



Verifier's recognition kit - Subclasses 3.1 and 3.2

MSMSS00012 – Trade Measurement Verification
(Simple Measure) – subclasses 3.1 & 3.2

Version F 3.0 – August 2020

Complete this kit by typing directly into the document

Applicant's name:	
Observation assessment method requested (select one)	<p>Video calling (VC)</p> <p>Pre-recorded video/s</p> <p>In-person observation (NMI office – not available for POS systems)</p> <p>In-person observation (applicant choice of site)</p>

Contents

Version changes	ii
Introduction	1
Assessment instructions	2
IMPORTANT - Submission of the kit and enrolment.....	4
Applicant's details	5
Applicant's work history and training.....	6
Assessment recording form (assessor).....	7
Assessor's feedback form.....	8
Instructions for all written assessments	9
Written assessment 'all subclasses'	9
Written assessment (Subclasses 3.1 and 3.2 specific questions).....	19
Verification form task	30
For subclasses 3.1 & 3.2	30
Workplace test reports	31
For subclasses 3.1& 3.2	31
Third party report (experienced verifier).....	32
Third party report (non-verifier).....	36
Record of assessor's conversation with third party (if required).....	38
Outcome of assessor's review of applicant's test reports	39
Record of conversation with the applicant	40
Skills observation report.....	41

Version changes

Version number	Main changes
V3.0	<ul style="list-style-type: none">• Version now includes mandatory observation• Added pre-completion checklist to establish readiness (inc. LLN)• Re-wording of some questions/instructions, including to aid clarity. Some questions removed and new questions added.• Verification form task changed to require completion using the electronic version of the form.• Supervisor/mentor report now called third party report with comments required for each checkpoint.• Kit should be completed electronically.

Introduction

This kit enables you to demonstrate your competence as a verifier of measuring instruments used for trade against the performance criteria and assessment requirements set out in the nationally recognised units of competency for the skill set:

MSMSS00012 – Trade Measurement Verification (Simple Measure)

- [MSMTMREF301 – Use and maintain reference standards.](#)
- [MSMTMVER301 – Verify simple measures.](#)

On successful completion, you will be issued a statement of attainment relating to trade weights subclasses 3.1 & 3.2.

Read these instructions carefully in combination with the [Recognition kit instructions](#) and [Instructions for observation assessments](#) documents. In addition, carefully read the instructions included at the start of each section.

Before you complete and submit your recognition kit, you should:

- read through the whole kit to understand what is required of you
- spend time in the field with an experienced verifier learning about the topics in the following checklist
- **complete the checklist below**, to self-assess your skills and knowledge.

Please contact the NMI administrator if you have difficulties in understanding the requirements for compiling/submitting your kit

Email: NMIadministrator@measurement.gov.au

Tel: 02 8467 3789

I have adequate skills and knowledge in the following to be able to complete this kit, and perform these tasks in the workplace, without direct assistance:	Yes	No	Not sure
---	-----	----	----------

Spoken English communication			
------------------------------	--	--	--

Mathematics			
-------------	--	--	--

English reading skills			
------------------------	--	--	--

Computer skills			
-----------------	--	--	--

The instruments I intend to verify			
------------------------------------	--	--	--

The techniques used in testing instruments, including planning and preparation			
--	--	--	--

Storing, maintaining and handling reference standards/test equipment			
--	--	--	--

Likely impacts of the environment on the function of instruments and/or the standards/test equipment used to verify them.			
---	--	--	--

Work health and safety considerations relevant to testing instruments			
---	--	--	--

My organisation's and NMI requirements for recording and reporting details of verifications and other licensing matters			
---	--	--	--

Any adjustments or corrections that may be needed during the verification process			
---	--	--	--

Marking instruments for verification (what to mark and where to place the mark)			
---	--	--	--

Communicating to the owner/user of the instrument and requesting any assistance			
---	--	--	--

If you have checked 'no' or 'unsure' to any of the items in the table above, and are unsure what you need to do to be in a position to answer 'yes', please speak to your supervisor. Check the LLN section of the [Participant's handbook](#) if you need to develop your mathematics or English skills (speaking or reading) before you attempt this assessment.

In addition, you should have personally tested instruments, ideally under supervision, using the relevant national instrument test procedures to develop your skills - either in the workplace or in a simulated workplace environment.

Assessment instructions

Completion of the kit

You should complete this kit by typing directly into the document or clicking on checkboxes, where appropriate. If you have any problems with the functionality of the fillable kit, please email the kit to the NMI Administrator, detailing the issues that you are having, specifying which page/question etc.

Submit the whole document along with any additional scanned reports, documents, video/s. DO NOT, print it out and scan it.

The kit comprises a number of components for you to complete/submit, relevant to the subclasses for which you are being assessed, including the following:

- **Your work history**
- **Written assessments**
- **A specific question** that asks you to complete a [verification form](#) (Form 6) using the information provided.
- **Test reports** from trade weights you have tested.
- **Third party report** – a report/s from the verifier/s who worked with you during your training, or a work colleague (where you have no access to a verifier).

In addition, you will be asked to **demonstrate your skills** by completing one or more simulated verifications, observed by your assessor or a skills observer.

MAKE SURE YOU COMPLETE ALL PARTS OF THE RECOGNITION KIT

Skills assessment requirements

In your workplace

This assessment requires that you **demonstrate** your practical skills, by completing one or more simulated **initial** verifications on trade weights, in a real or simulated environment. During training within your organisation, you should have practised these skills, ideally under supervision of an experienced verifier/s, including completing the appropriate test reports that you will submit as evidence (workplace documents).

The experienced verifier/s that supervised you should complete a third party report/s and sign the test report/s you will submit/s.

Wherever possible, include examples of testing weights that did not meet the requirements for verification, to show your understanding of unacceptable trade weights.

You must provide copies of **two** test reports relating to weights you have tested (ideally) under supervision. You should have personally completed all the processes required as if you were completing **initial** verification of the weights, without assistance. You will complete a further report during your skills observation/video, which will be submitted immediately following observation).

See also the [Workplace test reports](#) section.

NMI observation

Your assessor will need to confirm you have the necessary practical and communication skills required when verifying trade weights. This includes demonstrating knowledge of, and implementing, safe work practices. Depending on the circumstances, this will be completed by one of the following methods:

- Video calling - The assessor will use video calling to complete a direct observation of you, either at your work place or another suitable location (e.g. trader's site).
- Pre-recorded video/s - You will provide a video, or preferably series of videos, showing you completing all the stages required for verification of at least one trade weight, in a real or simulated situation.
- In-person observation (NMI Office) - The assessor, or a skills observer, will observe you completing all the processes required for verification of a trade weight that you will bring into an NMI office (Along with all required test equipment).
- In-person observation (applicant's choice of site) - The assessor, or a skills observer, will observe you completing all the processes required for verification of a trade weight, either at your work place or another suitable location (e.g. a trader's site).

Be sure to mark your preferred observation method option on the [front](#) of this kit and on the [Recognition kit checklist](#).

- If you choose to complete the observation using video calling, your assessor will contact you to schedule a suitable time and date.
- If you have chosen to provide a video/s, and you are unable to email the video file/s, the NMI Administrator will provide a link where you can upload your video/s, after we have received your kit.
- If you wish to demonstrate your skills at an NMI office, the NMI Administrator will advise you of the next available dates at the NMI office of your choice.
- For in-person observation at your workplace, or other suitable location of your choice, you will liaise with the assessor or skills observer.

IMPORTANT – Please See separate [Instructions for observation assessment](#).

Third party reports

We would like a report from a person (or persons) who has worked directly with you, and can comment on your workplace performance over time. Ideally, this person should be an existing verifier who has worked directly with you during your training AND who holds a statement/s of attainment relevant to this skill set and subclasses. If you don't have access to a verifier during your training but you have a workplace supervisor or colleague who works with you, ask them to provide a report. **Note, you may be asked to complete an observation if you cannot provide a third party report from a verifier.**

Ask the person/s completing the report/s to read the instructions and complete their report **before** you finalise this kit. **If more than one person can provide evidence to support your assessment, have each of them complete a separate report for submission:**

- An existing verifier should complete the [Third party report \(experienced verifier\)](#).
- Any other work colleague, who isn't a verifier, should complete the [Third party report \(non-verifier\)](#).

If you have access to an existing verifier, ensure they observe you testing the weights for which you will provide [workplace test reports](#) for this kit. **They should sign each report you provide**, to confirm that you have correctly followed the relevant, current, national instrument test procedures.

If you don't have access to anyone in your workplace who can provide either of the above third party reports, please contact the NMI administrator.

IMPORTANT - Submission of the kit and enrolment

Once you have completed all relevant components, complete the separate [Recognition kit checklist](#) and the checklist on the [Applicant's details form](#), to check that you are submitting **all** the components required for this assessment.

Save this document on your computer, and name the file by adding your name to the file name. For example, if your name is Joe Smith, the file name for your completed kit will be:

RK 3.1 & 3.2 F V3.0 Joe Smith.

Scan each of the **additional** documents you have completed, and save them by name of document and the kit, e.g. save the verification form 6 as:

RK 3.1 & 3.2 F V3.0 Form 6 Joe Smith

If submitting videos, name them **RK 3.1 & 3.2 F V3.0 Video Joe Smith**

Include a number for each video so your assessor can watch them in order, e.g. Video (1); Video (2) etc.

Email the kit and the other scanned documents to nmiadministrator@measurement.gov.au and keep your original kit and documents. Your assessor will ask questions about your kit when they speak to you, so you need to have it available.

The NMI Administrator will advise you how to submit the video/s if you are unable to email them.

Once we have received all parts of your kit, the NMI Administrator will contact you regarding enrolment.

Assessment

Your assessor uses a number of forms to record the results of each part of your assessment. The forms are included at the end of this kit for your information.

Following enrolment, you will be assigned an assessor, a skills observer (SO) for your observation (where applicable) and/or be appointed a time for observation at your local NMI office.

If a SO completes your observation, they will contact you to make arrangements. Following observation, they will provide their report to your assessor.

Once your assessor receives your submitted material, and any observation report, they will:

- assess the submitted material
- determine if any further evidence is required
- discuss your workplace skills with the person/s providing any third party report (if necessary)
- contact you to confirm arrangements for any skills observation (if they are completing the observation)
- contact you to arrange a mutually convenient time to call you, if required, to:
 - confirm your understanding
 - discuss the reports/documents/video you submitted
 - ask any other questions to confirm your competence.
- record your results and provide feedback on the assessment recording form
- return the kit to the NMI Administrator for processing and confirmation of the result of your assessment by email, and posting out your statement of attainment, when successful.

Applicant's work history and training

Details of current employment

Organisation:

Postal address:

Date employment started:

Date training related to these subclasses started:

Title of your current position:

Details of any previous relevant employment

Organisation:

Postal address:

Period of employment:

From:

To:

Title of your previous position:

Relevant work experience

Specify the length of time you have been testing trade weights and the approximate number of weights, and range of weight capacities you have tested (including under supervision and in simulated workplace situations)

Detail any relevant training courses you have attended (name and date) and attach copies of any relevant trade qualifications:

Assessment recording form (assessor)

Assessor to complete this section and sign it.

Applicant

Assessor name:

Date kit received:

Summary of evidence used to assess the applicant:

Written assessments

Completed verification form task

Third party report/s

Conversation with applicant

Review of test reports

Skills observation/report/review of video/s

Other - specify:

To obtain the skill set MSMSS00012 - Trade Measurement Verification (Simple Measure), applicants must demonstrate competence in both units of competency.

This applicant was assessed as:

Competent

Not yet competent

MSMTMVER301 Verify simple measures instruments

MSMTMREF301 Use and maintain reference standards

Applicant's ID checked at interview:

Assessor's name:

Date:

RTO Manager's signature:

Date:

Assessor's feedback form

Assessor: Please include feedback to the applicant here and sign the form. Particularly where you have assessed the applicant as NYC, ensure you identify which assessment requirements the applicant has not yet demonstrated

(e.g. Performance criteria (PC) 2.4 of the unit of competency (UoC) MSMTMREF301 - Use and maintain reference standards was not met as you were unable to correctly validate the reference standard suitability).

Assessor's name:

Date:

Instructions for all written assessments

You must complete the 'all subclasses questions'

In addition, complete all questions relating to the specific subclasses you wish to verify.

For multiple choice questions, check the correct answer, or answers. If you make a mistake, you can simply uncheck the box/es and check the new correct box/es.

For free text questions, type in the text box provided below each question. Include any calculations you use. The text box shouldn't limit how much you can write, but the size of the box indicates the expected maximum length of your answer.

If you have any problems writing your calculations in the text box, write them on a separate page/document, clearly indicating the question they relate to (e.g. All subclasses Q29), then scan or photograph them and email along with your kit.

Name the added document **RK 3.1 & 3.2 F V3.0 Calculations Joe Smith**

Written assessment 'all subclasses'

If you are completing more than one recognition kit at the same time, you only need to answer these 'all subclasses' questions once.

1. In your own words, describe:

a) what a hazard is.

Correct

Incorrect

b) what a risk is.

Correct

Incorrect

2. List **four** basic duties you have under the safety legislation in your state or territory, as an employee or worker.

Satisfactory

Incomplete

Incorrect

3. List the main workplace health and safety **hazards** that you face when verifying measuring instruments or measures. Your answer should relate to the environments and method/s of verification for instruments/measures for which you are currently being assessed. Write your answer below. **Include at least 5 common hazards (add another 5 per additional kit you are completing at the same time).** In addition, identify the main controls you apply to ensure your safety, and list any specific workplace procedure that applies to the hazard.

Hazards	Controls	Workplace procedures
1.		
2.		
3.		
4.		
5.		
1.		
2.		
3.		
4.		
5.		
1.		
2.		
3.		
4.		
5.		

Satisfactory Incomplete Incorrect

4. Do you know what a SDS and a SWMS are?

a) Explain what a SDS is:

Correct Incorrect

b) Give an example of when you would use a SDS:

Correct Incorrect

c) Explain what a SWMS is:

Correct Incorrect

d) Give an example of when you would use a SWMS:

Correct Incorrect

5. As part of the licence conditions, a servicing licensee is required to maintain a quality management system. From the following list, select each item that is included in your quality management system manual. Check **all** that apply.

a) The requirement for all measuring instruments/measures to be of an approved pattern and comply with their certificate of approval.

b) Details of mandatory reverification periods for instruments/measures used for trade.

c) References to the national instrument test procedures relevant to the servicing licence.

d) Procedures relating to instruments/measures that cannot be verified.

Satisfactory Incomplete Incorrect

6. Which document, maintained by the servicing licensee, details the required format of the mark that verifiers, working under that servicing licence, must apply to show an instrument/measure has been verified? Choose the single correct answer.

a) The National Trade Measurement Regulations 2009.

b) The licensee's quality manual.

c) The National Instrument Test Procedures.

d) The licensee's servicing licence.

Correct Incorrect

7. You have just changed your home address. What are you required to do? Choose the single correct answer.

a) Nothing.

b) Notify my employer who will notify NMI within 2 months.

c) Notify my employer who will notify NMI within 14 days.

d) Call my local trade measurement inspector and leave a message.

Correct Incorrect

8. If you verify a measuring instrument/measure, how long do you have to submit notice of the verification to the National Measurement Institute on the approved form? Choose the single correct answer.
- a) 7 days
 - b) 14 days
 - c) 21 days
 - d) 1 month

Correct Incorrect

9. Select the actions you would take when you test a measuring instrument/measure in use for trade and you determine that you cannot verify it. Check **all** that apply.

- a) Replace the verification mark with one indicating the instrument/measure can no longer be used for trade.
- b) Remove any existing verification mark (where feasible).
- c) Notify the owner within 14 days.
- d) Notify the owner immediately.
- e) Notify NMI within 14 days
- f) Notify NMI immediately.

Satisfactory Incomplete Incorrect

10. What could be the consequence if you failed to provide the trader with a notice of non-verification when you have been unable to verify a measuring instrument/measure used for trade? Check **all** that apply.

- a) No consequence provided I told the trader they couldn't use the instrument/measure for trade.
- b) Customers could get incorrect measure.
- c) Nothing, it's the trader's responsibility to check the instrument/measure is correctly marked.
- d) I could be fined.
- e) I could be restricted from verifying instruments/measures.

Satisfactory Incomplete Incorrect

11. If you were unsure of the correct way to apply a verification mark to a measuring instrument/measure, or any other requirement relating to the verification process, what would you do? Write your answer below. Include at least **three** points.

Satisfactory Incomplete Incorrect

12. How often must a measuring instrument/measure used for trade (excluding weighbridges used for public weighing) be re-verified? Choose the single correct answer.
- a) Every 3 years.
 - b) Every 5 years.
 - c) Whenever it has been adjusted/repared or every 2 years.
 - d) Whenever an adjustment or repair affects its metrological performance.
- Correct Incorrect
13. Can you verify a measuring instrument/measure where its certificate of approval states 'cancelled in respect of new instruments as from 1 January 2014'? Choose the single correct answer.
- a) No, never.
 - b) Yes, always.
 - c) Yes, if the instrument/measure was manufactured before 1 January 2014.
 - d) Yes, provided the instrument is new.
- Correct Incorrect
14. What markings would you apply to an instrument/measure you verified on 26 May 2020 if your servicing licensee code is DBA and you have the verifier number VR 01278? Choose the single correct answer.
- a) DBA 1278 B0
 - b) 1278 B 20
 - c) DBA 1278 E20
 - d) DBA 1278 E0
 - e) 1278 DBA B20
- Correct Incorrect
15. The following questions relate to the connection of auxiliary devices to measuring equipment.
- a) Which document specifies the requirements for the installation of auxiliary indicating or printing devices and POS systems installed prior to 1 August 2012? Choose the single correct answer.
- i. S1/0/A
 - ii. S1/0B
 - iii. Supplementary certificate of approval for the device/system
 - iv. Measuring instrument approval
- Correct Incorrect
- b) Which document specifies the requirements for the installation of auxiliary indicating or printing devices installed after 1 August 2012, **excluding** POS or Control systems? Choose the single correct answer.
- i. S1/0/A
 - ii. S1/0B
 - iii. Supplementary certificate of approval for the device/system
 - iv. Measuring instrument approval
- Correct Incorrect

- c) Which document specifies the requirements for the installation of POS systems installed after 1 August 2012? Choose the single correct answer.
- i. S1/0/A
 - ii. S1/0B
 - iii. Supplementary certificate of approval for the device/system
 - iv. Measuring instrument approval

Correct Incorrect

- d) When verifying an instrument which has an auxiliary device (other than a POS or control system) connected to it, what are the requirements for verification marking? Choose the single correct answer.

- i. Apply a mark to the instrument only
- ii. Apply a mark to the auxiliary device only
- iii. Apply a mark to both the auxiliary device and the instrument

Correct Incorrect

16. Provide a couple of examples of how a trader's use of an instrument/measure may impact on its performance. (Give **two** examples per instrument type you are being assessed for at this time).

Satisfactory Incomplete Incorrect

17. In your organisation, how do you maintain records relating to verification? You should include at least 2 points.

Satisfactory Incomplete Incorrect

18. In order to verify instruments/measures, what are the principal legal requirements for the business and the individual completing a verification? Include at least 3 points in your answer.

Satisfactory Incomplete Incorrect

19. Who is responsible for determining whether a particular model of instrument can legally be used for trade in Australia?

Correct Incorrect

20. Where could you find the legal units of measurement for Australia? Choose any that apply.

- a) On the NMI internet pages.
- b) In the National Measurement Act 1960
- c) In the National Measurement Regulations 1999.
- d) In the licensee's quality manual

Correct Incorrect

21. MPEs for instruments/measures may be given in a number of different documents. If the instrument/measure you are to verify was first approved on the 20th January 2020, where would you find the correct MPE to use during testing?

Correct

Incorrect

The questions listed below apply specifically to the knowledge requirements for the unit of competency MSMTMREF301 - Use and maintain reference standards.

22. List the **reference standards/test equipment** you use when verifying measuring instruments or measures. (Include capacity ranges, scale intervals and class/es, where appropriate) The answer you give should relate to **all** instrument subclasses for which you are being assessed. Write your answer below.

Satisfactory

Incomplete

Incorrect

23. How do you protect the integrity of the **reference standards and test equipment** you described in the previous question? Your answer should relate to storage, transportation and handling of reference standards and equipment. Write your answer below. Include **at least four** points.

Satisfactory

Incomplete

Incorrect

24. This question relates to the reference standards/test equipment you use, not the instrument/measure being tested.

What environmental factors could influence the integrity of the **reference standards and test equipment** that you use when verifying instruments/measures? The answer you give should relate to any instrument subclasses for which you are being assessed. Check **all** that apply.

- a) Temperature
- b) Humidity
- c) Electrical interference
- d) Wind/air movement
- e) Rain/water
- f) Gravity
- g) Dust/dirt
- h) Instrument level
- i) Pressure
- j) Vibration
- k) Other (detail):

Satisfactory Incomplete Incorrect

25. How do you control these factors when undertaking a verification? The answer you give should relate to the standards/equipment for all subclasses for which you are being assessed. Write your answer below. You should include **at least one control per item selected above.**

Satisfactory Incomplete Incorrect

26. You have damaged a reference standard used to verify measuring instruments/measures. What should you do with it? Choose the single correct answer.

- a) Fix the damage
- b) Quarantine it, until it has been repaired, tested and approved for use by the appropriate authority.
- c) Use it until it can be repaired.
- d) Quarantine it and then use it once repaired, if it is repairable.

Correct Incorrect

27. When using reference standards/test equipment, what signs/symptoms/measurement results might alert you to a possible problem/fault/damage with those standards/test equipment? Provide answers for each of the types of standards or equipment you use when verifying instruments/measures of the subclass/es you are being assessed for. Include **at least two** points per different type of reference standard/test equipment you use.

Satisfactory Incomplete Incorrect

28. You have verified and marked a measuring instrument/measure when you notice that a reference standard/test equipment used for the verification is damaged or faulty. What should you do with regards to the verified instrument/measure? Write your answer below. Include **at least two** points.

Satisfactory Incomplete Incorrect

29. What does your quality management system require your organisation to do when there is a change to the reference standards/test equipment you use, i.e. when you acquire new standards/test equipment, when your standards/test equipment are re-verified, when you dispose of standards/test equipment that are broken/excess to requirements? Check **all** that apply.

- a) Ensure that new standards/test equipment have the appropriate certification.
- b) Allocate a junior member of staff to clean the new standards/test equipment.
- c) Update the list of reference standards/test equipment.
- d) Supply a copy of the updated list of reference standards/test equipment to NMI within 30 days of the change.
- e) Supply a copy of the updated list of reference standards/test equipment to NMI within 14 days.

Satisfactory Incomplete Incorrect

30. What is the principal purpose of a certificate of verification (e.g. a Reg. 13 certificate)? Write your answer below

Satisfactory Incomplete Incorrect

31. What procedures does your business need in place for maintenance and calibration of your reference standards/test equipment? Refer to your quality manual. Write your answer below. Include **at least two** points.

Satisfactory Incomplete Incorrect

32. Can you identify any limitations of the reference standards/test equipment you use during verification related to the verification or the environment in which they are used? Address this question to all reference standards/test equipment you may use for the subclasses you are currently being assessed for, describing the limitations and how significant they might be.

Satisfactory Incomplete Incorrect

33. What are organisations who are authorised to verify reference standards called?

Correct Incorrect

Written assessment (Subclasses 3.1 and 3.2 specific questions)

1. What general certificate of approval must new weights comply with? Choose the single correct answer.

- a) NMI 3/0B
- b) NMI 3/0/A
- c) NMI S3/0A
- d) NMI 3/0

Correct Incorrect

2. Can a 4 kg weight be verified for trade purposes? Explain your answer.

Satisfactory Incomplete Incorrect

3. What are the requirements for the reference standards used for verifying trade weights?

Satisfactory Incomplete Incorrect

4. Explain the difference between reference weights verified as **nominal value** standards, compared to those verified as **actual value** standards, and any differences in the method you apply if you were verifying trade weights with these different types of standards.

Satisfactory Incomplete Incorrect

5. What do you understand to be the difference between the terms weight and mass? Provide an example to show the difference.

Correct Incorrect

6. Are pounds and tons legal units of measurement in Australia?

Yes No

Correct Incorrect

7. Consider the regulation 13 certificate of verification given below and answer the following questions that relate to it.

a) What level of uncertainty applies to the 1 kg weight? Choose the single correct answer.

- i. $\pm 999.996\ 1\ \text{g}$
- ii. $0.001\ 0\ \text{g}$
- iii. $\pm 0.001\ 0\ \text{g}$
- iv. $\pm 0.000\ 011\ \text{g}$

Correct Incorrect

b) What verification method was used for these reference standards? Write your answer below.

Satisfactory Incomplete Incorrect

c) What is the actual value for the 10 mg reference standard? Choose the single correct answer.

- i. 10 mg
- ii. 0.010 041 g
- iii. 0.000 005 g
- iv. 9.999 979 mg

Correct Incorrect



Australian Government
National Measurement
Institute

**CERTIFICATE OF VERIFICATION OF A REFERENCE STANDARD OF
MEASUREMENT IN ACCORDANCE WITH REGULATION 13 OF THE NATIONAL
MEASUREMENT REGULATIONS 1999 (CTH) IN ACCORDANCE WITH THE
NATIONAL MEASUREMENT ACT 1960 (CTH)**

Certificate Number RN120652

Description of standard of measurement:	State Secondary standard of mass: Set of stainless steel weights, 20 kg to 2 mg, 28-piece
Permanent distinguishing marks:	Serial No: 20 kg to 200 g - B, 100 g to 2 mg - Box 161080
Date of verification:	14 March 2012
This certificate is given for a period until:	14 March 2015
Value(s) of standard of measurement:	As stated in Report RN120652 of the National Measurement Institute
Uncertainty of value(s):	As stated in Report RN120652 of the National Measurement Institute
Values and uncertainties of relevant influence factors:	As stated in Report RN120652 of the National Measurement Institute

Signature: *G.J. Buckley*

Date: *16 March 2012*

Name of Signatory: Mr Greg Buckley

Being a person with powers delegated by the Chief Metrologist acting under section 18D of the *National Measurement Act 1960* (Cth) in respect of Regulation 13 of the *National Measurement Regulations 1999* (Cth), I hereby certify that the above standard is verified as a reference standard of measurement in accordance with the Regulations.

Note: Report RN120652 of the National Measurement Institute forms part of this Certificate.



Australian Government
National Measurement
Institute

MEASUREMENT REPORT ON

Set of weights, 20 kg to 2 mg, 28-piece
Serial number: 20 kg to 200 g - B, 100 g to 2 mg - Box 161080



Accredited for compliance with ISO/IEC 17025.
Accreditation Number 1.

The National Measurement Institute is responsible for Australia's units and standards of measurement.
The measurement results presented in this report are traceable to Australia's primary standards.

Trade Measurement Laboratory, Brisbane:
33 Kingtel Place
Geebung QLD 4034
Australia

Telephone: +61 7 3613 6102
Facsimile: +61 7 3613 6198

Headquarters:
PO Box 264
Lindfield NSW 2070
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Ref: RN120652 File: CB/12/0571 Checked:  Date: 15 March 2012

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For: National Measurement Institute
Trade Measurement, Brisbane
33 Kingtel Place
GEEBUNG QLD 4034

Reference: Quotation number Q120652

Description: Set of stainless steel weights, 20 kg to 2 mg, 28-piece

Maker: Masscal / NG Brown

Serial Number: 20 kg to 200 g - B, 100 g to 2 mg - Box 161080

Previous Examination: ML6839
Dated: 19 February 2010

Date(s) of Test: 9 March 2012 to 14 March 2012

Results of measurement:

Table 1 - Weights marked 'B'

Nominal Mass	Description	Identifying Mark(s)	Measured Mass (g)	Uncertainty (±) (g)
20 kg	Stainless steel cylindrical weight	B	20000.021	0.020
10 kg	Stainless steel cylindrical weight	B	9999.990	0.010
5 kg	Stainless steel cylindrical weight	B	4999.995	0.005
2 kg	Stainless steel cylindrical weight	B	2000.000 1	0.002 0
2 kg*	Stainless steel cylindrical weight	B	1999.997 2	0.002 0
1 kg	Stainless steel cylindrical weight	B	999.996 1	0.001 0
500 g	Stainless steel cylindrical weight	B	499.999 9	0.000 7
200 g	Stainless steel cylindrical weight	B	199.999 84	0.000 20
200 g*	Stainless steel cylindrical weight	B	200.000 46	0.000 20

Ref: RN120652

File: CB/12/0571

Checked: *g*

Date: 15 March 2012

Table 2 - Weights in box marked '161080'

Nominal Mass	Description	Identifying Mark(s)	Measured Mass (g)	Uncertainty (±) (g)
100 g	Stainless steel cylindrical weight	Box 161080	99.999 28	0.000 10
50 g	Stainless steel cylindrical weight	Box 161080	49.999 74	0.000 05
20 g	Stainless steel cylindrical weight	Box 161080	19.999 94	0.000 06
10 g	Stainless steel cylindrical weight	Box 161080	9.999 979	0.000 030
10 g*	Stainless steel cylindrical weight	Box 161080	9.999 995	0.000 030
5 g	Stainless steel cylindrical weight	Box 161080	4.999 578	0.000 016
2 g	Stainless steel cylindrical weight	Box 161080	2.000 069	0.000 011
2 g*	Stainless steel cylindrical weight	Box 161080	1.999 712	0.000 011
1 g	Stainless steel cylindrical weight	Box 161080	1.000 081	0.000 010
500 mg	Stainless steel wire weight	Box 161080	0.500 024	0.000 010
200 mg	Stainless steel wire weight (s/b)	Box 161080	0.200 071	0.000 007
200 mg	Stainless steel wire weight (d/b)	Box 161080	0.199 993	0.000 007
100 mg	Stainless steel wire weight	Box 161080	0.099 986	0.000 006
50 mg	Stainless steel wire weight	Box 161080	0.050 048	0.000 005
20 mg	Stainless steel wire weight (s/b)	Box 161080	0.020 070	0.000 005
20 mg	Stainless steel wire weight (d/b)	Box 161080	0.020 031	0.000 005
10 mg	Stainless steel wire weight	Box 161080	0.010 041	0.000 005
5 mg	Stainless steel wire weight	Box 161080	0.005 036	0.000 005
2 mg	Stainless steel wire weight (d/b)	Box 161080	0.002 049	0.000 005

Notes

1. The uncertainty stated in this Report has been calculated in accordance with the principles in *JCGM 100:2008 - Evaluation of measurement data - Guide to the expression of uncertainty in measurement*, and gives an interval estimated to have a level of confidence of 95%. Unless otherwise stated, a coverage factor of 2.0 has been used. The uncertainty applies at the time of measurement only and takes no account of any drift or other effects that may apply afterwards. When estimating the uncertainty at any later time, other relevant information should also be considered, including, where possible, the history of the performance of the instrument and the manufacturer's specification.

Ref: RN120652

File: CB/12/0571

Checked: 

Date: 15 March 2012

2. The weights were verified using the "Closed Cycle" method as specified in "The Calibration of Weights and Balances", Morris & Fen - 3rd edition, March 2007.
3. The weights have been verified in the laboratory on the basis of weighings made in air against a standard of known mass. The value given in the column headed "Measured Mass" in this Report represents, within the uncertainty given in the column headed "Uncertainty", the mass of a hypothetical object of density 8000 kg/m³ which, in air of density 1.2 kg/m³ would balance the corresponding mass identified in the columns headed "Nominal Mass", "Description" & "Identifying Mark(s)".
4. The weights require careful handling to retain the value given in the report.
5. The weights have been verified against the following reference standard(s):
20 kg to 1 mg state primary mass set 'M46314-Q'. Certificate Number RN080521
Expiry Date-26/09/2013
6. The verification was conducted at Trade Measurement Laboratory, Brisbane, 33 Kingtel Place, Geebung QLD 4034.

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Mr Greg Buckley
for Dr P T H Fisk
Chief Metrologist



Mr Rolf Grubwinkler
NATA approved signatory

Ref: RN120652

File: CB/12/0571

Checked: 

Date: 15 March 2012

8. What materials are acceptable for the construction of trade weights less than 50 mg used in pharmaceutical dispensing? Choose **all that apply**.

- a) Iron
- b) Brass
- c) Gun metal
- d) Bronze
- e) Non-magnetic stainless steel
- f) Nickel-silver
- g) Platinum
- h) Aluminium

Satisfactory Incomplete Incorrect

9. What materials are acceptable for the construction of special industrial weights of less than 2 kg? Choose **all that apply**.

- a) Iron
- b) Brass
- c) Gun metal
- d) Bronze
- e) Non-magnetic stainless steel
- f) Nickel-silver
- g) Platinum
- h) Aluminium

Satisfactory Incomplete Incorrect

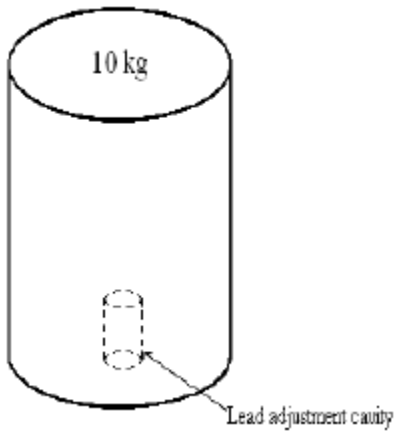
10. Can a new brass weight not marked 'A', constructed in an approved shape, with no adjusting hole, marked '100 g' be verified for trade use? Explain your answer.

Satisfactory Incomplete Incorrect

11. If you were unable to apply a verification mark directly to a weight, what would you do? In your answer, include details of any applicable section/s of the Act or any Regulation/s.

Satisfactory Incomplete Incorrect

12. Can a new cast iron weight of the shape and denomination shown below be verified for trade? Explain your answer.



Weight is 190 mm in height with a diameter of 95 mm

Satisfactory Incomplete Incorrect

13. You have a weighing instrument with a maximum capacity of 10 000 g and a scale interval of 0.2g.

- a) If you had 2 x 5 kg nominal weight Inspectors' Class 1 reference standards, would you be able to use these to verify a 10 kg cast iron trade weight? Explain your answer showing any calculations.

Satisfactory Incomplete Incorrect

- b) If you just had 2 x 5 kg nominal weight Inspectors' Class 2 reference standards, would you be able to use these to verify a 10 kg cast iron trade weight? Explain your answer showing any calculations.

Satisfactory Incomplete Incorrect

14. Can a 15 kg special industrial weight be verified for trade use? Explain your answer.

Satisfactory Incomplete Incorrect

15. What are the requirements for the weighing instrument used for testing trade weights?

Satisfactory Incomplete Incorrect

16. You have recently been employed by a licensee who holds a licence for instruments of subclasses 3.1, 3.2, 6.1-6.3 and 18.2. You have obtained your statement of attainment for 6.1-6.3 but have not yet completed your assessment, and obtained a statement of attainment, for instrument subclasses 3.1 & 3.2. Your manager tells you to verify a set of trade weights for a customer who needs the weights verified this week. Usually your supervisor would do the verification, but he is overseas. Your manager says he has confidence that you have the capability to verify the weights as you have been verifying weights under supervision for three months. He says you can use your supervisor's verifier number, if you like. What should you do? Choose the single correct answer.

- a) Verify the weights, using your verifier number.
- b) Verify the weights using your supervisor's verifier's number.
- c) Test the weights, but don't apply a mark. Then send them to the customer advising they are accurate, and can be used, but your supervisor will need to apply the mark next week, when he returns.
- d) Tell your manager that you are not yet competent verify the weights.

Correct Incorrect

17. You are checking the accuracy of a set of 10 kg weights for a customer who requests they be tested annually. The weights have been tested regularly over the last 5 years and shown consistent accuracy each time. From the first weight you test, you notice a significant accuracy error, outside MPE. As you continue on, you find the same pattern of error with all the other weights. What might be the reason for this and what should you do?

Satisfactory Incomplete Incorrect

18. Which of the following would trigger the need to re-verify a trade weight? Check all that apply.

- a) Loss of the lead stamping plug
- b) Damage to the weight
- c) 2 year reverification period.
- d) All of the above

Satisfactory Incomplete Incorrect

19. You are delivering a new set of weights to a customer's premises and note that a number of weights that you know are regularly used by the customer are being used as door stops and are dirty and somewhat battered. What should you do? Check **all** appropriate answers

- a) Nothing, it is none of your business.
- b) Have a chat to the manager to check if the weights are still being used for trade.
- c) Raise the issue with the site manager – advising that due to the poor state of the weights, they are likely to weigh inaccurately, and there could be legal consequences if they are used.
- d) Discuss proper storage and use for the weights and suggest they be retested for accuracy before they are used again.
- e) Issue a non-compliance notice to the company.
- f) Say nothing and report the company to the local trade measurement office.

Satisfactory Incomplete Incorrect

Verification form task

Download a 'Certificate of verification or notice of non-verification of a measuring instrument' form ([Form 6](#)) from the [verifying measuring instruments](#) page of the Industry.gov.au website for this task.

DO NOT print the form out.

Complete **all required fields** into the **electronic** form using the information given below, including the appropriate instrument performance code

Once you have completed the form, scan it and name it as described in the [instructions](#) and include in your submitted recognition kit.

For subclasses 3.1 & 3.2

- Verification carried out at Scales & Stuff Pty Ltd, 6 Avalon Ct, Wooree, WA 6530. ABN 546576878
- Weights verified for Wooree Dispensing Pharmacy, 428 Eighth St, Wooree, WA 6530
- Verification carried out on the 23/04/2021 by Jan Schumacker Verifier number VR-01111.
- Licensee is Scales & Stuff Pty Ltd SL-0889, licensee's mark is SAS. Licensee's ABN is 434353536565.
- New platinum pharmaceutical dispensing weights, marked with manufacturer's name S&S, of the following denomination of weights: 100, 200 & 500 mg and 1, 2, 5 and 10 g. (No model or serial numbers applicable)

Satisfactory Incomplete Incorrect

Workplace test reports

In your workplace, you need to develop your skills by testing weights in accordance with the national instrument test procedures, ideally under the supervision of an experienced, competent verifier. When completing tests, record all your results, the details of the instruments tested, and the reference weights and test equipment used, in test reports as used in your workplace. Show any calculations you use during the process.

Wherever possible, include reports for testing different types of weight, and non-compliant weights, to demonstrate your knowledge of the requirements.

If you have access to an experienced verifier, ask them to sign each test report to indicate they have observed you test the weight, in accordance with the relevant NITP, before scanning the reports you will submit.

For subclasses 3.1& 3.2

From the pool of reports you have completed in the workplace, submit a minimum of **two (2)** reports, **with accompanying calculations**, representing your best work and demonstrating your understanding of the test procedures and processes required for **initial verification** of the weights.

Indicate on the report where you would apply the verification mark to each weight tested.

You will provide a **third test report** from the test you complete when doing your observation/video.

Scan the test reports and include them with your completed recognition kit, named as described in the [instructions](#).

Once you have completed all your written assessments and test reports, ask the relevant person/s to complete one or more of the following third party report forms before emailing your whole kit and additional documents/videos to the NMI Administrator.

Third party report (experienced verifier)

Applicant

Use this report **ONLY** if you hold the relevant statement of attainment for this skill set.

Persons providing a report must have directly supervised the applicant during training and completion of the simulated verifications for which the applicant is providing test reports. If other verifiers have also supervised the applicant, ask each of them to complete an additional report.

You must complete all pages of this report, in particular, you must include written comments to support your responses in the checklist (other than where N/A). It is essential that you detail your observations of how the applicant ensured safety for self and others and how clearly and effectively the applicant communicated with clients/colleagues.

We thank you for your contribution. The applicant's assessor may need to contact you to clarify your responses, or to gain additional information.

Are you a verifier or inspector of trade measurement? Yes No

Verifier/inspector number:

What subclasses of instrument are indicated on the statement/s of attainment you hold? (e.g. 3.1/3.2)

Have you verified trade weights within the last 18 months? Yes No

State approximate numbers verified:

Describe briefly your level of experience in testing and verifying trade weights.

During the last 12 months I have personally observed the applicant test the undermentioned weights (including those detailed in the test reports I have signed) without assistance, and in accordance with the National Instrument Test Procedures, paying close attention to detail and accuracy, while correctly selecting, using and handling the appropriate reference standards/test equipment:

	Yes	No	If yes, number of weights tested
3.1 Masses not exceeding 20 kg, other than masses marked 'A' and metric carat masses			
3.2 Masses, other than masses covered by subclass 3.1, that are marked 'A' and metric carat masses.			

In addition, the applicant has demonstrated to me on at least two occasions (in a simulated environment) how weights should be marked at verification.

Name of third party:

Date:

Telephone number of third party:

Third party report (experienced verifier)

Have you observed the applicant:	Yes	No	Not applicable or not able to comment
<ul style="list-style-type: none">liaise effectively with traders when organising site visits to ensure any assistance/equipment is provided, and to minimise impacts on traders, customers and employees – in accordance with company expectations? What interactions have you observed?			
<ul style="list-style-type: none">explain verification procedures and outcomes clearly and effectively to traders, including respectfully communicating any inadequacies in the way traders use weights? When/where did you observe this?			
<ul style="list-style-type: none">correctly select, and ensure the suitability of, reference standards/test equipment for the specific task, as required by the relevant national instrument test procedures? How did they do this?			
<ul style="list-style-type: none">maintain the integrity of reference standards/test equipment during their storage, transport and use to ensure they are suitable for use? What did you observe?			
<ul style="list-style-type: none">identify, access and correctly interpret and apply certificates of approval and certificates of verification (Reg 13s)?			

Third party report (experienced verifier)

Have you observed the applicant:	Yes	No	Not applicable or not able to comment
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-
- identify, access and correctly interpret and apply relevant test procedures when testing instruments? **When did you observe this?**
-

-
- evaluate the impact of the **operating environment** on the performance of the **instrument/standards/test equipment** and make any adjustments to ensure there was no impact? **Provide an example of when and how they did this.**
-

-
- identify local hazards and apply appropriate safety precautions as relevant to the hazard/s, in accordance with local legislation and company procedures? Include in your comments:
 - how they ensure safety for self and others when testing instruments
 - examples of compliance with local induction requirements
 - how they establish access to first aid**Include an example of what you observed them do at a site.**
-

Third party report (experienced verifier)

Have you observed the applicant:	Yes	No	Not applicable or not able to comment
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- correctly apply calculations to determine the verification result, as required by the national instrument test procedures?

- correctly identify and apply the correct maximum permissible errors for each individual test, as determined by national trade measurement legislation and the national instrument test procedures?

- analyse test results to determine whether an instrument could be marked for trade use, in accordance with the national instrument test procedures?

- record, report and maintain test results and findings clearly, accurately, securely and in accordance with company policy? **Provide details of how they did this.**

- solve routine or unexpected problems and seek advice, when required? **Provide at least one example.**

Detail the approximate date range during which you have observed the applicant as detailed above:

From:

To:

The applicant has demonstrated oral and written language skills and numeracy skills to a standard expected for this role in our organisation.

Yes

No

Name of third party:

Date:

Third party report (non-verifier)

Applicant

Use this form if you have worked closely with the applicant, but do NOT hold a statement of attainment for this skill set.

You must complete all pages of this report, in particular, you must include written comments to support your responses in the checklist (other than where N/A), particularly detailing how the applicant ensured safety for self and others and how clearly and effectively the applicant communicated with clients/colleagues. We thank you for your contribution. The applicant's assessor may need to contact you to clarify your responses or to gain additional information.

Describe briefly your working relationship to the applicant and the types of work activities you have observed the applicant undertake:

Have you observed the applicant	Yes	No	Not applicable or not able to comment
<ul style="list-style-type: none">liaise effectively with traders when organising site visits to ensure any assistance/equipment is provided, and to minimise impacts on traders, customers and employees – in accordance with company expectations? What interactions have you observed? Provide at least one example.			
<ul style="list-style-type: none">communicate clearly, effectively and respectfully with clients and colleagues? Give at least two examples.			

Third party report (non-verifier)

- | | Yes | No | Not applicable or not able to comment |
|--|-----|----|---------------------------------------|
| <ul style="list-style-type: none">• Have you observed the applicant: | | | |
| <ul style="list-style-type: none">• identify local hazards and apply appropriate safety precautions as relevant to the hazard/s, in accordance with local legislation and company procedures? Include in your comments:<ul style="list-style-type: none">○ how they ensure safety for self and others when testing instruments○ examples of compliance with local induction requirements○ how they establish access to first aid | | | |
| Include an example of what you observed them do at a site. | | | |

-
- record, report and maintain test results and findings clearly, accurately and securely and in accordance with company policy?
Provide details of how they did this.

-
- solve routine or unexpected problems and seek advice, when required? **Provide at least one example**

Detail the approximate date window during which you have observed the applicant as detailed above:

From:

To:

The applicant has demonstrated oral and written language skills and numeracy skills to a standard expected for this role in our organisation.

Yes

No

Name of third party:

Date:

Telephone number of third party:

Record of assessor's conversation with third party (if required)

The assessor will speak to any third party/s where they have not provided sufficient confirmation of the performance of the applicant they have observed. This form will be used to record the outcomes of any conversation between the assessor and a third party.

Name/s of third party/ies

Assessor's name:

Date:

Outcome of assessor's review of applicant's test reports

Applicant:

As part of your assessment, your assessor will use this form to record the accuracy of your submitted workplace documents.

Assessor: Use the check boxes to record if the documents have been completed/evaluated satisfactorily

Instrument subclass	Satisfactory	Unsatisfactory	Not applicable
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Subclass 3.1			
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Subclass 3.2			
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Please provide comments to support your findings on the submitted reports.

Where videos are provided, use the Skills observation report form for your comments:

Assessor's name:

Date:

Record of conversation with the applicant (to be completed by the assessor)

Applicant:

As part of your assessment, you will have a conversation with your assessor who may ask questions to clarify your knowledge in the following areas. Your assessor will use this checklist to record your responses.

Assessor: Use the check boxes to record the competency areas where you have asked questions. **You need not ask questions for all areas**, particularly where satisfactory evidence of competence has already been provided. You should include a list of questions asked, with expected answers and responses given in a separate Word document. Note each correct answer provided or detail any incorrect response.

	Satisfactory	Unsatisfactory	Not asked/not required
• Preparation, planning and communication with trader			
• Using and maintaining reference standards and/or test equipment			
• Certificates of approval			
• Operating environment			
• Work, health and safety inc. use of SDS			
• Maximum permissible errors			
• Test procedures			
• Test points			
• Analysis of test results			
• Marking weights and verification documentation			
• Reporting test results			
• Inappropriate use of weights by trader			
• Servicing licence documentation and procedures including maintaining confidentiality and security of data			

Applicant's ID checked at interview:

Assessor's name:

Date:

Skills observation report to be completed by the assessor or a skills observer (SO)

Name of applicant:

Skill set/unit of competency being assessed:

Subclass of instrument being observed:

Name of observer: SO Assessor

Contact number for skills observer:

Applicant's photo ID viewed by observer Type of ID viewed:

Test report attached

Time at observation site:

As part of your assessment, you will need to demonstrate completing a simulated initial verification of at least one instrument/measure in a real or simulated workplace environment. This is a requirement of the performance evidence you must demonstrate for this skill set/unit of competency. During the observation, you should complete a test report for each instrument/measure tested and provide a copy of this to the person completing the skills observation. See also the [Instructions for observation assessments](#).

Your assessor, or an NMI-appointed skills observer, will observe you. They will contact you to discuss arrangements for this part of your assessment.

During the observation, the assessor/observer will use this checklist to record your skills in verifying measuring instruments/measures in accordance with legal requirements. They will also be noting how you:

- interact with businesses and their employees before, during and after completing testing
- assess and manage safety during the task
- store, use and handle any reference standards or equipment used (where applicable)
- consider any real or potential environmental impacts on the instrument/measure under test (and the standards and equipment used in testing) and take any necessary steps to account for any impacts
- identify, access and interpret relevant documentation
- record, analyse and report the findings of testing
- communicate the results of testing and any other factors relevant to the usage of instruments/measures
- identify the location for, and simulate the application of, a verification mark

For subclasses 6.1-6.3 and some simple measures/measuring instruments, you may be invited to complete the observation in the trade measurement office in your local city.

For skills observations for other instrument/measure types, or where you do not live in a major city, we will ask you to arrange a site local to you, where a suitable instrument/measure is available. We will contact you with further instructions.

Skills observation report to be completed by the assessor or a skills observer (SO)

Observer: Use the check boxes to record your conclusions regarding each of the specific items detailed in the following list, where applicable. You must record additional notes and comments that are relevant to, and support, your conclusions, under each item. Essentially, you should describe what you have observed that supports the finding you have checked (what the applicant did).

NOTE: Items 2, 3, 4, 5, 6 and 9 not applicable for subclasses 18.1 and 18.2.

(Use one form per instrument observed)

I have observed the applicant complete a simulated verification test on the following instrument/measure and simulate applying a verification mark:

(Instrument/measure tested:

Reference standards/equipment used:

Date/s observed:

Location:

Did the applicant:	Yes	No	Not applicable
1. liaise and communicate effectively with the trader prior to, during and after testing to ensure verification testing was carried out safely and with minimal disruption to the trader's business?			
2. select and validate the suitability of reference standards/equipment for the specific verification task?			
3. determine whether reference standards/equipment were suitable for use for the verification task/not defective?			

Name of assessor/SO:

Date:

Skills observation report to be completed by the assessor or a skills observer (SO)

Did the applicant: **Yes** **No** **Not applicable**

4. maintain the integrity of reference standards/equipment during their transport, storage and use?

5. use the reference standards/equipment in the correct manner?

6. evaluate and (where required) adjust the impact of the operating environment on the performance of the standards/equipment?

7. evaluate and (where required) adjust the impact of the operating environment on the performance of the instrument/measure?

8. apply appropriate safety precautions and conduct testing safely?

Name of assessor/SO:

Date:

Skills observation report to be completed by the assessor or a skills observer (SO)

Did the applicant:

Yes

No

Not applicable

9. identify, access, interpret and apply certificates of verification for reference standards/equipment?

10. identify, access, interpret and apply certificates of approval?

11. identify, access, interpret and apply relevant test procedures?

12. use specified calculations to determine the performance result?

13. apply appropriate maximum permissible errors?

Name of assessor/SO:

Date:

Skills observation report to be completed by the assessor or a skills observer (SO)

Did the applicant:	Yes	No	Not applicable
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14. analyse test results to determine whether the measure could be marked for trade use?

15. report results and findings clearly and accurately?

16. demonstrate how to apply the verification mark?

17. identify and communicate any inadequacies in trader's use of the instrument/measure?

Name of assessor/SO:

Date: