropriate to the audit. 1.5 Confirm the scope and process of the audit 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	<p>2.1 Confirm audit scope and process with appropriate personnel.</p> <p>2.2 Collect and evaluate relevant objective evidence using audit methods and techniques.</p> <p>2.3 Review documentation and procedures relating to the licence and associated activities for compliance.</p> <p>2.4 Identify and report patterns, trends and areas of risk.</p> <p>2.5 Ensure audit is within the boundaries of legislated powers, whilst maintaining respect for the licensee and their rights.</p>
3. Conduct a performance audit	<p>3.1 Confirm the scope of the activity being audited and the expected outcomes.</p> <p>3.2 Identify local workplace, health and safety issues and implement control strategies.</p> <p>3.3 Evaluate the adequacy of the training and assessment process used by the licensee to determine the competency of the authorised person(s) completing the licensed activity.</p> <p>3.4 Assess the suitability of the equipment, documentation and environment used for the licensed activity.</p> <p>3.5 Review completed documentation relating to the licensed activity for compliance.</p> <p>3.6 Use questioning to establish the methodology used by the authorised person(s) in completing the licensed activity.</p>
4. Analyse and report audit results	<p>4.1 Collate information, test results and observations against audit objectives and prescribed performance criteria.</p> <p>4.2 Analyse audit data for isolated and systemic quality and performance issues.</p> <p>4.3 Identify and report areas of non-compliance including any required corrective action and include any general recommendations for improvement.</p> <p>4.4 Communicate inspection results to the appropriate personnel.</p>
5. Act on non-compliance	<p>5.1 Select remedial or enforcement action for the non-compliance.</p> <p>5.2 Inform licensee of non-compliance and consequences of failing to have it corrected.</p> <p>5.3 Implement enforcement action.</p>

**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
<b>UNIT MAPPING INFORMATION</b>	Release 1: Supersedes and is equivalent to PSPREG024 Conduct measurement licensee audit
<b>LINKS</b>	Companion Volume Implementation Guide

<b>TITLE</b>	Assessment Requirements for PSPREG024 Conduct measurement licensee audit
<b>PERFORMANCE EVIDENCE</b>	<p>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:</p> <ul style="list-style-type: none"> <li>■ reading, analysing and interpreting: <ul style="list-style-type: none"> <li>○ complex and formal documents</li> <li>○ technical data and test results</li> <li>○ regulatory requirements and</li> <li>○ organisational policies and procedures</li> </ul> </li> <li>■ communicating the outcome of one audit and recommended corrective action</li> <li>■ scheduling and organising audits to allow for licensee's operational requirements and to maximise effective use of auditor's time and travel needs</li> <li>■ ensuring corrective actions are recommended and actioned.</li> <li>■ identifying, and applying legislation, test procedures, policies and procedures</li> <li>■ identifying, analysing and mitigating risks within the audit environment</li> <li>■ maintaining the security and confidentiality of data</li> <li>■ reporting results in the required formats and within expected timeframe.</li> </ul>

<b>KNOWLEDGE EVIDENCE</b>	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> <li>■ auditing systems</li> <li>■ risk management principles</li> <li>■ hazards that may exist when conducting an audit and ways of controlling risks involved</li> <li>■ national measurement legislation</li> <li>■ powers of inspectors</li> <li>■ use of audit and assessment tools</li> <li>■ industry practices and procedures relating to measurement processes and verification of measuring instruments</li> <li>■ organisational reporting procedures relating to audits</li> <li>■ legal issues and terminology relating to audits</li> <li>■ audit methods and techniques</li> <li>■ codes of practice, regulations and standards</li> <li>■ product and service knowledge relating to measurement process and verification of measuring instruments</li> <li>■ quality principles and techniques relating to measurement process and verification of measuring instruments</li> <li>■ current audit practices.</li> </ul>
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<b>ASSESSMENT CONDITIONS</b>	<p>Skills must be demonstrated in either a</p> <ul style="list-style-type: none"><li>■ workplace environment or</li><li>■ simulated environment.</li></ul> <p>Simulated assessment environments must simulate the real-life working environment where the skills and knowledge within this unit would be utilised, with all the relevant equipment and resources of that working environment.</p> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"><li>■ computer and relevant software or organisation information management systems</li><li>■ licence conditions</li><li>■ national measurement legislation</li><li>■ audit procedures.</li></ul> <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
<b>LINKS</b>	Companion Volume Implementation Guide