



Verifier's recognition kit – subclasses 5.1 and 18.1

MSMSS00010 Trade Measurement Verification (Liquid Measuring Instrument Using Volume Measures) - Subclasses 5.1 – fuel dispensers

MSMTMVER302 Verify simple measuring instruments - Subclass 18.1 – Control systems

Version 1.0 – September 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) – (not generally available for 5.1)</p> <p>Pre-recorded videos – (not generally available for 5.1)</p> <p>In-person observation (applicant's choice of site)</p>

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Version changes

Version number	Main changes
V1.0	<ul style="list-style-type: none">• Separate version for those just being assessed for 5.1, with or without 18.1 version now includes mandatory observation• Minor corrections

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:

MSMSS00010 – Trade Measurement Verification (Liquid Measuring Instrument Using Volume Measures) – for licence subclasses 5.1

- [MSMTMREF301 – Use and maintain reference standards.](#)
- [MSMTMVER402 – Verify liquid measuring instruments.](#)

and, if including subclass 18.1(consoles), for the additional unit of competency:

- [MSMTMVER302 Verify simple measuring instruments.](#)

On successful completion of assessment, you will receive the appropriate statement/s of attainment.

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

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

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

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

Email: NMIadministrator@measurement.gov.au

Tel: 02 8467 3789

I have adequate skills and knowledge in the following to be able to complete this kit, and perform these tasks in the workplace, without direct assistance:

Yes No Not sure

Spoken English communication

Mathematics

English reading skills

Computer skills

The instruments I intend to verify

The techniques used in testing instruments, including planning and preparation

Storing, maintaining and handling reference standards/test equipment

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

Work health and safety considerations relevant to testing instruments

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

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

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

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

If you have checked 'no' or 'unsure' to any of the items in the table above, and are unsure what you need to do to be in a position to answer 'yes', please speak to your supervisor.

Check the LLN section of the [Participant's handbook](#) if you need to develop your mathematics or English skills (speaking or reading) before you attempt this assessment.

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

Assessment instructions

Completion of the kit

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

Submit the whole document along with any additional scanned reports, documents and videos.

DO NOT, print it out and scan it.

The kit comprises a number of components for you to complete/submit, relevant to the subclass/es 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** and, if you are being assessed for consoles (18.1), any **documents** printed from instruments you have tested.
- **Third party report/s** – 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 APPROPRIATE TO THE INSTRUMENT SUBCLASS/ES YOU WISH TO VERIFY

Skills assessment requirements

In your workplace

This assessment requires that you **demonstrate your practical skills**, by completing **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 observe you should complete a third party report and sign the test reports 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 fuel dispensers (subclass 5.1)

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. (The third report should be submitted immediately following observation).

For consoles (subclass 18.1)

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

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 measuring instruments and consoles. This includes demonstrating knowledge of, and implementing, safe work practices. Depending on the circumstances, this will be completed by one of the following methods:

- 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 (e.g. a trader's site).
- *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 videos - You will provide a series of videos, showing you completing all the stages required for verification of an instrument, in a real or simulated situation.

***Video calling (VC) and pre-recorded video (PRV) options are not generally available when testing instruments used for measuring fuel.** This is because VC/PRV equipment poses a safety hazard due to its potential to trigger an explosion and also the risk for the camera operator in not being aware of other hazards, such as traffic.

For consoles, these methods can be used **BUT ONLY to record operations completed indoors**.

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

- For in-person observation at your workplace, or other suitable location of your choice, you will liaise with the assessor or skills observer.
- 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 files, the NMI Administrator will provide a link where you can upload your videos, after we have received your kit.

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 skillset/unit of competency and instrument subclasses. 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 \(experienced verifier\)](#) only.
- 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 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 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 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 5.1 & 18.1 F V1.0 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 5.1 & 18.1 F V1.0 Test report 1 Joe Smith

If submitting videos, name them **RK 5.1 & 18.1 F V1.0 Video 18.1 (1) Joe Smith**

Include a number for each video so your assessor can watch them in order, e.g. Video 18.1 (1); Video 18.1 (2) etc. or name them by what is covered by each video e.g. Video 18.1 (visual inspection)

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 videos 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

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 MSMSS00010 – Trade Measurement Verification (Liquid Measuring Instrument Using Volume Measures):

5.1 – Fuel dispensers used for petroleum products other than LPG

Check if you also wish to be assessed for the unit of competency MSMTMVER302 Verify simple measuring instruments for the licence subclass 18.1 (consoles)

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 5.1

Written assessment 18.1

[Completed verification form/s](#) for subclasses:

5.1 - Fuel dispensers 18.1 - Consoles

[Test reports](#) from tests you have completed in the workplace (Check all relevant to the subclasses/test methods you wish to be assessed for):

5.1 - Fuel dispensers used for petroleum products other than LPG 18.1 - Control systems for liquid-measuring systems (consoles)

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:

Complete your work history on 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 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 type of instruments 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)

Applicant:

Assessor name:

Date kit received:

Applicant's ID checked at interview:

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/transaction records

Skills observation/report/review of videos

Other – specify

To obtain the skill set MSMSS00010 - Trade Measurement Verification (Liquid Measuring Instrument Using Volume Measures), applicants must demonstrate competence in both units of competency.

This applicant was assessed as:

Competent

Not yet competent

MSMTMVER402 Verify liquid measuring instruments using volume measures

MSMTMREF301 Use and maintain reference standards

To obtain the separate unit of competency - MSMTMVER302 Verify simple measuring instruments for consoles, applicants must demonstrate competence in the single unit of competency.

This applicant was assessed as:

Competent

Not yet competent

MSMTMVER302 Verify simple measuring instruments

Satisfactory

Not yet satisfactory

5.1 Fuel dispensers used for petroleum products other than LPG

18.1 Control systems for liquid-measuring instruments

Assessor's name:

Date:

RTO Manager's signature:

Date:

Assessor's feedback form

Assessor: Please include feedback to the applicant here and add your name and date to the bottom of 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 6.5, 6.6, 6.9 & 18.2 F V3.0 Calculations Joe Smith**

Written assessment 'all subclasses'

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

1. In your own words, describe:

a) what a hazard is.

Correct

Incorrect

b) what a risk is.

Correct

Incorrect

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

Satisfactory

Incomplete

Incorrect

3. List the main workplace health and safety **hazards** that you face when verifying measuring instruments or measures. Your answer should relate to the environments and method/s of verification for instruments/measures for which you are currently being assessed. Write your answer below. **Include at least 5 common hazards (add another 5 per additional kit/subclass 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 2018'? Choose the single correct answer.

- a) No, never.
- b) Yes, always.
- c) Yes, if the instrument/measure was manufactured before 1 January 2018.
- d) Yes, provided the instrument is new.

Correct Incorrect

14. What markings would you apply to an instrument/measure you verified on 13 September 2020 if your servicing licensee code is DBA and you have the verifier number VR 01278? Choose the single correct answer.

- a) DBA 1278 90
- b) 1278 B 20
- c) DBA 1278 I20
- d) DBA 1278 I0
- e) 1278 DBA I20

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. 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

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

Correct Incorrect

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

Correct Incorrect

36. 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

Written assessment (Subclass 5.1 specific questions)

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

1. What is the difference between actual value and nominal value reference standards, and how does this change how you would use them when verifying a fuel dispenser?

Satisfactory Incomplete Incorrect

2. When determining which measure to use for a verification, which of the following parameters do you need to consider? Choose the **single** correct answer.

- a) The volume of the measure.
- b) The combined variation and uncertainty of the measure.
- c) The maximum flowrate of the fuel dispenser.
- d) The MPE of the fuel dispenser.
- e) All of the above.

Correct Incorrect

3. Would a nominal value 15 L measure, with a combined variation and uncertainty of ± 15 mL, be suitable to use for verifying a liquid measuring instrument with:

- a maximum flowrate of 55 L/min
- a minimum flowrate of 5 L/min
- a V_{\min} of 2 L
- a maximum permissible error of $\pm 0.3\%$?

Write your answer, with an explanation of your reasoning below.

Satisfactory Incomplete Incorrect

4. Which volume of reference standard is suitable for testing a diesel fuel dispenser with a maximum approved flowrate of 80 L/min? Choose the single correct answer.

- a) 10 L
- b) 15 L
- c) 50 L
- d) 200 L

Correct Incorrect

5. Define density and explain in your own words what happens to the density of fuel as the temperature increases.

Satisfactory Incomplete Incorrect

6. Are gallons legal units of measurement in Australia?

Yes No

Correct Incorrect

7. Consider the Regulation 13 certificate of verification which follows, and answer the following questions that relate to it.

a) When do the reference standards expire? Choose the single correct answer.

- i. 24 April 2022
- ii. 11 September 2017
- iii. 14 September 2020
- iv. 24 April 2020

Correct Incorrect

b) What is the value of the reference standards referred to in the certificate of verification? Choose the single correct answer.

- i. 15 L
- ii. Inspectors' Class 1 standard of volume
- iii. 15°C
- iv. TMQ-25 & 26

Correct Incorrect

c) What conditioning process, if any, is applicable to the use of these measures? Write your answer below.

Satisfactory Incomplete Incorrect



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 RN200716

Description of standard of measurement: Inspectors' Class 1 standard of volume:
Stainless steel cylindrical twin trolley volume
measure, 15 L, 2 pieces

Permanent distinguishing marks: TMQ-25 and TMQ-26

Date of verification: 24 April 2020

Period of certificate: From date of verification until 24 April 2022

Value(s) of standard of measurement and accuracy of verification:
Deemed equal to the denomination, in accordance
with Regulations 30 and 31

Relevant influence factors: Prior to use the measure is required to be
conditioned as follows. Fill to the reference mark,
open the outlet valve and then allow a further 30
seconds of drain time after the constant flow
changes to drops. The volume has been calculated
for a reference temperature of 15 °C.

Signature: 
Name: Mr Greg Buckley
Date: 27 April 2020

Signature: 
Name: Mr Rolf Grubwinkler

NMI approved signatory

Date: 27 April 2020

Being a person with powers delegated by the Chief Metrologist acting under section 1AD 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: NTM 14.2



Accredited for compliance with ISO/IEC 17025 - Calibration.

Accreditation Number 1.

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

Measurement Standards Unit, Brisbane
33 Kingtel Place Telephone: +61 2 9449 0139
Geebung QLD 4034 Facsimile: +61 7 3613 6198
Australia

Headquarters:
GPO Box 2013
Canberra ACT 2601
Australia
Telephone: +61 2 8467 3600

8. Which tests are **not** required for a dispenser approved as 5/6A/215 with submersible turbine pumping units?

Satisfactory Incomplete Incorrect

9. You are conducting an annual accuracy check at a site when you notice that the dispenser marked 5/6A/204 model T900A2ND is being used to dispense bio-diesel. When verified, it was used to dispense unleaded fuel. What do you do? Choose the single correct answer.

- a) Nothing, the dispenser is approved for bio-diesel.
- b) Remove the mark, as the instrument no longer meets the requirements for verification, as this model is not approved to dispense bio-diesel.
- c) Tell the controller of the site that he must change back to unleaded fuel, and leave the dispenser to test another time.
- d) Test the dispenser for accuracy and gas elimination to see if it measures correctly. If it does not, then remove the mark.

Correct Incorrect

10. You have just been employed by a licensee who holds a licence for instruments of subclasses 18.1, 18.2, 5.1 and 5.2. You have just been issued your statement of attainment for verifying subclass 5.1 instruments and about 10 years ago, you used to repair and verify bulk fuel flowmeters (subclass 5.2). Your employer has just received a call out from a valued customer with whom he has a maintenance contract, to fix and verify a bulk fuel flowmeter that had been rejected by a trade measurement officer. His usual verifier is on leave for a week, so he asks you to repair and verify the flowmeter. What should you do? Choose the single correct answer.

- a) Repair and verify the instrument.
- b) Verify the instrument using the other verifier's verifier number.
- c) Tell your employer that you are not competent to re-verify the flowmeter.
- d) Repair the flowmeter and leave without verifying it, providing no explanation to the customer.

Correct Incorrect

11. You have been carrying out a quarterly accuracy check at a busy service station that your company has been servicing for a number of years and you notice that every dispenser you test seems to be giving away fuel. What could be the cause of this? Write your answer below.

Satisfactory Incomplete Incorrect

12. What factors might affect the performance of a fuel dispenser used for refuelling boats at a marina? Write your answer below. Include **at least two** factors.

Satisfactory Incomplete Incorrect

13. What action could you take to minimise the effects of those factors? Write your answer below.

Satisfactory Incomplete Incorrect

14. You arrive at a small airfield in Central WA to repair and test their Avgas fuel dispenser in the middle of summer. Prior to your arrival at the airfield, you have been testing diesel fuel dispensers at a truck stop nearby. The airfield is not surfaced, and the ground around the dispenser and the storage tank is roughly gravelled. You have a twin 15 L measure on wheels with a sight glass to determine volume dispensed (see picture below) and the fuel supply is stored in an above-ground tank a few metres away. The dispenser is situated on the airfield, with no covering canopy. Because Avgas is used in aircraft, it is vital the fuel is not contaminated, as the consequences could be fatal.



a) What factors might affect the operation of the fuel dispenser and the use of the reference measure and how might you control those factors? Include **at least 2** possible factors below.

Satisfactory Incomplete Incorrect

b) In the situation above, you request assistance from the airfield manager to empty your reference measures. What instruction would you provide to the manager to ensure he provides the assistance safely? Write your answer below detailing **at least 4** points.

Satisfactory Incomplete Incorrect

15. Name 5 of the principal metrological components of a fuel dispenser? – Briefly describe their function.

Component	Function

	Satisfactory	Incomplete	Incorrect
16. Which of the following would trigger the need to re-verify a fuel dispenser? Check all that apply.			
a) Replacement of a worn hose			
b) Calibration adjustment of instrument			
c) Replacement of a pulse generator.			
d) Repair to missing segments of the digital indicator			
e) All of the above			

Written assessment (18.1 Control systems specific questions)

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

1. You are verifying the instrument with approval number S436. Which of the following components is **NOT** acceptable for this pattern of console? Choose the single correct answer.

- a) Partner Tech model CD5220-II purchaser indicator line display.
- b) IBM 4610 model receipt printer.
- c) Postec PCC4 controller.
- d) Fujitsu model 3000L CD 15 customer display.
- e) Storeline POS console.

Correct Incorrect

2. Refer to the supplementary certificate of approval NMI S440. If you were conducting an initial verification of this control system, are there any additional checks required to ensure the uninterruptable power supply (UPS) complies with its certificate of approval? Check **all** that apply.

- a) Inspect the UPS to see that it is the correct model UPS 600.
- b) There are no specific checks required for the UPS.
- c) Disconnect the UPS and check that no new transactions can be authorised.
- d) Disconnect the main power supply from the UPS and check that a second delivery cannot be authorised until the first delivery has been cleared.
- e) Take the paper out of the printer and check that the LCD display gives an error message.

Satisfactory Incomplete Incorrect

3. In addition to the NITP, what other document/s specify additional tests required for the verification of control systems? Choose the single correct answer.

- a) NMI M7.
- b) The supplementary certificate approval for the control system
- c) The control system installation manual
- d) The servicing licensee's quality manual

Correct Incorrect

4. Refer to the supplementary certificate of approval NMI S422 to answer the following questions.

a) How many fuel dispensers can be connected to this system for self-service operation? Choose the single correct answer.

- i. 8
- ii. 16
- iii. 24
- iv. 32

Correct Incorrect

b) How many transactions can be authorised per fuel dispenser without clearing a stored transaction? Choose the single correct answer.

- i. 1
- ii. 2
- iii. 3
- iv. 4

Correct Incorrect

c) Can an Epson model TM-U220 receipt printer be used as a part of this control system? Provide an explanation for your answer below.

Satisfactory Incomplete Incorrect

d) Would it be acceptable to install this system at an unattended truck stop located in Birdsville, QLD with the console components located in a waterproof cabinet? Provide an explanation for your answer below. Include at least **two reasons** to justify your answer.

Satisfactory Incomplete Incorrect

5. Where would you place a verification mark on the control system approved as supplementary certificate of approval S548? Choose the single correct answer.

- a) On the Retailix Model Store Point POS.
- b) On the Retailix Forecourt Server (RFS).
- c) On the Forecourt Interface Box (FIB).
- d) On either of the two components detailed at 'a' and 'b' above.
- e) On both of the two components detailed at 'a' and 'b' above.
- f) On all the components at a, b and c above adjacent to the data plate.

Correct Incorrect

6. When installing a console, what external factors might you need to consider that could affect the performance of the console? Write your answer below, detailing at least **three factors**.

Satisfactory Incomplete Incorrect

7. During a routine service check of a console (NMI S555), you notice that the PIFI has been turned round so the customer cannot see it. Describe what would you do/say to the store manager? Include **at least two** points.

Satisfactory Incomplete Incorrect

8. You have just been employed by a licensee who holds a licence for instruments of licence subclasses 18.1, 5.1 and 5.2. You have a statement of attainment for instruments of subclass 5.1 and 5.2 and used to install consoles about 10 years ago but have yet to obtain your statement of attainment for 18.1. Your employer asks you to go and install and verify a console as a replacement for a defective system at a busy service station. It is an urgent job and the usual console verifier is on leave. What should you do? Choose the single correct answer.

- a) Install and verify the console using your verifier number.
- b) Install and verify the console using the other verifier's number.
- c) Tell your employer that you are not competent to verify the console.
- d) Install the console and leave without verifying it, the customer will know not to use it until a verification mark has been applied.

Correct Incorrect

9. Name 3 of the principal metrological components of a console? – Briefly describe their function.

Component	Function

Satisfactory Incomplete Incorrect

10. Which of the following would trigger the need to re-verify a console? Check all that apply.

- a) Replacement of printer.
- b) Major upgrade to the metrologically relevant software.
- c) Replacement of the customer display with an identical model.
- d) All of the above

Satisfactory Incomplete Incorrect

Verification form task

Download a certificate of verification or notice of non-verification of a measuring instrument from ([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 forms, save it/them, named, as described in the [instructions](#), and include in your submitted recognition kit.

For subclass 5.1

- Verification carried out at Avalon Fuel Stop at 4 Western HWY, Avalon, 3999, ABN424256567878.
- Verification carried out on the 1/09/21 by Jeff Smith verifier number VR-00987.
- Licensee is FuelFil Pty Ltd SL-0435. Licensee's Mark is ABC. Licensee's ABN is 111122223333.
- Instrument verified is a Gilbarco model T334EG Fleetline Mk4 fuel dispenser for motor vehicles, approval number NMI 5/6A/214, serial number S321456, unleaded pump 1
- Instrument was verified following adjustment after the instrument was rejected by a trade measurement inspector.

Satisfactory Incomplete Incorrect

For subclass 18.1

- Verification carried out at Avalon Fuel Stop at 4 Western HWY, Avalon, 3999, ABN987687657654.
- Verification carried out on the 1/09/21 by Jeff Smith verifier number VR-00987.
- Licensee is FuelFil Pty Ltd SL-0435. Licensee's Mark is ABC. Licensee's ABN is 111122223333.
- Instrument Verified is a Datafuel Model DF9000 Control System for Fuel Dispensers for Motor Vehicles, supplementary approval number NMI S651, serial number S134258, connected to 8 Gilbarco Model T334EG Fleetline Mk4 fuel dispensers.
- Instrument was verified following installation **AND** simultaneous removal of a similar model console, serial number S100254.

Satisfactory Incomplete Incorrect

Workplace test reports and documents

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 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.

For subclasses 5.1

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 from the test you complete when doing your observation.

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

For subclass 18.1

You must provide three (3) **test reports** in total, along with any documents printed during testing of these instruments.

Be sure that the format of your test report is based on the current example test report given in the NITP.

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 consoles. **Include copies of any printed documents produced during testing for each console.**

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

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

Scan the test reports and printed documents 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 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 18.1, another verifier who holds the relevant statement of attainment should also complete a copy of this form, referring to that part of the kit.

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. 5.1, 18.1)?

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, 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 instruments tested
5.1 Fuel dispensers used for petroleum products (other than LPG)			
18.1 Control systems for liquid- measuring systems (consoles)			

In addition, the applicant has demonstrated to me correctly, on at least two occasions (in a simulated environment), how a verification mark should be made and where it should be applied to instruments of this/these subclasses.

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 instruments? When/where did you observe this?			
<ul style="list-style-type: none">correctly select, and ensure the suitability of, reference standards/test equipment for the specific task, as required by the relevant national instrument test procedures? How did they do this?			
<ul style="list-style-type: none">maintain the integrity of reference standards/test equipment during their storage, transport and use to ensure they are suitable for use? What did you observe?			
<ul style="list-style-type: none">identify, access and correctly interpret and apply certificates of approval and certificates of verification (Reg 13s)?			

Third party report (experienced verifier)

Have you observed the applicant:	Yes	No	Not applicable or not able to comment
----------------------------------	-----	----	---------------------------------------

-
- 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/in the workshop.

Third party report (experienced verifier)

Have you observed the applicant:	Yes	No	Not applicable or not able to comment
----------------------------------	-----	----	---------------------------------------

- 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.**

- 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.**

- 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 unit of competency, if applicable)/subclasses.

You must complete all pages of this report. In particular, you must include written comments to support your responses in the checklist, 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)

Have you observed the applicant:	Yes	No	Not applicable or not able to comment
----------------------------------	-----	----	---------------------------------------

- 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/in the workshop.

- 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 test method	Satisfactory	Unsatisfactory	Not applicable
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4.2 Beverage dispensers (volumetric method)			
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4.2 Beverage dispensers (gravimetric method)			
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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 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 an NMI-appointed skills observer (SO)

If observation not completed by assessor, assessor to check bottom of each page

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: