



Verifiers recognition kit – subclass 4.6

MSMSS00012 - Trade Measurement Verification
(Simple Measure) – Subclass 4.6: Calculation test
method

Version F 2.0 – June 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 (applicant choice of site)</p>

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Version changes

Version number	Main changes
V1.0	<ul style="list-style-type: none">• First version of fillable kit
V2.0	<ul style="list-style-type: none">• Now includes mandatory observation• Re-wording of some questions/instructions, including to aid clarity. Some questions removed and new questions added.

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) for licence subclass 4.6 – brim measures for flowable solids.

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

On successful completion of assessment, you will receive a statement of attainment **for the calculation test method only.**

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 measures, 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. DO NOT, print it out and scan it.

The kit comprises a number of components for you to complete/submit, 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 measures 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 an NMI-appointed 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 brim measures, 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 from measures that did not meet the requirements for verification, to show your understanding of unacceptable measures.

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

See the [Workplace test reports](#) section for more information.

NMI Observation

Your assessor will need to confirm you have the necessary practical and communication skills required when verifying these simple measures. This includes demonstrating knowledge of, and implementing, safe work practices. Depending on the circumstances, this may 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 (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 initial verification of a measure, in a real or simulated situation.
- In-person observation (applicant's choice of site) - The assessor, or an NMI-appointed skills observer, will observe you completing all the processes required for verification of a measure, 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.
- 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 subclass. If you don't have access to a verifier during your training, but have a workplace supervisor or colleague who works with you, ask them to provide a report. **Note, you may be asked to complete additional observations if you cannot provide a third party report from a verifier.**

Ask the person/s completing the report/s to read the instructions for completing 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 copy of the 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 measures 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 for initial verification.

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 4.6 F V2.0 Joe Smith.

Scan each of the **additional** documents you have completed, and save them by the name of document and the kit e.g. scan and save the test reports you are submitting as:

RK 4.6 F V2.0 Test report_1 Joe Smith

If submitting videos, name them **RK 4.6 F V2.0 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, and an NMI-appointed skills observer (SO) for your observation (where applicable).

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/videos 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 details

Applicant to complete this section

Name: First Middle Family

Email address:

Telephone: Work Mobile

Name of any third party providing a report:

Third party's telephone number:

Third party's email address:

Company name:

You are being assessed for the skill set MSMSS00012 – Trade Measurement Verification (Simple Measure) in relation to subclass 4.6 – Brim measures for flowable solids

Checklist to ensure you have included all required components of this kit.
Check all that apply:

Applicant's work history

Third party report/s

Written assessment (all subclasses)

Written assessment (4.6)

[Completed verification form](#) for subclass 4.6 – Brim measures for flowable solids

[Test reports](#) from tests you have completed in the workplace

Applicant declaration: I verify that I personally completed all the work and activities related to, and submitted as part of this kit, without assistance.

(Complete the declaration once you are ready to submit the kit)

Name:

Date kit submitted:

Applicant's work history and training

Details of current employment

Organisation:

Postal address:

Date employment started:

Date training related to brim measures for flowable solids 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 brim measures and the approximate number you have tested (including under supervision and in simulated workplace situations).

Detail any relevant training courses you have attended (name and date) **including first aid**, 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 this 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

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 the specific questions relating to brim measures.

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 document, referencing the question they relate to, then scan or photograph them and email along with your kit.

Name the added document **RK 4.6 F V2.0 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 the 'all subclasses' questions once, but you should complete the 'all subclasses' questions in the OTHER kit, as some questions are not present in this kit. If you are unsure which set to complete, please contact the NMI Administrator.

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 (or put N/A if there are none relating to that 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 2021 if your servicing licensee code is DBA and you have the verifier number VR 01278? Choose the single correct answer.

- a) DBA 1278 B1
- b) 1278 B 21
- c) DBA 1278 E21
- d) DBA 1278 E1
- e) 1278 DBA B21

Correct Incorrect

15. 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

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

Satisfactory Incomplete Incorrect

17. 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

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

Correct Incorrect

19. 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

20. 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

21. 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

22. 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

23. 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

24. 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

25. 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

26. 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

27. 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

28. 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

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

Satisfactory Incomplete Incorrect

30. 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

31. 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

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

Correct Incorrect

Written assessment (4.6 Brim measures for flowable solids specific questions)

You must complete these questions.

1. What is the name, current version number and release date for the national instrument test procedure used to verify brim measures for use in trade? Choose the single correct answer.

- a) NITP 4.6 – National Instrument Test Procedures for Brim Measures, First Edition, December 2015.
- b) NITP 4.5 National Instrument Test Procedures for Graduated Measures, First edition, December 2011.
- c) NITP 0 – General National Instrument Test Procedures for Measuring Instruments, First Edition, February 2015
- d) NITP 2 – National Instrument Test Procedures for Area measuring Instruments, First edition, first revision, December 2012.

Correct Incorrect

2. What do you understand the terms 'maximum permitted uncertainty' and 'maximum permitted variation' to mean in relation to reference standards?

Satisfactory Incomplete Incorrect

3. For certificate of approval 4/8/0A:

a) On what date does the approval next become due for review?

Correct

Incorrect

b) Can this approval be used for the verification of a brim measure of 6 m³ capacity? Explain your answer.

Correct

Incorrect

c) What does 'striking' mean for brim measures?

Correct

Incorrect

4. If a measure is not suitable for verification what options do you have? (Include two different options).

Satisfactory

Incomplete

Incorrect

5. Complete the table below. Show any working out in the text box below the table.

Nominal Capacity	Calculated capacity	Error (m ³)	Error %	Pass or fail
0.500 m ³	0.495 m ³			
2.45 m ³	2.38 m ³			
4.32 m ³	4.48 m ³			

Satisfactory

Incomplete

Incorrect

6. For a measure tested using calculation, determine the actual capacity of a measure with marked capacity 1.5 m^3 , based on the following information and determine whether it is suitable to be verified:
- A. 752 mm
 - B. 589 mm
 - C. 427 mm
 - D. 899 mm
 - E. 2349 mm
 - F. 1856 mm
 - G. 823 mm
 - H. 1002 mm
 - I. 1545 mm

Show all your workings in the text box below

- Satisfactory Incomplete Incorrect
7. You have just been employed by a licensee who holds a licence for instruments of licence subclasses 4.6, 6.8, 8.1 and 9.1. You have a statement of attainment for instruments of sub-classes 6.8, 8.1 and 9.1 and have been involved in constructing, and assisting verification of, brim measures for 4 months. Your employer has just received a call from a valued customer, with whom he does a significant amount of business. He urgently needs his new measure verified that has just been constructed. His usual verifier is on leave for a week, so he asks you to verify the measure. What should you do? Choose the single correct answer.
- a) Verify the measure using your verifier number.
 - b) Verify the measure using the usual verifier's verifier number.
 - c) Tell your employer that you are not yet competent to verify brim measures.
- Correct Incorrect
8. You are visiting one of your customer's sites and you notice that the customer is not using the measure as intended (i.e. capacity is level to the brim, but customer is filling the measure in a heap). What could you do or say to the customer? Write your answer below giving at least two (2) points.

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 save it, named it as described in the [instructions](#), and include with your submitted recognition kit.

- Verification carried out on the 2/6/21 by Jai Singh, verifier number VR-08999.
- Licensee is Altaca Pty Ltd SL-0999. Licensee's Mark is ZZZ. Licensee's ABN is 123412341234
- Measure verified is a repaired 3.0 m³ brim measure for flowable solids manufactured by Altaca Pty Ltd, serial number B11-3#
- Measure is to be supplied to client Dooley's Landscape Supplies Pty Ltd, 35-43 Eagle St, Alexandria, NSW 2015, ABN 424253536464

Satisfactory Incomplete Incorrect

Workplace test reports

In your workplace, you need to develop your skills by testing measures 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 measures tested, and the reference standards 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 measures, and non-compliant measures, 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 measures, in accordance with the relevant NITP, before scanning the reports you will submit.

From those test reports you have produced, select two (2) test reports, **with accompanying calculations**, that represent your best work and demonstrate your understanding of the test procedures and processes required for **initial verification** of the measures.

Indicate on the report where you would apply the verification mark to each measure 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; identified 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 competing this 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 subclass/es of instrument are indicated on the statement/s of attainment you hold (e.g. 4.6)?

Have you verified instruments of these subclasses within the last 18 months? Yes No

State approximate numbers verified:

Describe briefly your level of experience in testing and verifying brim measures for flowable solids. For example, how long have you been working with these measures and in what ways (repairs, installation, verification).

During the last 12 months I have personally observed the applicant test the undermentioned measures (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 measures tested
4.6 Brim measures for flowable solids			

In addition, the applicant has demonstrated to me on at least two occasions (in a simulated environment) how a verification mark should be made and where it should be applied to brim measures.

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 (e.g. Reg 13 or other appropriate certificates of verification of reference standards)??			

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
4.6 Brim measures for flowable solids			

Please provide comments to support your findings on the submitted documents.

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/SWMS			
• 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: