



Verifiers recognition kit – Subclasses 4.9 and 15.1

MSMSS00011 - Trade Measurement Verification
(Simple Measuring Instrument)

Version 3.0 – May 2021

Complete this kit by typing directly into the document

Applicant's name:	
Subclasses requested for assessment:	
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>

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Version changes

Version	Changes
F V3.0	<ul style="list-style-type: none">• First version of fillable form• Supervisor/mentor report now called 'Third party report' with comments required for each checkpoint – 2 versions depending on experience of third party.• Version now includes mandatory observation• Added pre-completion checklist to establish readiness (inc. LLN)• Added form for assessor to record any conversation with a third party.• 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.• Kit should be completed electronically.

Introduction

This kit enables you to demonstrate your competence as a verifier of measuring instruments used for trade (licence subclasses 4.9 & 15.1) against the performance criteria and assessment requirements set out in the nationally recognised units of competency for the skill set:

MSMSS00011 – Trade Measurement Verification (Simple Measuring Instrument)

- [MSMTMREF301 – Use and maintain reference standards.](#)
- [MSMTMVER302 – Verify simple measuring instruments.](#)

On successful completion, you will be issued a statement of attainment for the skill set.

Read these instructions carefully in combination with the [Recognition kit instructions](#) document 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** - complete only the parts relevant to the subclass/es you wish to verify.
- **A specific question** that asks you to complete one or more [verification forms](#) (Form 6) using the information provided.
- **Test reports** from instruments 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 RELEVANT PARTS OF THE RECOGNITION KIT APPROPRIATE TO THE INSTRUMENT SUBCLASSES YOU WISH TO VERIFY

Skills assessment requirements

In your workplace

This assessment requires that you **demonstrate** your practical skills, by completing one or more simulated **initial** verifications on instruments, 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.

Wherever possible, include examples from instruments that did not meet the requirements for verification, to show your understanding of unacceptable instrument performance.

For simple measuring instruments (subclass 4.9 & 15.1):

You must provide copies of test reports relating to instruments you have tested (ideally) under supervision. You should have personally completed all the processes required as if you were completing **initial** verification of the instruments, without assistance. You will need to provide **three (3) reports** in total, including the report you complete during your skills observation/video. (This third report should be submitted immediately following observation).

Where you are being assessed for both of these subclasses, a report should be included for each subclass you intend to verify.

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 instruments. This includes you 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 (trader's site).
- Pre-recorded video/s - You will provide a video, or preferably a series of videos, showing you completing all the stages required for verification of an instrument, in a real or simulated situation.
- In-person observation (NMI Office) - The assessor, or an NMI-appointed skills observer, will observe you completing all the processes required for verification of an instrument that you will bring into an NMI office.
- In-person observation (your choice and arrangement of site) - The assessor, or an NMI-appointed skills observer, will observe you completing all the processes required for verification of an instrument either at your work place or another suitable location (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

You should supply a report from a person (or persons) who has worked directly with you, and who can comment on your workplace performance over time. Ideally, this person is a verifier who has worked directly with you during your training AND who holds a statement/s of attainment relevant to this skill set and instrument subclass/es. 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 workplace colleague, who isn't a verifier, should complete the [Third party report \(non-verifier\)](#).

If you have access to an existing verifier, they should observe you testing the instruments 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 confirm 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 4.9 & 15.1 F V3.0 Joe Smith.

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

RK 4.9 & 15.1 F V3.0 Form 6 Joe Smith

If submitting videos, name them **RK 4.9 & 15.1 F V3.0 Video <instrument subclass> Joe Smith**

Include a number for each video so your assessor can watch them in order, e.g. Video 4.9 (1); Video 4.9 (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 the kit for your information.

Following enrolment, you will be assigned an assessor, an NMI-appointed 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 written evidence is required
- discuss your workplace skills with the person/s providing the third party report/s (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/video/s 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:

Check the licence subclass/es of the instruments you are being assessed for, relating to the skill set MSMSS00011 – Trade Measurement Verification (Simple Measuring Instrument):

4.9 – Grain density measuring instruments

15.1 – Protein quality measuring instruments

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 (4.9)

Written assessment (15.1)

Completed verification form/s for subclasses:

4.9 – Grain density measuring instruments

15.1 – Protein quality measuring instruments

Test reports from tests you have completed in the workplace, without assistance (Check the subclasses you have provided reports for):

4.9 – Grain density measuring instruments

15.1 – Protein quality measuring instruments

**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 this declaration once you are ready to submit the kit).**

Name:

Date kit submitted:

Complete your work history in the next page

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 each subclass of instrument, the types of instrument you have worked with and the approximate number of instruments 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/s

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 MSMSS00011 - Trade Measurement Verification (Simple Measuring Instrument), applicants must demonstrate competence in both units of competency.

This applicant was assessed as:

Competent

Not yet competent

MSMTMVER302 Verify simple measuring instruments

MSMTMREF301 Use and maintain reference standards

Check whether they are satisfactory or not yet satisfactory for each subclass requested:

Satisfactory

Not yet satisfactory

4.9 – Grain density measuring instruments

15.1 – Protein quality measuring instruments

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 4.9 & 15.1 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 (Questions specific to subclass 4.9)

Complete this section if you are being assessed for grain density measuring instruments

1. What is the scientific name for a grain density measuring instrument? Choose the single correct answer.

- a) Density hydrometer
- b) Densometer
- c) Grainometer
- d) Chondrometer

Correct Incorrect

2. What are the requirements for the reference standards/test equipment used for verifying density measuring instruments?

Satisfactory Incomplete Incorrect

3. What MPE would you use when verifying a density measuring instrument (measuring container part)? Choose the single correct answer.

- a) ± 1 scale interval
- b) $\pm 0.2\%$ of the capacity of the measuring container under test
- c) Difference between the average values determined by the reference measure and the measuring container under test should not be $> \pm 0.5$ kg/hL
- d) ± 10 mL

Correct Incorrect

4. What specifications apply to the grain used during testing of the instrument? Check **all/any** that apply.

- a) Must be a CRM of known density
- b) Must be large enough to fill the larger of the filling hoppers of the reference standard or the measuring container under test.
- c) Should be free from impurities and under the same ambient temperature and humidity as found in the place where the instrument will be used.
- d) Should be finely milled whole grain.
- e) The same grain sample should be used in both reference standard and measure under test.

Satisfactory Incomplete Incorrect

5. Are pounds and ounces legal units of weight in Australia?

Yes No

Correct Incorrect

6. What markings should be present on the measuring container of a grain density measuring instrument?

Satisfactory Incomplete Incorrect

7. What specifications apply to the weighing instrument used as part of a grain density measuring instrument?

Satisfactory Incomplete Incorrect

8. 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 this reference standard measure? Choose the single correct answer.

- i. ± 0.04 mL
- ii. 95%
- iii. 2.0
- iv. ± 0.011 m

Correct Incorrect

b) What is the verified volume of the measure? Choose the single correct answer.

- i. 1 Litre
- ii. 1003.6 mL
- iii. 15810 mL
- iv. ± 0.04 mL

Correct Incorrect



Australian Government

**National Measurement
Institute**

Copy for training use only

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 RN160171

Description of standard of measurement: Kern Drop Weight Chondrometer, Udo Schilling, 1 Litre

Permanent distinguishing marks: Serial No: 15810

Date of verification: 27 January 2016

Period of certificate: From date of verification until 27 January 2018

Value(s) of standard of measurement: 1003.6 mL

Accuracy of verification: The uncertainty of measurement is ± 0.04 mL. This uncertainty has been calculated in accordance with 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% at the time of verification, with a coverage factor of 2.0

Reference temperature: 20 °C

Signature:

Name: Mr Umesh Kotwal

Date: 27 January 2016

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.

This document may not be published except in full unless permission for the publication of an approved extract has been obtained in writing from the Chief Metrologist, National Measurement Institute

Test Method: 14.43 Chondrometer

Signature:

Name: Mr Umesh Kotwal

NMI approved signatory

Date: 27 January 2016



Accredited for compliance with ISO/IEC 17025.

Accreditation Number 1.

The measurement results presented in this document are traceable to Australian standards.

Trade Measurement Laboratory, Sydney
36 Bradfield Road
West Lindfield NSW 2070
Australia

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9. Which parts of the volume measure determine the volume of the grain sample? Choose the single correct answer.

- a) The internal surfaces of the filling hopper and the upper surface of the levelling blade.
- b) The internal surfaces of the measuring container and the lower surface of the levelling blade.
- c) The internal surfaces of the filling hopper and the measuring container with the blade in place.
- d) The internal surfaces of the filling hopper and the measuring container with the blade removed.

Correct

Incorrect

10. You have recently been employed by a licensee who holds a licence for instruments of subclasses 4.9, 6.1 and 15.1. You have obtained your statement of attainment for 6.1 and 15.1 but have yet to complete your assessment and obtain a statement of attainment for instrument subclass 4.9. Your manager tells you to verify a batch of grain density measuring instruments for a grain exporter who needs the instruments verified this week, as they are just about to start receiving grain for export. Usually your manager would do the verification, but he is overseas and he says he has confidence that you have the capability to verify the instruments. He says you can use his verifier number, if you like. What should you do? Choose the single correct answer.

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

Correct

Incorrect

11. You are carrying out pre-harvest accuracy tests on a number of grain density measuring instruments for a customer. The instruments have been tested regularly over the last 5 years and shown consistent accuracy each time. From the first instrument you test, you notice significant measurement errors outside MPE. As you continue on, you find the same pattern of errors with all the instruments. What might be the reason for this and what should you do?

Satisfactory

Incomplete

Incorrect

12. You are carrying out a regular accuracy check at a grain buyer's premises and note that one of the staff members determining the grain density of customer's grain is not using the filler hopper to fill the measuring container, which is then insufficiently filled, resulting in lower grain density measurements. What should you do? Check all appropriate answers.

- a) Nothing, it is none of your business.
- b) Have a chat to the employee to see if he understands how to use the instrument correctly.
- c) Raise the issue with the site manager – advising there could be consequences if employees use the instruments incorrectly and provide incorrect measurement.
- d) Issue a non-compliance notice to the company.
- e) Say nothing and report the company to the local trade measurement office.

Satisfactory

Incomplete

Incorrect

13. Which of the following would trigger the need to re-verify a density measuring instrument? Check all that apply?

- a) Replacement of worn markings
- b) Replacement of a levelling blade
- c) Replacement of the filler hopper.
- d) All of the above

Satisfactory Incomplete Incorrect

Written assessment (Questions specific to subclass 15.1)

Complete **ONLY** if you are being assessed for this subclass

1. What measuring instrument does the pattern approval number 15/1/1 relate to? Choose the single correct answer.
- a) Perten Instruments model Inframatic IM9200 Grain Protein Measuring Instrument
 - b) Infratec model 1241 Grain Protein Measuring Instrument
 - c) Leco model FP-328 Grain Protein Measuring Instrument
 - d) Foss model EyeFoss Grain Analysing Instrument
- Correct Incorrect
2. Which of the following are required specifications for reference materials used to test grain protein measuring instruments? Choose **all** that apply.
- a) Must have a current Regulation 13 certificate
 - b) Must have a current test report.
 - c) Must have a current Regulation 48 certificate.
 - d) Must contain 3-5 different whole grains that cover the spread of protein concentration across the operating range of the instrument under test.
 - e) Must contain 5-10 different whole grains that cover a spread of protein concentrations within the operating range of the instrument under test.
- Satisfactory Incomplete Incorrect
3. These questions relate to the Regulation 48 certificate included on the following pages.
- a) What does the acronym CRM stand for? Choose the single correct answer.
- i. Certified reference mass.
 - ii. Certified reference material.
 - iii. Certified rice meter.
 - iv. Commonwealth reference number.
- Correct Incorrect
- b) What is the number of the CRM? Choose the single correct answer.
- i. 78234
 - ii. 56287
 - iii. 56345
 - iv. 25665
- Correct Incorrect
- c) What are the CRM grain type, protein value and uncertainty, and moisture value?
- Satisfactory Incomplete Incorrect
- d) Who can issue Regulation 48 certificates? Choose the single correct answer.
- i. The National Association of Testing Authorities (NATA).
 - ii. A verifying authority.
 - iii. The National Measurement Institute.
 - iv. A certifying authority.
- Correct Incorrect

Certificate of Analysis

Applied Technology Department
700 Abernethy Road
Forrestfield WA 6058

Name of material: Wheat

Serial number of the CRM: 56287

Description: WA grown grains

Intended use: This document is issued in accordance with NATA's accreditation requirements. Accredited for compliance with ISO guide 34. For the calibration of instrumentation used for testing grain.

Instructions for intended use:

The property values of this material are based on "whole" grain. Improper handling or pre-test treatment of the sample (such as removal of foreign material) will invalidate the results shown on this certificate. Allow sample to equilibrate to ambient temperature before use.

This sample may be used more than once providing due care is taken not to contaminate or subject it to adverse conditions such as heat sources and ensure sample is re-sealed immediately after use.

The uncertainty of the property values stated on this certificate is based on the entire sample (750g). Testing less than the entire sample will invalidate the uncertainty value stated on this certificate.

Certified values and their uncertainty intervals:

Property	Value	Uncertainty	Unit
Protein (%N x 5.7 11%mb)	13.7	+/- 0.39	% W/W
Moisture (Uncertified)	11.0		% W/W

Standard Methods Used (Where Applicable):

Property values have been determined by Near Infrared equipment, calibrated to the following methods and traceability:

Protein – Royal Australian Chemical Institute (RACI) – Cereal Chemistry Division (CCD) method 02-03 (Dumas combustion method) using 2-Amino-2-(hydroxymethyl)-1,3-propanediol commonly referred to as TRIS to set up Dumas instruments. The TRIS (The current TRIS in use is SRM 723d) used is a traceable NIST nitrogen reference material.

Moisture - American association of Cereal Chemists (AACC) – method 44-15A - traceable to Australian national standards of mass and temperature

The uncertainty has been calculated at a 95% confidence interval using a coverage factor of 2.

Certification date: 16/5/2012

Expiry date: 16/5/2013

Shelf life: 12 months or 90 days after opening

This certified reference material is certified under Regulation 48 of the National Measurement Regulations 1999.

Ian Sproul

Certifying Officer

Manager Applied Technology

4. The protein content of grains indicated by protein measuring instruments is corrected to a standard moisture content value. What is the specified moisture content for the following grains? Choose the single correct answer in each case.

a) Barley.

- i. 0%
- ii. 7%
- iii. 11%
- iv. 13%

Correct

Incorrect

b) Wheat.

- i. 0%
- ii. 7%
- iii. 11%
- iv. 13%

Correct

Incorrect

5. Other than wheat and barley, what other grains may have their protein measured using an approved grain protein measuring instrument?

Satisfactory

Incomplete

Incorrect

6. When must un-networked grain protein measuring instruments be tested? Check all that apply.

- a) After any repair, adjustment or change that affects metrological performance
- b) Once a week
- c) Pre-harvest
- d) Annually
- e) Before the instrument is first used for trade
- f) Daily

Satisfactory

Incomplete

Incorrect

7. May you use the same sample of grain for each of the repeat test runs? Explain your answer.

Satisfactory

Incomplete

Incorrect

8. What error is permitted when an instrument that measures wheat protein is tested after correction using bias zeroing adjustments (without requiring adjustment of the instrument and reverification)?

- a) ±0.1%
- b) ±0.2%
- c) ±0.25%
- d) ±0.3%
- e) ±0.35%
- f) ±0.4%

Correct Incorrect

9. Determine the error for the following results, add the results into the following table and state whether each result is within MPE. Use the box below the table for any calculations

Grain type	Protein Content ACRM %	Protein Content Indicated %	Difference %	Within MPE? Y or N	
				Y	N
Wheat	9.82	9.6			
Barley	10.61	11.1			
Wheat	12.69	12.2			
Barley	11.55	11.2			

Satisfactory Incomplete Incorrect

10. Name 3 of the principal metrological components of a grain protein measuring instrument? – Briefly describe their function.

Component	Function

Satisfactory Incomplete Incorrect

11. Following which of the following repairs would you need to re-verify a grain protein instrument? Check **all/any** that apply.

- a) Replacement of a worn data plate.
- b) Calibration adjustment for instrument outside MPE.
- c) Replacement of unreadable display
- d) Replacement with same model printer
- e) Replacement of light source

Satisfactory Incomplete Incorrect

12. You are carrying out an annual accuracy check at a site when you notice that a grain protein measuring instrument approval number 15/1/8 is being used to measure protein in ground sorghum and the business is using the results to determine the price of sorghum they purchase. What should you do? Check **all/any** that apply.

- a) Nothing, the instrument can be used for sorghum.
- b) Nothing, it is their instrument; they can use it any way they like.
- c) Remove the mark, as the instrument no longer meets the requirements for verification.
- d) Advise the controller that he cannot use the instrument to measure protein in sorghum for trade as it is not approved to do so.
- e) Advise the controller that the measurement of protein will not be accurate, as it had not been calibrated to measure protein in sorghum.
- f) Issue a notice of non-compliance to the business.
- g) Advise the controller that an accuracy check should be carried out once all sorghum contamination has been removed, to ensure there has been no effect on the accuracy of measurement.

Satisfactory Incomplete Incorrect

13. You have just been employed by a licensee who holds a licence for instruments of subclasses 6.2 (weighing instruments 30 kg or less classes 3 and 4), 18.2 (point of sale systems) and 4.9 (grain density measuring instruments). You have previous experience of working with grain density measuring instruments from your previous employer. You currently hold statements of attainment for instruments of subclasses 18.1 and 15.1.

Your employer has just received a call out from a valued customer, with whom he has a maintenance contract, to repair a grain density instrument that has been rejected by a trade measurement officer. His usual verifier is on leave for a week, so he asks you to go and repair and re-verify the instrument. What should you do? Check **all/any** that apply.

- a) Verify the instrument.
- b) Verify the instrument, using the other verifier's verification number.
- c) Tell your employer that although you are happy to repair the instrument, you won't be able to verify it.
- d) Repair the instrument and leave without verifying it, providing no explanation to the customer.
- e) Tell your employer to do it himself.

Satisfactory Incomplete Incorrect

Verification form tasks

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 each 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/s, save it /them and name it/them as described in the [instructions](#) and include in your submitted recognition kit.

For subclass 4.9

- Verification carried out at Outwest Grains Pty Ltd, 62 Kate St, Dirranbandi, QLD 4486, ABN 424256567878.
- Verification carried out on the 12/05/2021 by Zac Schiller Verifier number VR-01111.
- Licensee is Agritec Group Pty Ltd SL-0889, Licensee's Mark is ATQ. Licensee's ABN is 434353536565.
- Instrument Verified has approval number NMI 4/10/0A, manufactured by Grintec Scientific Pty Ltd, with maximum capacity of 0.5 L, serial number GT173356.
- Existing instrument was verified at the request of the customer, no adjustment was required.

Satisfactory Incomplete Incorrect

For subclass 15.1

- Verification carried out at Greenfields Grainstores, Lot 456 Excalibur HWY, Mount Marron, SA 5099, ABN 232425262728
- Verification carried out on the 4/05/21 by Angelique Roscoe, verifier number VR-06999.
- Licensee is Calpak Pty Ltd SL-0865, Licensee's Mark is XXX. Licensee's ABN is 56785678567
- Instrument verified is an Infratec Model 1229 Grain Protein Measuring Instrument, approval number 15/1/150, serial number IN4254737
- Instrument was verified following repair.

Satisfactory Incomplete Incorrect

Workplace test reports

In your workplace, you need to develop your skills by testing instruments 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 standards/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 instruments, and non-compliant instruments, to demonstrate your knowledge of the requirements.

If you have access to an experienced verifier, ask them to sign each test report (and any printed documents) to indicate they have observed you test the instrument, in accordance with the relevant NITP, before scanning the reports you will submit.

You must provide three (3) test reports in total.

From the pool of reports you have produced, 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 instruments.

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

You must provide an additional report/s from the test/s you complete when doing your observation/video.

If you have access to an experienced verifier, ask them to sign each test report relating to instruments they have observed you test, before scanning the reports you will submit.

If you are being assessed for both subclasses 4.9 and 15.1, you must include at least one test report per subclass.

Scan the test report/s and documents 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/s of attainment for the skill set/unit of competency and subclass/es being assessed. For example, if you do not have a statement of attainment that includes 15.1, another verifier who holds the relevant statement of attainment should also complete a copy of this form, referring to that part of the kit, where relevant.

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 subclass/es of instrument are indicated on the statement/s of attainment you hold? (e.g. 4.9, 15.1)

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

State approximate numbers verified for each subclass:

Describe briefly your level of experience in testing and verifying instruments of the subclasses for which the applicant is being assessed. For example, how long have you been working with these instruments and in what ways (repairs, installation, verification).

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

	Yes	No	If yes, number of instruments tested
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4.9 Grain density measuring instruments

15.1 Grain protein quality measuring instruments

In addition, the applicant has demonstrated to me on at least three occasions (in a simulated environment) how a verification label should be marked and where it should be applied to instruments of this/these subclass/es

Name of third party:

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)? Give an example of how they did this.			

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
<ul style="list-style-type: none"> correctly apply calculations to determine the verification result, as required by the national instrument test procedures? 			
<ul style="list-style-type: none"> 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? 			
<ul style="list-style-type: none"> analyse test results to determine whether an instrument could be marked for trade use, in accordance with the national instrument test procedures? 			
<ul style="list-style-type: none"> record, report and maintain test results and findings clearly, accurately, securely and in accordance with company policy? Provide details of how they did this. 			
<ul style="list-style-type: none"> correctly assess for compliance any auxiliary printing and indicating devices (non-POS) attached to measuring instruments? Detail the device and the instrument it was attached to. 			
<ul style="list-style-type: none"> 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)

(This form is only for use where the applicant has not been supervised/trained by an experienced verifier of instruments relating to this kit)

Applicant:

Use this form if you have worked with the applicant but do NOT hold statements of attainment for this skill set and subclasses.

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), including details 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.

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 <p>Include an example of what you observed them do at a site.</p> | | | |

- 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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4.9 Grain density measuring instruments			
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15.1 Grain protein quality measuring instruments			
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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 including use of SDS/SWMS			
• Maximum permissible errors			
• Test procedures			
• Test points			
• Analysis of test results			
• Marking instruments and verification documentation			
• Auxiliary devices			
• Reporting test results			
• Inappropriate use of instruments 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
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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

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: