

Learning Assessment Guide

Unit Standard 20664 – Version 1

Carry out surveillance of a person accredited under the weights and measures legislation

Level 6 – 4 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- Verification forms for completion by your assessor or a person approved by your assessor.
- Assessment results that your assessor will use to assess your competence.

The assessment tasks are designed to show your assessor that you can:

- Plan a surveillance audit on an accredited person.
- Carry out a surveillance audit on an accredited person.

Assessment Resources

- Accreditation policy guide.
- Weights and Measures Act 1987
- Weights and Measures Regulations 1999

General Instructions

- You will need to meet with your assessor to decide whether you will supply each piece of information required in writing or respond to the assessor asking you oral questions. You can agree on a combination of the two. In some cases the assessment task makes it clear a document is required.
- Answer the written questions.
- Carry out the practical tests. These may be verified by your assessor or a person approved by your assessor.
- Your assessor may wish to ask you further oral questions to confirm your understanding and possibly supplement other evidence provided.

Prerequisite

You must complete 20367 and 20359 before doing this unit standard.

Unit Standard

Please review the unit standard before starting this assessment. The special notes section contains useful definitions and reference to resources.

All activities relating to this unit standard must comply with any policies, procedures and requirements of the Ministry of Consumer Affairs, Measurement and Product Safety Service.

Legislation relevant to this unit standard will include the Weights and Measures Act 1987, Weights and Measures Regulations 1999 and any subsequent amendments.

What do I do now?

- Read through all the information contained in this Learning Assessment Guide.
- Familiarise yourself with each task, and the instructions.
- Contact your assessor if necessary to clarify anything you are unsure of.
- Complete the assessment task as agreed on with your assessor.
- Contact your assessors when you have finished.
- Make sure you keep a written copy of your completed assessment task if you are sending the original copy to your assessor.

Assessment Task One – Element 1

Introduction

This assessment task is designed to assess your ability to plan a surveillance audit on an accredited person.

Task One Questions

Answer the following questions in regard to a full surveillance audit. This will be the same audit you will be assessed on in Task 2.

1. Explain how you ensured the accredited person to be audited was correctly identified.
2. Explain the aspects of the of the accredited person's quality management system that you took into consideration when planning a surveillance audit.
3. Review at least one previous audit of the accredited person you will be auditing. Identify possible impacts from the previous audit on your audit.

Assessment Task Two – Element 2

Introduction

This assessment task is designed to assess your ability to carry out a surveillance audit on an accredited person.

Task Two Questions and Task

1. Identify the main steps you would take when carrying out a surveillance audit and explain the reason for each one.
2. Carry out a full surveillance audit accompanied by your assessor or a person approved by your assessor on the accredited person identified in task one.
3. Provide copies of documentation for your assessor.

Verification Form

Unit 20664 version 1: Carry out surveillance of a person accredited under the weights and measurements legislation.

The verifier can be your assessor or another person approved by your assessor.

Name of learner:

The learner is currently being assessed against this unit standard. Part of the assessment includes ensuring that the learner can carry out a surveillance audit on an accredited person. You have been asked to provide evidence in relation to this.

The assessor may wish to contact you to confirm or clarify your responses.

Thank you for your help.

Name of verifier:

Position in relation to learner:

Contact phone:

Email:

I can verify the following:

1. The learner advised the accredited person of the purpose of the visit.

Comments

2. The learner selected a sample of the accredited person's certification work and checked that it complied with the weights and measures legislation.

Comments

3. The learner checked the accredited person's documentation for compliance with their quality management system.

Comments

4. The learner identified any non-compliance.

Comments

5. The learner raised the necessary corrective action requests in accordance with MAPSS requirements.

Or

The learner was able to explain how he/she would have raised a corrective action request had it been necessary.

Comments

6. The learner advised the accredited person of the outcome of the visit. Examples may include exit interview, surveillance report.

Comments

7. The learner correctly completed all documentation and filed it in accordance with MAPSS requirements.

Comments

8. The learner planned the follow up action to be taken.

Or

The learner was able to explain the follow up action that he/she would have taken had it been necessary.

Comments

Signed:

Date:

Assessment Results

These are the judgements that your assessor will use to assess you:

Can the learner plan a surveillance audit on an accredited person as follows?	Yes	No
Has the accredited person to be audited been correctly identified?	Yes	No
Has the accredited person's quality management system been analysed?	Yes	No
Has a review at least one previous audit of the accredited person being auditing been carried out and any possible impacts from the previous audit been identified?	Yes	No
Can the learner carry out a surveillance audit on an accredited person as follows?	Yes	No
Was the accredited person advised of the purpose of the visit?	Yes	No
Has a sample of the accredited person's certification work been selected and checked to ensure that it complied with the weights and measures legislation?	Yes	No
Has the accredited person's documentation been checked for compliance with their quality management system?	Yes	No
Has any non-compliance been identified?	Yes	No
Have the necessary corrective action requests been raised in accordance with MAPSS requirements?	Yes	No
Has the accredited person been advised of the outcome of the visit?	Yes	No
Has all documentation been completed correctly and filed in accordance with MAPSS requirements?	Yes	No
Has any follow up action required been planned?	Yes	No