



# Weighbridge operations recognition kit

Version 3.1– July 2023

Complete this kit by typing directly into the  
document

<b>Applicant's name:</b>	
<b>Observation assessment method requested (select one)</b>	<p>Video calling (VC)</p> <p>Direct observation (applicant choice of site)</p>

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## Version changes

Version number	Main changes
V3.1	<ul style="list-style-type: none"> <li>• Updated Department logo</li> <li>• Links and formatting issues fixed</li> <li>• Added extra instructions on the skills observation report</li> </ul>
V3.0	<ul style="list-style-type: none"> <li>• Version now includes mandatory skills observation</li> <li>• Added pre-completion checklist to establish readiness (inc. LLN)</li> <li>• Re-wording of some questions/instructions, including to aid clarity.</li> <li>• Supervisor/mentor report now called third party report with comments required for each checkpoint.</li> <li>• Skills observation report includes space for comments against each checkpoint.</li> <li>• Kit should be completed electronically.</li> </ul>

## Your recognition kit

This kit enables you to demonstrate your competence in operating weighbridges, particularly public weighbridges, against the performance criteria and assessment requirements set out in the nationally recognised unit of competency.

- [PSPTRP002 – Operate weighbridges](#)

On successful completion you will be awarded a statement 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](mailto: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 weighbridge/s I will use to weigh vehicles			
Checking and preparing the weighbridge for weighing, including identifying actual or potential faults.			
The techniques used in weighing loaded and unloaded vehicles.			
Completing, issuing and maintaining measurement tickets			
Likely impacts of the environment on the weighbridge and the weighing process			
Work health and safety considerations relevant to operating a weighbridge			
Conditions of weighing vehicles on a public weighbridge under a public weighbridge licence			
Communicating to drivers of vehicles being weighed and resolving/referring any disputes.			

**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 weighed vehicles and completed measurement tickets, under supervision, 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.

**Submit the whole document along with the additional scanned measurement tickets.**

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

The kit comprises a number of components for you to complete/submit, including the following:

- **Your work history**
- **Written assessments** – including [completion of mock measurement tickets](#)
- **Measurement tickets** that you completed after you have weighed vehicles in a real or simulated workplace situation.
- **Third party report** – a report/s from a current public weighbridge operator/s who has worked with you during your training, or a work colleague (where you have no access to a public weighbridge operator).

**In addition**, you will be asked to **demonstrate your skills** by completing weighbridge operations (checking weighbridge/weighing vehicles/issuing tickets), observed by your assessor or a skills observer.

### MAKE SURE YOU COMPLETE ALL PARTS OF THE RECOGNITION KIT

If you want to undertake some theory training for operating weighbridges before completing this kit, the NMI offers an [eLearning course](#).

A number of information resources are available via the industry.gov.au web page, [Operating a public weighbridge](#), which includes the [Weighbridge Operators' Manual](#).

Other guidance on using weighbridges is available on the industry.gov.au website [here](#).

### Skills assessment requirements

#### In your workplace

This assessment requires that you **demonstrate** your practical skills, by completing weighbridge operations in a real or simulated environment. During training within your organisation, you should have practised these skills, ideally under supervision of an experienced public weighbridge operator, including completing the appropriate measurement tickets that you will submit as evidence (workplace documents). The experienced public weighbridge operator/s that supervised you should complete a third-party report.

You are required to provide copies of **five (5)** completed measurement tickets covering the full range of measurements that could be completed on the weighbridge you will be working with. The tickets should represent vehicle measurements you have completed, under supervision, or in a simulated environment. You should have personally weighed the vehicles, where feasible, and completed the tickets however, where any measurements were completed for customers of the public weighbridge, they must have been signed by the supervising public weighbridge operator.

See also [Measurement tickets](#) section.

## NMI observation

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

- Video calling - The assessor will use video calling to complete a direct observation of you, either at your workplace or another suitable location.
- Direct observation (applicant's choice of site) - The assessor, or a skills observer, will observe you directly, either at your workplace or another suitable location.

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

- If you wish to complete the observation using video calling, your assessor will contact you to schedule a suitable time and date.
- For direct observation at your workplace, or other suitable location of your choice, you will liaise with the assessor or skills observer.

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

## Third party reports

We require a report from a person (or persons) who has worked directly with you and can comment on your workplace performance over time. Ideally, this person should be a current public weighbridge operator who has supervised you during your training. They will have personally observed you checking and operating the weighbridge, weighing vehicles and completing [tickets](#) including those you will provide for this kit. They should have experience with the current legislative requirements, the practicalities of maintaining and operating a public weighbridge as well as be able to confirm that you have correctly followed the required procedures, in a real or simulated environment.

If you don't have access to a current public weighbridge operator 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 current public weighbridge operator.**

Ask the person/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 report for submission.**

- An existing operator should complete the [Third party report \(experienced operator\)](#).
- A supervisor/mentor who isn't a weighbridge operator should complete the [Third party report \(non-operator\)](#)

**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 [assessment recording form](#), to ensure you submit **all** parts required for this assessment. Be sure to include the date of submission after the applicant declaration.

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

**RK WBO00 F V3.1 Joe Smith.**

In addition, scan each of the tickets you have completed (ideally as one PDF), and save them by using the following name i.e. save as:

### **RK WBO00 F V3.1 Tickets Joe Smith**

Email the kit and the scanned tickets to [nmiadministrator@measurement.gov.au](mailto:nmiadministrator@measurement.gov.au) and keep your original kit and tickets. Your assessor will ask questions about your kit when they speak to you, so you will need to have it available.

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 and (in most cases) a separate NMI-appointed skills observer for your observation.

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

- assess the submitted material
- determine if any further 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 tickets you submitted
  - ask any other questions to confirm your competence.
- record your results, and provide feedback on the assessment recording form
- return the kit to the NMI Administrator for processing and confirmation of the result of your assessment by email, and posting out your statement of attainment, when successful.



## Applicant's work history and training

### Details of current employment

Organisation:

Postal address:

Date employment started:

Date training on weighbridge operations 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

**Check if you have done any of the following tasks in the last 12 months (including under supervision). If so, state for how long, or approximate number of tickets (as appropriate)?**

**Time/Number**

Conduct direct measurement of vehicles

Issue 'net mass' direct measurement tickets

Issue 'gross mass only' direct measurement tickets

Issue 'tare mass only' direct measurement tickets

Conduct axle measurement

Issue 'axle mass' measurement tickets

Conduct end-and-end measurement of vehicles

Issue 'end-and-end' measurement tickets

**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 assessment

Review of measurement tickets

Third party report/s

Conversation with applicant

Skills observation/report

Other – specify:

This applicant was assessed as:

Competent

Not yet competent

PSPTRP002 - Operate weighbridges

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) 1.4 of the unit of competency PSPTRP002 – Operate weighbridges was not met as you did not identify and correct the issue of stones wedged between the edge of the platform, and the surrounding frame, preventing its free movement*).

**Assessor's name:**

**Date:**

## Written assessment

### Instructions

**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, and include any calculations you use. The text box shouldn't limit how much you can write.

**If you have difficulties completing any answer**, then complete your answer on a separate document, identifying the question/s it relates to (e.g. Written assessment question 5b), then scan or photograph the answer/s and email the scanned document along with your kit.

You should name this document: **RK WBO00 F V3.0 Written questions**

### Questions

1. Brian is a weighbridge operator. He is working on a weighbridge that is not a licensed public weighbridge. He is asked to weigh an unloaded caravan and provide a measurement ticket to enable the owner to register the vehicle, following modifications.
  - a) Is Brian allowed to do this?
  - b) Provide an explanation for your answer and two (2) conditions that may apply to this situation.

Satisfactory    Incomplete    Incorrect

2. How often must a licenced public weighbridge be re-verified? Choose the single correct answer.
  - a) As long as it has been verified and remains accurate, it does not need to be re-verified
  - b) Every 3 years
  - c) Every 12 months
  - d) Just prior to licence renewal

Correct    Incorrect

3. Which of the following is a mandatory weighbridge requirement? Choose the single correct answer.
  - a) The driver needs to be able to see the operator and indicator without moving position.
  - b) The operator needs to be able to see the indicator and the weighbridge platform without moving position.
  - c) The operator must be able to see the public weighbridge sign.
  - d) The driver must always remain in the vehicle during weighing of the vehicle.

Correct    Incorrect

4. Shuang has just started his shift as a public weighbridge operator. What should he do before he weighs any vehicles? Check **all** correct answers.
- a) Cancel any tickets started by the previous operator but not yet issued.
  - b) Ensure the weighbridge is reading zero, without fluctuation.
  - c) Use his body weight to check whether the weighbridge is accurate.
  - d) Visually inspect the weighbridge, including surfaces, gaps, under the weighbridge and load cells.
  - e) Remove all copy tickets issued on the previous shift and file them in secure storage.
  - f) Ensure the platform is clean.

Satisfactory    Incomplete    Incorrect

5. Kane is a public weighbridge operator. He wants to check the weighbridge is operating correctly.
- a) Which of the following methods is a **valid** check? Choose the single correct answer. (Note: The correct answer may not be available to you at **your** weighbridge site, you are being asked to determine which of the following would be a valid method)
    - i. Standing on the weighbridge to see if the indication is the same as when he last stood on the weighbridge.
    - ii. Weighing a loaded truck on the weighbridge, then immediately on another local weighbridge and comparing the weights.
    - iii. Weighing an unloaded truck that was weighed two months ago and comparing the indicated weights.
    - iv. Weighing an empty truck and comparing the weight on the indicator with the tare mass written on the side of the truck.

Correct    Incorrect

- b) What should you do if you suspect the weighbridge is not weighing accurately? Give at least two points in your answer.

Satisfactory    Incomplete    Incorrect

6. Rashid is a public weighbridge operator. Every month he carries out a number of accuracy checks on the weighbridge. Which of the following statements represents best practice? Choose the single correct answer.
- a) Rashid should only record and maintain records of checks when a problem with the weighbridge is suggested by the checks.
  - b) Rashid should only record details of maintenance checks/repairs completed by weighbridge service technicians as only these checks are valid.
  - c) Rashid should not make any records of the checks as he is not a servicing licensee or verifier of weighbridges, and they cannot be relied on.
  - d) Rashid should record and maintain written records of all weighbridge checks carried out to compare results and demonstrate good practice.

Correct    Incorrect

7. Youri is a public weighbridge operator. When he returns from lunch, he finds that a truck has driven onto the platform ready to be weighed. What should Youri do? Choose the single correct answer.
- Ask the driver to move the truck off the weighbridge and check the indicator shows zero before directing the driver to move the truck back onto the weighbridge to perform the weighing.
  - Weigh the truck and check the indicator shows zero after the truck drives off the weighbridge.
  - Weigh the truck because Youri remembers that the indicator showed zero before he went to lunch.
  - Ask the truck driver whether the weighbridge indicator showed zero before the driver drove on.
- Correct      Incorrect
8. Mary is a public weighbridge operator. She is weighing a truck but it's windy and the indication keeps changing. What should she do? Choose the single correct answer.
- Put a stopper between the platform and the end of the weighbridge to stop the weighbridge from moving.
  - Take an average of the indicator's readings and use that as the weight of the truck.
  - Ask the driver to put his front wheel over the edge of the platform and just on the approach to stabilise the weighbridge.
  - Wait until the wind dies down and the reading has stabilised before recording the weight of the truck.
- Correct      Incorrect
9. Jake is a public weighbridge operator. He has been asked to weigh a truck and dog that is too long to fit the platform of his weighbridge. The weighbridge is not approved for end-and-end weighing. What should Jake do? Choose the single correct answer.
- Weigh the truck and dog trailer separately while they are connected together and issue two separate tickets: one for the truck and one for the dog trailer.
  - Weigh the truck and dog trailer separately while they are unhitched from each other then add the weights together to issue one ticket for the combined weight.
  - Weigh the truck and dog trailer separately while they are unhitched from each other and issue two separate tickets: one for the truck and one for the dog trailer.
  - Perform an end-and-end weighing on the truck and dog because this is his only option.
- Correct      Incorrect
10. Rex is weighing a truck for an axle measurement ticket on a suitable weighbridge. What must he check during each measurement? Choose the single correct answer.
- That the brakes and gears are engaged.
  - That the brakes and gears are disengaged, and the suspension is not manipulated.
  - That the brakes are engaged, and gears are disengaged.
  - That the brakes are disengaged, and gears are engaged.
- Correct      Incorrect

11. Which of the following is a requirement for the approaches to a single platform public weighbridge, 26 m in length, that is to be used for determining axle measurements? Choose the single correct answer.
- a) The approach should be in the same plane as the platform for a maximum distance of 1m in length.
  - b) The surface of the approach shall be arranged so that water drains from the approach into the pit/under the platform.
  - c) The surface of the approach shall be within  $\pm 2^\circ$  of level (horizontal) measured from the end nearest the platform.
  - d) There should be a speed hump on the approach immediately before the platform to prevent speeding.
- Correct      Incorrect
12. Brian is a public weighbridge operator. He weighs a truck in the morning when it is empty. That afternoon, the truck returns loaded with a skip containing scrap metal. The skip has a tare weight of 1.62 t marked on the side. The customer, Dave, wants a ticket to show the net weight of the metal in the skip. Can Brian do this? Choose the single correct answer.
- a) Yes. He can subtract both the tare weight of the skip and the tare weight of the truck from the gross weight.
  - b) No. He can only determine the net weight of the scrap metal plus the skip.
  - c) Yes. He can simply weigh a different, empty truck and skip with the same configuration as Dave's and use that for the tare weight.
  - d) No. Public weighbridges are not licensed to weigh vehicles containing scrap metal.
- Correct      Incorrect
13. What should you do with a ticket you have cancelled? Choose the single correct answer.
- a) Keep the ticket and all copies in the book for the same period as issued tickets.
  - b) Keep the original in the book for the same period as issued tickets and remove the copies to use for accounting purposes.
  - c) Remove and destroy the cancelled ticket and all copies.
  - d) Remove the cancelled ticket from the book and store it in a safe place where it cannot be used.
- Correct      Incorrect
14. What should you do if a customer asks you to put the total weight of their vehicle on an axle load ticket you have just completed? Choose the single correct answer.
- a) Add up the axle weights you have just measured and write the total weight at the bottom of the ticket.
  - b) Tell the customer that if he wants a gross weight ticket, that the vehicle would have to be reweighed, using an approved method of weighing, and a separate ticket issued.
  - c) Add up the axle weights and complete the total weight on a 'gross mass only' direct measurement ticket.
  - d) Add up the axle weights, put a bracket around all the axles on the ticket and write the weight next to the new bracket.
- Correct      Incorrect

15. Chris is a public weighbridge operator. He weighs the gross mass of a loaded vehicle and starts a net mass ticket, partly completing the measurement ticket. After four days the driver has not returned to complete the measurement. What should Chris do? Choose the single correct answer.
- a) Complete and sign the ticket as a 'gross mass only' ticket and leave it in the book until the driver returns.
  - b) Cancel the ticket because it can't be issued after 72 hours.
  - c) Complete and sign the ticket as a 'tare mass only' ticket and leave it in the book until the driver returns.
  - d) Leave the partly completed ticket until the driver returns.
- Correct      Incorrect
16. For how long must measurement tickets completed at a licensed public weighbridge be kept in order to satisfy trade measurement legislation? Choose the single correct answer.
- a) 1 year
  - b) 3 years
  - c) 7 years
  - d) 6 months
- Correct      Incorrect
17. Ingrid is a public weighbridge operator. A truck owner, whose driver had the truck weighed on the public weighbridge 4 weeks ago, has requested a copy of the original measurement ticket. What should Ingrid do? Choose the single correct answer.
- a) Let the owner look at the ticket but not provide any copy of the ticket.
  - b) Photocopy the original ticket, mark it with 'COPY' and provide that to the owner.
  - c) Tell the owner that the tickets are confidential and that copies can't be provided.
  - d) Copy the ticket's details onto another ticket, marked with today's date, and issue that to the owner.
- Correct      Incorrect
18. What must you do if a trade measurement inspector asks to inspect your public weighbridge ticket book? Choose the single correct answer.
- a) Allow the inspector to view the tickets.
  - b) Ask the inspector to get a warrant before you will let him see them.
  - c) Refuse, as tickets are confidential.
  - d) The ticket book is available for anyone to check, so the inspector doesn't need to ask.
- Correct      Incorrect
19. Linda is a public weighbridge operator. She uses a separate book of tickets for her regular customers to make it easier to bill them at the end of the month. Is this acceptable practice? Choose the single correct answer.
- a) Yes, but only if an extra copy is provided to send to the customer at the end of the month
  - b) Yes, it doesn't matter how many ticket books are in use at the same time, as long as each ticket has a different number.
  - c) Yes. Provided each book has a different series of numbers and tickets are issued sequentially.
  - d) No. Only one book of public weighbridge tickets can be in use at any one time.
- Correct      Incorrect

20. Your weighbridge is connected to a computer that is used to print and store public weighbridge tickets. Which of the following are acceptable methods of securing the ticket information? Select **all** that apply

- a) Maintain ticket data in a folder on the general drive of your computer so that all employees can access it when required.
- b) Print the tickets out and store in a binder in a locked cupboard.
- c) Log out of the system at the end of the shift.
- d) Back up the data from your computer nightly.
- e) Provide password-only access to the ticketing system, restricted to the company's public weighbridge operators.

Correct

Incorrect



## Written assessment – measurement ticket questions

Please complete the blank measurement tickets provided using the information given in each scenario.

- 1) On 12 February 2021 Craig Smith of Sandstone Quarries drives his truck and trailer, registration numbers WSS 487 and ABL 664, loaded with cut sandstone to the public weighbridge at 457 Junction Road, White Hill, WA. At 9:45am he is weighed by operator John Smith, and he tells the operator he will return later that day, unloaded, so he can get a net mass public weighbridge ticket. The weighbridge is suitable to weigh a truck and trailer in one operation and the gross weight is determined to be 41.38 t. At 2:35pm the same day, he returns with his unloaded vehicle. The vehicle combination is weighed by John Smith who determines the weight to be 12.86 t.

### DIRECT MEASUREMENT TICKET

*National Measurement Act 1960*  
*National Trade Measurement Regulations 2009 (Division 3.2)*

Public weighbridge licence number: PW-0742

Public Weighing Services P/L

457 Junction Rd, White Hill, WA 6152.

Ticket number 01054

Registration number(s) of the vehicle(s):

Details of goods weighed

**Tonnes  
(including  
decimals)**

Gross mass

Date

Time

Tare mass

Date

Time

Net mass

Operator's name:

Operator's signature: *Signature*

Date ticket issued:

Satisfactory    Incomplete    Incorrect

- 2) At 8.05am on 4 March 2021, Timmy Jones drives his unloaded B-Double (registration numbers - prime mover WSD 487, and trailers SBL664 and DBL155 to Public Weighing Services public weighbridge and asks for a ticket for the weight of the unloaded vehicle. The weight is determined in a single operation to be 12.32 t by operator Jeff Smith.

## DIRECT MEASUREMENT TICKET

*National Measurement Act 1960  
National Trade Measurement Regulations 2009 (Division 3.2)*

Public weighbridge licence number: PW-0742

Public Weighing Services P/L

457 Junction Rd, White Hill, WA 6152.

Ticket number 01054

Registration number(s) of the vehicle(s):

Details of goods weighed:

**Tonnes  
(including  
decimals)**

Gross mass

Date

Time

Tare mass

Date

Time

Net mass

Operator's name:

Operator's signature: *Signature*

Date ticket issued:

Satisfactory    Incomplete    Incorrect

- 3) At 6.45am on 25 January 2021, Timmy Jones drives his B-Double (registration numbers - prime mover WSD 487, and trailers SBL664 and DBL155) to Public Weighing Services public weighbridge and asks for a ticket for the weight of the vehicle loaded with cut sandstone. The weight is determined in a single operation to be 59.50 t by operator Jeff Smith. Timmy tells Jeff he is taking the load to Westside Landscape Supplies, West End, from Sandstone Quarries, 1172 Quarry Rd, Mine Mountain.

## DIRECT MEASUREMENT TICKET

*National Measurement Act 1960*  
*National Trade Measurement Regulations 2009 (Division 3.2)*

Public weighbridge licence number: PW-0742

Public Weighing Services P/L

457 Junction Rd, White Hill, WA 6152.

Ticket number 01054

Registration number(s) of the vehicle(s):

Details of goods weighed:

**Tonnes  
(including  
decimals)**

Gross mass	Date	Time
Tare mass	Date	Time
Net mass		

Operator's name:

Operator's signature: *Signature*

Date ticket issued:

Satisfactory    Incomplete    Incorrect

- 4) On 24 January 2021 at 7.50am Tom Smith brings his Mazda T4200F truck, which has no registration number but has Vehicle Identification Number: MCT0410BB00004156, to be weighed so he can register his vehicle. The weight of the unloaded vehicle is 2.82 t. The weighbridge operator is Van Tran.

## DIRECT MEASUREMENT TICKET

*National Measurement Act 1960*  
*National Trade Measurement Regulations 2009 (Division 3.2)*

Public weighbridge licence number: PW-0742

Public Weighing Services P/L

457 Junction Rd, White Hill, WA 6152.

Ticket number 01054

Registration number(s) of the vehicle(s):

Details of goods weighed:

**Tonnes  
(including  
decimals)**

Gross mass

Date

Time

Tare mass

Date

Time

Net mass

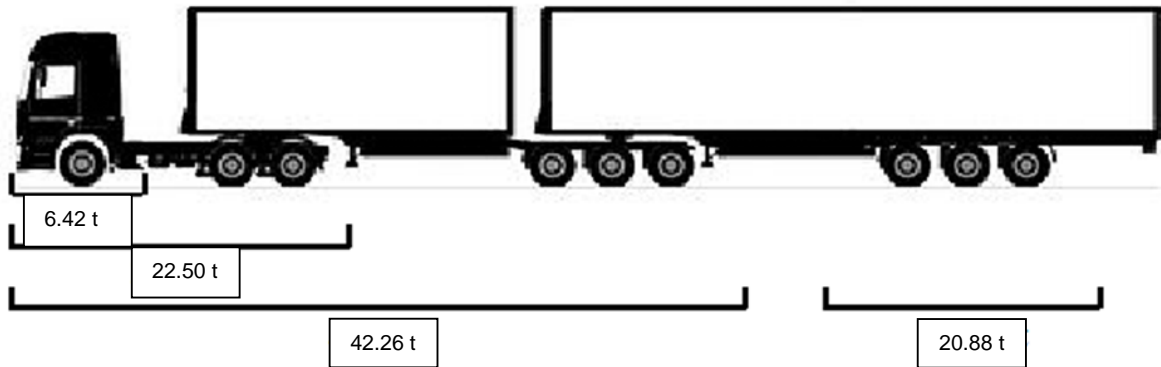
Operator's name:

Operator's signature: *Signature*

Date ticket issued:

Satisfactory    Incomplete    Incorrect

- 5) Complete the ticket for a measurement of the axles/axle groups of the vehicle below, measured on 11 February 2021. Registration Prime mover = WSD487 Driver: Timmy Jones  
Registration 'A' Trailer = SBL664, 'B' Trailer = DBL155 The weighbridge operator is Van Tran.



**IN PLACE OF BRACKETING OF AXLE GROUPS - ON THIS MOCK TICKET ONLY - PUT THE WEIGHT OF AN AXLE GROUP AGAINST THE FIRST AXLE OF THAT GROUP. e.g. if you think axles 1, 2 and 3 are a group, put the weight next to axle 1. If you have a weight for a single axle only, put it in the box next to that axle.**

## AXLE MEASUREMENT TICKET

*National Measurement Act 1960 National Trade Measurement Regulations 2009*

Public weighbridge licence number: PW-0742

Public Weighing Services P/L

457 Junction Rd, White Hill, WA 6152

Ticket number 00021

Registration number(s) of the vehicle(s):

	Axle number (front to rear)	Tonnes (including decimals)
You must bracket axles which are weighed together	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	

MASSES SHOWN ON THIS TICKET MAY NOT BE USED FOR TRADE

Operator's name:

Operator's signature: *Signature*

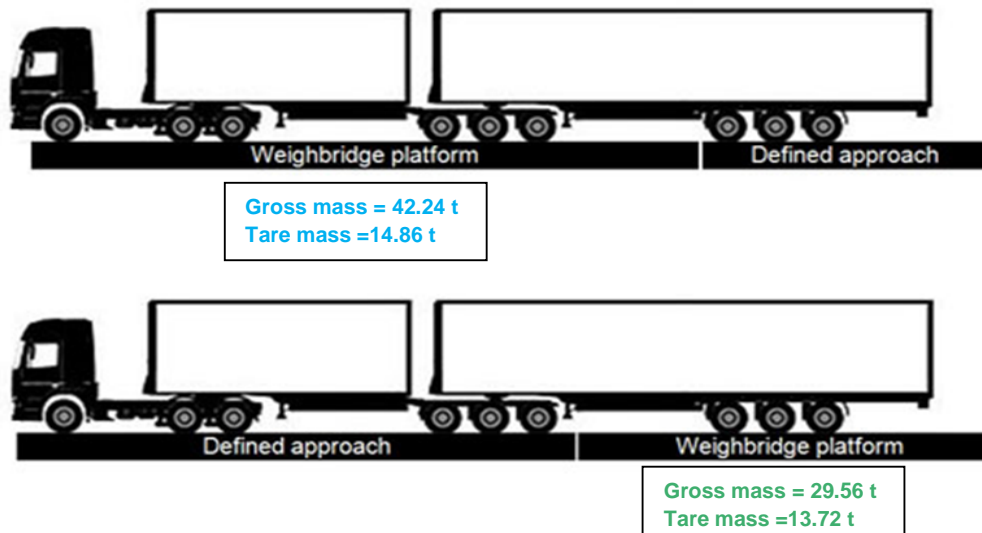
Date:

Satisfactory    Incomplete    Incorrect

- 6) The vehicle in the diagram below was weighed by the end-and-end method on 4 March 2021 by weighbridge operator Zac Allyn.

Registration Prime mover = SDF520      Driver: Alexander Pollock  
 Registration 'A' Trailer = FYD666,      'B' Trailer = WSM013  
 Carrying 'AAA' Brand cattle.

The licensee is approved for end-and-end weighing. Both measurements were made on the same day; the gross measurements took place at 11:35am, and the tare measurements at 12:15pm.



## End-and-end measurement ticket

*National Measurement Act 1960*

*National Trade Measurement Regulations 2009 (Division 3.2)*

Public weighbridge licence number: PW-0742

Public Weighing Services P/L

457 Junction Rd, White Hill, WA 6152.

Ticket number 00154

Registration number(s) of the vehicle(s):

Details of goods weighed:

### Tonnes (including decimals)

	Front	Rear	Total mass	Date and time
Gross mass				
Tare mass				
		Net mass		

THE ACCURACY OF THIS WEIGHING IS NOT GUARANTEED

Operator's name:

Operator's signature: *Signature*

Date ticket issued:

Satisfactory      Incomplete      Incorrect

## Measurement tickets

In your workplace you need to practice weighing vehicles by different methods and for different purposes, under supervision, and then complete public weighbridge measurement tickets appropriate to those measurements.

You might do this for actual customers, under the supervision of an existing public weighbridge operator (if available) who will check and sign the tickets. Or you could practice completing tickets by entering the information onto photocopies of your standard ticket/s, after weighing any available vehicles as a simulation.

You should try and complete as many different measurement types as possible to gain experience, and also practice cancelling tickets.

**Where you have access to a current public weighbridge operator, ask them to sign copies of each ticket they have supervised you completing, to affirm the ticket has been completed for a measurement they have observed.**

**For this assessment**, you must submit copies of five (5) public weighbridge style measurement tickets that represent your best work, and which cover as many different measurement scenarios as possible.

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

**Once you have completed your written assessment and measurement tickets, ask the relevant person/s to complete one or more of the following third-party forms before emailing your whole kit and tickets to the NMI Administrator.**

## Third party report (experienced public weighbridge operator)

**Applicant:**

**Complete this report ONLY if you are a current (or recent) operator of a licensed public weighbridge with the relevant statement of attainment.**

We are seeking reports from an operator (or operators) who have directly supervised the applicant during training, and when weighing the vehicles, for which the applicant has provided copy tickets. IF more than one person is to provide a report, they should complete additional copies of this report form.

**You must complete all pages of this report, in particular, you must include written comments to support your responses in the checklist. Including being 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 drivers/clients/colleagues in all situations.**

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

**Have you operated a public weighbridge during the last 12 months? Yes    No**

**Describe briefly your level of experience in operating a weighbridge, public weighbridge and weighing vehicles. For example, how long have you been operating weighbridges/public weighbridges, and how often would you do so in your average working week?**

**Statement: During the last 12 months I have personally observed the applicant correctly operate the weighbridge and weigh vehicles: Yes    No**

**Name of third party: Date:**

**Telephone number of third party:**

**On the following page, detail your observations of the applicant in the workplace and provide comments to support each response, outlining the relevant activities and situations in which you have observed the applicant.**



## Third party report (experienced public weighbridge operator)

You must include comments against each item checked Yes or No

Have you observed the applicant:	Yes	No	Not applicable or not able to comment
<ul style="list-style-type: none"><li>prepare for weighing vehicles by checking measurement ticket systems (if used) are operational and the weighbridge is unobstructed, clean and ready for use?</li></ul>			
<ul style="list-style-type: none"><li>explain the legal requirements and procedures for weighing vehicles on a public weighbridge and issuing tickets, to vehicle drivers, clearly and effectively?</li></ul>			
<ul style="list-style-type: none"><li>maintain measurement records/tickets in a safe and secure location for at least 3 years from date of issue?</li></ul>			
<ul style="list-style-type: none"><li>correctly conduct measurements on the weighbridge, and complete and issue (under supervision):<ul style="list-style-type: none"><li>direct measurement net weight public weighbridge tickets?</li><li>direct measurement gross weight public weighbridge tickets?</li><li>direct measurement tare weight public weighbridge tickets?</li><li>public weighbridge axle measurement tickets?</li><li>public weighbridge end-and-end tickets?</li></ul></li></ul>			

## Third party report (experienced public weighbridge operator)

You must include comments against each item checked Yes or No

Not applicable  
or not able to  
comment

Have you observed the applicant:

Yes

No

- access and apply relevant trade measurement law relating to weighbridges/public weighbridges?

- apply the weighbridge approach requirements when axle weighing?

- report or rectify problems, errors or malfunctions?

- identify and correctly use the weighing functions of the weighbridge?

- conduct weighbridge operations safely?

- select and use required personal protective equipment?

- understand site emergency response procedures?

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

From:

To:

Name of third party:

Date:

## Third party report (non-operator)

(This form is only for use where the applicant has not been supervised/trained by an experienced operator of a public weighbridge)

### Applicant:

Use this form if you are not an experienced operator with the relevant statement of attainment, but where you have worked closely with the applicant during and/or prior to the commencement of their training period for operating weighbridges.

**You must complete all pages of this report, in particular, you must include written comments to support your responses in the checklist.** Including being essential that you detail **how the applicant ensured safety for self and others and how clearly and effectively the applicant communicated with drivers/clients/colleagues in all situations.**

We thank you for your contribution.

The applicant's assessor may need to contact you to clarify your responses or to gain additional information if insufficient information is provided.

**Describe briefly your working relationship to the applicant and the types of work activities you have observed the applicant undertake in relation to operating weighbridges, or on the site where a weighbridge is in use.**

**In the following checklist, detail your observations of the applicant in the workplace and provide comments to support each response, outlining the relevant activities and situations in which you have observed the applicant.**

**You must include comments against each item checked Yes or No**

Have you observed the applicant:	Yes	No	Not applicable or not able to comment
<ul style="list-style-type: none"><li>communicate and collaborate clearly and effectively with others?</li></ul>			
<ul style="list-style-type: none"><li>follow operational instructions and prioritise work?</li></ul>			

## Third party report (non-operator)

(This form is only for use where the applicant has not been supervised/trained by an experienced operator of a public weighbridge)

**You must include comments against each item checked Yes or No**

Have you observed the applicant:	Yes	No	Not applicable or not able to comment
<ul style="list-style-type: none"><li>report or rectify problems, errors or malfunctions?</li></ul>			
<ul style="list-style-type: none"><li>conduct weighbridge operations, and other work, with due regard for safe work practices?</li></ul>			
<ul style="list-style-type: none"><li>select and use required personal protective equipment?</li></ul>			
<ul style="list-style-type: none"><li>understand site emergency response procedures?</li></ul>			
<b>Please detail the approximate date window during which you have observed the applicant and observed the behaviour detailed above:</b>	From:	To:	
<b>Name of third party:</b>	<b>Date:</b>		
<b>Telephone number of third party:</b>			

## 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.

Assessor's name:

Date:

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## Outcome of assessor's review of applicant's measurement tickets

**Applicant:**

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

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

Measurement ticket type	Number of tickets	Satisfactory	Unsatisfactory	Not applicable
Direct measurement				
Axle measurement				
End-and-end measurement				

**Please provide comments to support your findings on the submitted tickets.**

**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 do not need to 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)**

Topic	Satisfactory	Unsatisfactory	Not asked/not required
• Work health and safety at a weighbridge site.			
• Correct operation, use and maintenance of a weighbridge.			
• Validation of weighbridge accuracy			
• Requirements for weighing vehicles by direct measurement.			
• Requirements for determining the axle weights of a vehicle.			
• Suitability of a weighbridge for public weighing.			
• Requirements for weighbridge approaches and vehicle positioning.			
• Statutory requirements for public weighbridge operators.			
• Measurement ticket requirements (completion and maintenance).			

### Applicant's ID checked at interview:

Assessor's name:

Date:

## Skills observation report – Operate weighbridges to be completed by the assessor or other NMI Skills observer (SO)

Name of applicant:

Name of observer:

SO

Assessor

Contact number for skills observer:

Applicant's photo ID viewed by observer

Type of ID viewed:

Copies of tickets completed during observation attached

Time at observation site:

As part of your assessment, you will need to demonstrate operating a weighbridge in a real or simulated workplace environment. This is a requirement of the performance evidence you must demonstrate for this unit of competency. During the observation, you should weigh some vehicles and complete some mock public weighbridge tickets, appropriate to the vehicle measurements made, and provide copies of those tickets to the person completing the observation. See also the [Instructions for observation assessments](#)

Your assessor, or an NMI Skills observer (experienced trade measurement officer), will observe you. They will contact you to discuss the arrangements for this part of your assessment. The observation should take place at your weighbridge site.

If you do not currently work at a weighbridge site, you will need to make arrangements to use another suitable site. You will be contacted to discuss arrangements for this part of your assessment, but you will need to make arrangements for a weighbridge to be made available to you along with a number of vehicles – with drivers - that you can weigh loaded and unloaded (all types of measurement that could legally be completed on the weighbridge), copies of blank tickets. If it is not your site, you will need to familiarise yourself with the layout and WHS requirements of the site.

During the observation, the assessor/observer will use this checklist to record your skills in operating weighbridges in accordance with legal requirements. They will be observing how you:

- establish the weighbridge is suitable and ready for use
- interact with drivers and their passengers before, during and after weighing.
- assess and manage safety during the weighing process
- correctly position the vehicle for the measurement and operate the weighbridge
- complete and issue measurement tickets
- consider any real, or potential, environmental impacts on weighing of the vehicle
- manage a situation where the vehicle cannot be weighed, or the driver/passengers try to stay in the vehicle during weighing.

They will also ask you questions regarding:

- approaches and methods of weighing other than those that can be completed at the site
- site safety requirements and emergency procedures
- reporting and/or rectifying problems
- maintenance of public weighbridge tickets

We will contact you with further instructions.

**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).



## Skills observation report – Operate weighbridges to be completed by the assessor or other NMI Skills observer (SO)

I have observed the applicant prepare for vehicle weighing, operate a weighbridge and complete measurement tickets at the following location:

Trading name:

Address:

Weighbridge details (Make, model, capacity, scale interval/s, verification date):

Number of platforms:

Length of platform(s):

Lengths of level approaches:

Did the applicant:	Satisfactory	Unsatisfactory	Not applicable
1. determine whether the weighbridge was suitable to conduct measurements and in good operating condition?			
2. adequately communicate with drivers to ensure correct positioning and status of the vehicles being weighed?			
3. identify characteristics of weighbridge applicable to weighbridge operation (e.g. capacity, resolution, approaches etc.)?			
4. apply appropriate safety precautions?			

**Skills observation report – Operate weighbridges  
to be completed by the assessor or other NMI Skills observer (SO)**

<b>Did the applicant:</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>	<b>Not applicable</b>
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5. identify operational and environmental factors which could affect the accuracy of weighbridge measurements?

6. identify and correctly use the metrological functions of the weighbridge?

7. correctly determine weight values (by calculation, where required) solely using information derived from use of the weighbridge?

8. identify the correct measurement ticket for the measurement required?

9. conduct accurate weighing

10. correctly complete, and issue, a correct copy of each measurement ticket?

**Name of assessor's/SO:**

**Date:**