



Verifier's recognition kit - Subclasses 3.1 and 3.2

**MSMSS00012 – Trade Measurement
Verification (Simple Measure)**

Version F 2.0 – May 2020

<http://www.measurement.gov.au/uniqueurl>

Complete this kit by typing directly into the
document (preferred)

If you wish to complete it by hand, please print
double-sided.

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Table of changes

Version	Changes
F V1.0	<ul style="list-style-type: none">First version of fillable form
F V2.0	<ul style="list-style-type: none">Supervisor/mentor form renamed 'Third party report' and included an additional form for a non-verifier third party to complete – clearer information on who should complete these forms.Checklist added to guide applicant on pre-assessment requirements.Minor wording changes to some questionsNew 3.1/3.2 question included as question 5Improved guidance on verification form taskGeneral improvement to instructions throughout including requirement to name documents to help identify them.Removed option to provide photographs of a verification test.

Introduction

This kit enables you to demonstrate your competence as a verifier of weights (masses) used for trade (licence subclasses 3.1 & 3.2) against the performance criteria and assessment requirements set out in the nationally recognised units of competency for the skill set:

MSMSS00012 – Trade Measurement Verification (Simple Measure)

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

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

Read these instructions carefully in combination with the [Recognition kit instructions](#) document. In addition, carefully read the instructions included at the start of each section.

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

Before you complete and submit your recognition kit, you should have spent time in the field with an experienced verifier learning about the following topics. Afterwards, complete the checklist below, to self-assess your skills and knowledge.

I feel I have adequate skills and knowledge in the following areas:	Yes	No	Unsure
The weights I intend to verify			
The techniques employed in carrying out testing, including any required planning and preparation			
The methods of storing, maintaining and handling reference standards/test equipment			
The environment in which weights are situated and the potential impact of that environment on the use of the weights and/or the standards/test equipment you use to verify them			
The work health and safety considerations relevant to testing weights			
My organisation's and NMI's requirements for recording and reporting details of verifications and other licensing matters			
Any adjustments or corrections that may be needed during the verification process			
How to mark a weight (what to mark and where to place the mark on the weight, or otherwise)			
How to communicate information about the weights to the owner/user of the weights or any assistance I might require from them.			

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

In addition, you should have personally tested weights, 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

Read the whole kit through to see what evidence you will need to submit.

Completion of the kit

You should complete this kit by typing directly into the document or clicking on checkboxes, where appropriate. If you choose to print the document out and complete it by hand, you should print it double-sided and scan the completed kit for submission (saving the original to refer to when you speak with your assessor).

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

- Your work history (as background information on your career).
- A number of written assessments.
- A specific question that asks you to complete a [verification form](#) (Form 6) from information provided.
- [Test reports](#) from weights you have tested.
- Third party report/s.

In addition, you may be asked to demonstrate your skills by completing a simulated verification/s, observed by your assessor or a qualified skills observer.

MAKE SURE YOU COMPLETE ALL PARTS OF THE RECOGNITION KIT

Skills assessment requirements

You are required to provide copies of test reports relating to weights you have tested under supervision. You should have personally completed all the processes required as if you were completing **initial** verification of those weights, without assistance. You will need to provide a **minimum of three (3) test reports** in total for subclasses 3.1 and 3.2, with at least one test report from testing of a weight from each subclass **unless** you are unable to access both. You should provide reports for different types/denominations of weights.

If possible, include an example of testing a weight that does not meet the requirements for verification, to demonstrate your understanding of unacceptable trade weights.

In addition, you should provide a video/s of you completing a simulated verification of at least **one** weight.

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

Third party reports

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

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

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

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

If you don't have access to anyone in your workplace who can provide a report, 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** the parts required for this assessment. **Add in the date of submission after the applicant declaration.**

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

RK 3.1 & 3.2 F V2.0 Joe Smith.

Do not scan this document, other than where you have completed it by hand.

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

- **RK 3.1 & 3.2 F V2.0 Form 6 Joe Smith**

Email the kit and the other scanned documents to nmiadministrator@measurement.gov.au and keep your original kit and documents, as your assessor will ask questions about your kit when they speak with you.

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.

Once you have been enrolled, you will be assigned an assessor who will:

- assess the submitted material
- determine if any further written evidence is required
- discuss your workplace skills with the person/s providing the third party report/s (if necessary)
- determine whether a skills observation of you completing a simulated verification of a weight/s will be required (**this is most likely to be required where you do not have a third party report from a current verifier**)
- contact you to arrange a mutually convenient time to confirm your understanding, discuss the test reports you submitted and ask any other questions to confirm your competence (may be combined with any skills observation)
- record the result of your assessment, and provide feedback, on the assessment recording form
- return the kit to our administrator for processing and confirmation of the result of your assessment by email, including posting out your statement of attainment, when successful.

Assessment recording form (applicant)

Applicant to complete this section

Name: First Middle Family

Email address:

Telephone: Work Mobile

Name of any third party providing a report:

Third party's telephone number:

Third party's email address:

Company name:

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 (subclasses 3.1-3.2)

[Completed verification form task](#) for subclasses 3.1 – 3.2 trade weights

Three (3) test reports and associated evidence from simulated verifications you have completed in the workplace, without assistance, for subclasses 3.1 – 3.2 trade weights

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

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

Name: Date submitted:

Applicant's work history and training

Details of current employment

Organisation:

Postal address:

Date employment started:

Title of your current position:

Details of any previous relevant employment

Organisation:

Postal address:

Period of employment: From: _____ To: _____

Title of your previous position:

Relevant work experience

Specify the length of time (e.g. Sep 2019 – Mar 2020) during which you have been testing weights and the approximate number you have tested (including under supervision and in simulated workplace situations)

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

Assessment recording form (assessor)

Assessor to complete this section and sign it.

Applicant

Assessor name:

Date kit received:

Summary of evidence used to assess the applicant:

Written assessments

Completed verification form task

Third party report/s

Review of test reports

Skills observation/report/review of video

Conversation with applicant

Other (specify):

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

This applicant was assessed as:

Competent

Not yet competent

MSMTMVER301 Verify simple measures instruments

MSMTMREF301 Use and maintain reference standards

Check the subclasses requested and whether they are satisfactory or not yet satisfactory:

Satisfactory

Not yet satisfactory

Subclasses 3.1 – 3.2 trade weights

Applicant's ID checked at interview:

Assessor's signature:

Date:

RTO Manager's signature:

Date:

Assessor's feedback form

Assessor: Please include feedback to the applicant here and sign the form. Particularly where you have assessed the applicant as NYC, ensure you identify which assessment requirements the applicant has not yet demonstrated (e.g. Performance criteria (PC) 2.4 of the unit of competency (UoC) MSMTMREF301 - Use and maintain reference standards was not met as you were unable to correctly validate the reference standard suitability).

Assessor's signature:

Date:

Written assessment (questions apply to all subclasses)

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.

If you have printed this kit off, circle the correct answer, or answers. If you make a mistake, cross through any answers that you wish to change with a line and circle the new correct answer.

e.g. Q 3. What is the colour of my dog?

- a) Black
- b) Brown
- c) Brindle
- d) Spotty

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 printed the kit off, simply write in the space provided.

If you need more space, complete it on a separate piece of paper and identify the question as per the following example:

'Written assessment – all subclasses Q4'

Questions

Note: Weights are classed as measures.

If you are completing multiple kits at the same time, then you may not need to complete these questions for each kit. Consult with the NMI administrator as to which 'all subclasses' questions to complete, as there are minor differences between the questions in this kit and those in most kits.

1. 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

2. Which document, maintained by the servicing licensee, details the required format of the mark that verifiers, working under a 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

3. What markings would you apply to a weight you verified on 28 April 2020, if your servicing licensee code is DBA and you have the verifier number VR 01278? Choose the single correct answer.

- a) DBA 01278 B0
- b) 1278 B 20
- c) DBA 01278 B20
- d) DBA 1278 B0

Correct Incorrect

4. 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

5. 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

6. 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.

Satisfactory Incomplete Incorrect

7. 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) Whenever an adjustment or repair affects its metrological performance.
- b) Whenever it has been adjusted/repaired or every 2 years.
- c) Every 3 years.
- d) Every 5 years.

Correct Incorrect

8. Can you verify a measuring instrument/measure where its certificate of approval states 'cancelled in respect of new instruments as from 1 January 2014'? Choose the single correct answer.

- a) No, never.
- b) Yes, always.
- c) Yes, if the instrument/measure was manufactured before 1 January 2014.
- d) Yes, provided the instrument/measure is new.

Correct Incorrect

9. 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

10. Provide a list of the **reference standards/test equipment** you use when verifying measuring instruments/measures? (Include capacity ranges and class/es, where appropriate). The answer you give should relate to **all** subclasses for which you are being assessed. Write your answer below.

Satisfactory Incomplete Incorrect

11. How do you protect the integrity of the **reference standards/test equipment** you described in the previous question? Your answer should relate to storage, transportation and handling of reference standards/test equipment. Write your answer below.

Satisfactory Incomplete Incorrect

12. **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/test equipment** that you use when verifying instruments/measures? The answer you give should relate to any subclasses for which you are being assessed. Check **all** that apply.

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

Satisfactory Incomplete Incorrect

13. How do you control these factors when undertaking a verification? The answer you give should relate to all subclasses for which you are being assessed. Write your answer below.

Satisfactory Incomplete Incorrect

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

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

Correct Incorrect

15. 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/test equipment you use when verifying instruments/measures of this/these subclass/es.

Satisfactory Incomplete Incorrect

16. You have verified and marked a measuring instrument/measure when you realise that a reference standard/test equipment that you used was damaged or faulty. What should you do with the **verified instrument/measure**? Write your answer below.

Satisfactory Incomplete Incorrect

17. 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 14 days.
- c) Notify my employer who will notify NMI within 2 months.
- d) Call my local trade measurement inspector and leave a message.

Correct Incorrect

18. 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 reverified, when you dispose of standards/test equipment that are broken/excess to requirements? Check **all** that apply.

- a) Ensure 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

19. What are the main workplace health and safety hazards that you face when verifying a measuring instrument/measure? Your answer should relate to the verification of instruments/measures for which you are currently being assessed. Write your answer below.

Satisfactory Incomplete Incorrect

20. What do you do to minimise the risks from the hazards that you have identified when undertaking verification activities? Write your answer below. **In your answer, reference any relevant company procedures.**

Satisfactory Incomplete Incorrect

21. 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 might use a SDS

c. Explain what a SWMS is?

Correct Incorrect

d. Give an example of when you might use a SWMS

Correct Incorrect

Correct Incorrect

Written assessment (Questions specific to subclasses 3.1 and 3.2)

1. What is the name, current version number and release date for the national instrument test procedures used to verify weights? Choose the single correct answer.

- a) NITP 0 First edition – February 2015 0
- b) General certificate of approval 3/0B
- c) Inspectors' Handbook, Second Edition – June 1989
- d) NITP 3.1 First edition – December 2011

Correct Incorrect

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

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

Correct Incorrect

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

Satisfactory Incomplete Incorrect

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

Satisfactory Incomplete Incorrect

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

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

a) When do/did the reference standards expire?

Correct Incorrect

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

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

Correct Incorrect

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

Satisfactory Incomplete Incorrect

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

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

Correct Incorrect

e) What are the identifying marks for the reference standards that this certificate of verification relates to? Choose the single correct answer.

- i. Serial no. B for 20 kg to 200 g weights and box 161080 for 2 mg to 100 g weights.
- ii. Box no. 23607b and G07 0577.
- iii. No. RN120652 File CB/12/0571.
- iv. Serial no. box G07 05755 and box 23607.

Correct Incorrect



Australian Government

**National Measurement
Institute**

MEASUREMENT REPORT ON

Set of weights, 20 kg to 2 mg, 28-piece

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



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

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

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Ref: RN120652 File: CB/12/0571 Checked: *H* Date: 15 March 2012

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Table 2 - Weights in box marked '161080'

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

Notes

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

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

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Mr Greg Buckley
for Dr P T H Fisk
Chief Metrologist



Mr Rolf Grubwinkler
NATA approved signatory

Ref: RN120652 File: CB/12/0571 Checked:  Date: 15 March 2012

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

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

Satisfactory Incomplete Incorrect

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

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

Satisfactory Incomplete Incorrect

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

Satisfactory Incomplete Incorrect

10. The following questions relate to verification marking of trade weights.

a) Where would the verification markings normally be applied to a weight? Select **any** correct answer

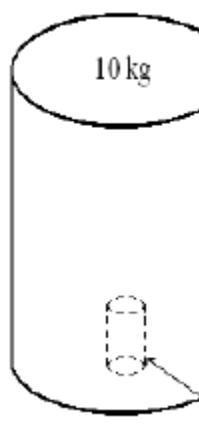
- i. To a verification sticker attached to the top of the weight.
- ii. Stamped into lead in the adjusting cavity
- iii. Stamped into the surface of the weight

Satisfactory Incomplete Incorrect

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

Satisfactory Incomplete Incorrect

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



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

Satisfactory Incomplete Incorrect

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

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

Satisfactory Incomplete Incorrect

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

Satisfactory Incomplete Incorrect

13. What MPE applies when verifying a new 50 g stainless steel trade weight marked 'A'? Choose the single correct answer.

- a) + 28 mg, - 14 mg
- b) $\pm 0.2\%$ of the capacity of the weight under test
- c) +28 mg
- d) ± 28 mg

Correct Incorrect

14. What MPE applies when re-verifying a 2 kg cast iron weight, originally verified in 1998? Choose the single correct answer.

- a) + 220 mg
- b) + 1300 mg, - 650 mg
- c) + 1300 mg, - nil
- d) ± 650 mg

Correct Incorrect

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

Satisfactory Incomplete Incorrect

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

Satisfactory Incomplete Incorrect

17. Describe in your own words the processes you would go through when verifying a weight on a digital instrument without a tare function.

Satisfactory Incomplete Incorrect

18. You have recently been employed by a licensee who holds a licence for instruments of subclasses 3.1, 3.2, 6.1-6.3 and 18.2. You have obtained your statement of attainment for 6.1-6.3 but have not yet completed your assessment, and obtained a statement of attainment, for instrument subclasses 3.1 & 3.2.

Your manager tells you to verify a set of trade weights for a customer who needs the weights verified this week. Usually your supervisor would do the verification, but he is overseas. Your manager says he has confidence that you have the capability to verify the weights as you have been verifying weights under supervision for three months. He says you can use your supervisor's verifier number, if you like. What should you do? Choose the single correct answer.

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

Correct Incorrect

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

Satisfactory Incomplete Incorrect

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

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

Satisfactory Incomplete Incorrect

Verification form task

Download a 'Certificate of verification or notice of non-verification of a measuring instrument' form ([Form 6](#)) from the [verifying measuring instruments](#) page of the Industry.gov.au website. **Complete the form using the information given below.**

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

- Verification carried out at Scales & Stuff Pty Ltd, 6 Avalon Ct, Wooree, WA 6530.
- Weights verified for Wooree Dispensing Pharmacy, 428 Eighth St, Wooree, WA 6530
- Verification carried out on the 23/03/2020 by Zac Schiller Verifier number VR-01111.
- Licensee is Scales & Stuff Pty Ltd SL-0889, licensee's mark is SAS. Licensee's ABN is 434353536565.
- New platinum pharmaceutical dispensing weights, marked with manufacturer's name S&S, of the following denomination of weights: 100, 200 & 500 mg and 1, 2, 5 and 10 g. (No model or serial numbers applicable)

Workplace test reports and video

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

From those test reports you have produced, submit **three (3)** test reports that represent your best work and demonstrate your understanding of the test procedures and processes required for **initial verification** of the weights. Wherever possible, include reports of different types of weights and, if you can, include an example of a non-compliant weight to demonstrate your knowledge of non-compliance.

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

When testing the weights, take a brief video/videos of **YOU** testing one of the weights referred to in one test report. At the start of the video, show a close-up of your face and your photo ID. Ensure the video shows any marking on the weight.

Scan the test reports and include them with your completed recognition kit, named as discussed in the instructions.

Video requirements

Complete a video of you completing a simulated verification of at least one trade weight relating to the reports you submit.

Check the Instructions for observation assessments on how to film video evidence before completing your video/s.

Ensure you clearly show every stage in the verification process and explain what you are doing.

Show where you would apply a verification mark to each weight.

When submitting videos, name them **RK 3.1 & 3.2 F V2.0 <your name>** and include a number for each video so your assessor can watch them in order. e.g. Video Weight 1(1); Video Weight 1(2) etc.

In pieces of loose lead or some other soft material, make marks equivalent to the marks you would have made had you verified weights on the following dates using the information provided:

- 13/1/2020 – licensee's mark ABC verifier's registration number VR-01234
- 8/12/2019 – licensee's mark XYZ verifier's registration number VR-00412
- 9/2/2020 – licensee's mark RET verifier's registration number VR-04321

Include these on the video.

Please call the NMI administrator if you are unclear on how to name the documents/video/s you submit.

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

Third party report (experienced verifier)

Applicant

Use this report ONLY if you hold a statement of attainment for the skill set MSMSS00012 – Trade Measurement verification (Simple Measure) for subclasses 3.1 & 3.2 AND you have directly supervised the applicant during testing and completion of the simulated verifications for which they are providing test reports. If other verifiers have also supervised the applicant, ask them to complete a further copy of this report.

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 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 where insufficient information is provided.

Are you a verifier or inspector of trade measurement?

Yes No

Verifier/inspector number:

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

Have you verified trade weights within the last 12 months?

Yes No

State approximate numbers verified:

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

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

Yes	No	If yes, number of weights tested
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3.1 Masses not exceeding 20 kg, other than masses marked 'A' and metric carat masses

3.2 Masses, other than masses covered by subclass 3.1, that are marked 'A' and metric carat masses.

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

Name of third party:

Date:

Telephone number of third party:

Third party report (experienced verifier)

To your knowledge, does the applicant:	Yes	No	Not applicable or not able to comment
• plan site visits to optimise use of resources and minimise impacts on traders and the public?			
• explain verification procedures and outcomes clearly to traders including communicating any inadequacies in the way traders use trade weights?			
• demonstrate professionalism and respect the rights of traders at all times?			
• correctly select and ensure the suitability of reference standards/test equipment for the specific task?			
• maintain the integrity of reference standards/test equipment during their storage, transport and use?			
• identify, access and correctly interpret and apply certificates of approval and verification (Reg 13s)?			
• identify, access and correctly interpret and apply relevant test procedures?			
• evaluate and adjust the impact of the operating environment on the performance of the weights/standards/test equipment ?			
• identify local hazards and apply appropriate safety precautions as relevant to the hazard/s in accordance with local legislation and company procedures?			
• use reference standards/test equipment and conduct testing safely?			
• use required calculations to determine the verification result?			
• apply appropriate maximum permissible errors?			
• analyse test results to determine whether the weight could be marked for trade use?			
• record, report and maintain test results and findings clearly, accurately and securely?			
• work safely and effectively without close supervision?			
• solve routine or unexpected problems and seek advice, when required?			

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

On the following page, provide comments to support the responses contained in this form, outlining the activities and situations in which you have observed the applicant.

Name of third party:

Date:

Third party report (experienced verifier)

You must provide detailed comments to support the responses contained in the checklist, outlining the activities, situations and dates on which you have observed the applicant. Your comments should also include:

- how the applicant ensured safety for self and others at work
- how clearly and effectively the applicant communicated with clients/colleagues in all situations
- their ability to test weights and use reference standards

Name of third party:

Date:

Third party report (non-verifier)

Applicant

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

You must complete all pages of this report, in particular, you must include written comments to support your responses in the checklist, particularly detailing how the applicant ensured safety for self and others and how clearly and effectively the applicant communicated with 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 where insufficient information is provided.

Describe briefly your working relationship to the applicant and the types of work activities during which you have supervised or mentored the applicant.

To your knowledge, does the applicant:	Yes	No	Not applicable/ not able to comment
• plan site visits to optimise use of resources and minimise impacts on traders and the public?			
• communicate clearly with clients?			
• explain work procedures and outcomes clearly to traders?			
• demonstrate professionalism and respect the rights of traders at all times?			
• identify local hazards and apply appropriate safety precautions as relevant to the site, in accordance with local legislation and company procedures?			
• use equipment and carry out work activities safely?			
• record, report and maintain test results and findings clearly, accurately and securely?			
• work safely and effectively without close supervision?			
• solve routine or unexpected problems and seek advice, when required?			

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

On the following page, provide comments to support the responses contained in this form, outlining the activities and situations in which you have observed the applicant.

Name of third party:

Date:

Telephone number of third party:

Third party report (non-verifier)

Please provide detailed comments to support the responses contained in this form, outlining the activities, situations and dates on which you have observed the applicant. The comments should also include:

- how the applicant ensured safety for self and others at work
- how clearly and effectively the applicant communicated with clients/colleagues in all situations
- the applicant's ability to identify and respond to problems

Name of third party:

Date:

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

Assessor's signature:

Date:

Outcome of assessor's review of applicant's test reports (to be completed by the assessor)

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 and align with the requirements of the skill set.

Instrument subclass	Satisfactory	Unsatisfactory	Not applicable
Subclass 3.1			
Subclass 3.2			

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

Assessor's signature:

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 on that document.

	Satisfactory	Unsatisfactory	Not asked/not required
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Preparation, planning and communication with trader

Using and maintaining reference standards and/or test equipment

Certificates of approval

Operating environment

Work, health and safety inc. use of SDS

Maximum permissible errors

Test procedures

Test points

Analysis of test results

Marking weights and verification documentation

Reporting test results

Inappropriate use of weights by trader

Servicing licence documentation and procedures including maintaining confidentiality and security of data

Applicant's ID checked at interview:

Assessor's signature:

Date:

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

Name of applicant:

Skill set/unit of competency being assessed:

Subclass of instrument being observed:

Name of observer:

SO Assessor

Contact number for qualified 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 a qualified skills observer, will observe you. They will contact you to discuss arrangements for your observation.

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 qualified 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: (Include details of instrument/measure tested, reference standards/equipment used and dates/locations):

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?			

**Assessor's/observer's
signature:**

Date:

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

Did the applicant:

Yes

No

Not applicable

3. determine whether **reference standards/test equipment** were suitable for use for the verification task/not defective?

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

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

Assessor's/observer's
signature:

Date:

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

Did the applicant:

Yes

No

Not applicable

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

Assessor's/observer's
signature:

Date:

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

Did the applicant:

Yes

No

Not applicable

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

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

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

**Assessor's/observer's
signature:**

Date:

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

Did the applicant:

Yes

No

Not applicable

12. use specified calculations to determine the performance result?

13. apply appropriate maximum permissible errors?

14. analyse test results to determine whether the **instrument/measure** could be marked for trade use?

Assessor's/observer's
signature:

Date:

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

Did the applicant:

Yes

No

Not applicable

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**?

Assessor's/observer's
signature:

Date: