



Australian Government
Department of Industry,
Innovation and Science

**National
Measurement
Institute**

Verifiers recognition kit – subclasses 18.1 and 18.2

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Your recognition kit

This kit allows you to demonstrate your competence as a verifier of measuring instruments against the performance criteria set out in nationally recognised units of competency.

You have enrolled to be assessed for one or more of the following licence subclasses:

- 18.1 – Control systems for liquid-measuring systems (consoles)
- 18.2 – Point of Sale systems

On successful completion you will be awarded a statement of attainment for:

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

Assessment instructions

Before you complete and submit your recognition kit, you should have spent time in the field with an experienced verifier learning about:

- the instruments you intend to verify
- the techniques employed in carrying out testing, including any required planning and preparation
- the environment in which they are situated and the potential impact of that environment on the function of the instruments.
- the work health and safety considerations relevant to testing instruments
- your organisation's and NMI's requirements for recording and reporting details of verifications and other licensing matters
- any adjustments or corrections that you may need to employ in the verification process
- how to mark an instrument (what to mark and where to place the mark on the instrument)
- how you should communicate information about the instruments to the owner/user of the instruments or any assistance you may require from them.

In addition, you should have had the opportunity to personally test instruments, under supervision, using the relevant national instrument test procedures to develop your skills - either in the workplace or in a simulated workplace environment. Your supervisor should have personally observed you testing a minimum of 3 instruments.

Completion of the kit

The kit comprises a number of forms for you to complete relevant to the subclasses you are being assessed for including:

- your work history
- a report from your supervisor/referee
- completion of a verification form

a number of written assessments including the requirement to complete a test report using data provided for you for subclass 18.1. In addition, you will be required to provide copies of test reports and/or documents printed from instruments you have tested under supervision. You should have personally completed all the tests required for verification of that instrument.

The number of test reports you will need to provide is:

- Subclass 18.1 – Two reports which should include the make, model and approval number of the instruments tested, and any additional tests completed to ensure the instruments could be verified. **Also include copies of any dockets printed during testing of each instrument.**
- Subclass 18.2 – Three examples of labels/dockets/transaction records printed from POS systems you have tested.

Try to include examples of different instruments and situations where the instrument did not pass all the test criteria.

Submission of the kit and enrolment

Once you have completed all relevant forms and the other required document, you should scan all sides of the document in the order shown in the kit plus the additional documents.

Email the scanned copy of your completed kit to nmiadministrator@measurement.gov.au and keep your original kit as your assessor will ask questions about your kit during the interview.

You are now ready to enrol!

Complete enrolment by choosing the appropriate kit(s) under the header 'Verifier and Weighbridge Operator Assessments (Recognition kits) on the [NMI web page](#), then adding each subclass to the cart to enrol and pay by credit card. Further instructions for payment by purchase order are given on the website.

Assessment

Your assessor uses a number of forms on which to record the results of assessment for each part. The forms used by the assessor are included at the end of the kit for your information.

Once your assessor receives your submitted material, they will:

- assess the submitted material
- determine if any further written evidence is required
- decide if they want to observe you verifying an instrument to assist the assessment process
- contact you to arrange a mutually convenient time for a telephone interview which they will use to clarify any of the answers you provided, confirm your understanding, discuss the reports you submitted and ask any other questions to confirm your competency
- they will advise you of the result of assessment and provide feedback
- record your results on the assessment recording form
- return the kit to our administrator for processing and confirmation of the result of your assessment, 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 supervisor/referee:

Supervisor/referee's email address:

Company name:

Check the subclass(es) and test methods (where appropriate) you wish to be assessed for:

- 18.1 – Control systems for liquid-measuring systems (Consoles) 18.2 – Point of Sale systems

Checklist to ensure you have included all required components of this kit.

Check all that apply:

- Applicants work history Supervisor/referee report
- Written assessment (subclasses 18.1 & 18.2 common questions) Written assessment (18.1 – specific questions)
- Written assessment (18.2 – specific questions) Completed test report question (18.1)
- Completed verification form including:
 18.1 Console 18.2 Point of sale system
- Two (2) test reports and transaction records from instrument tests you have completed in the workplace (18.1) Three (3) Dockets/labels/transaction records (For 18.2)

I verify that the work submitted in this kit has been completed by me and relates to activities I have completed personally.

Applicant's signature:

Date:

Assessment recording form (Assessor)

Assessor to complete this section

Name:

Date kit received:

Evidence sources used to assess the applicant:

Written assessments

Completed verification form

Review of test reports

Review of labels, dockets and or transaction records

Report from supervisor/referee

Questioning/structured interview

Practical observation

Other – specify:

This applicant was assessed as:

Competent

Not yet competent

MSMTMVER302 Verify simple measuring instruments

Check the subclass(es) requested and whether they are competent or not yet competent:

	Competent	Not yet competent
18.1 Control systems for liquid-measuring systems	<input type="checkbox"/>	<input type="checkbox"/>
18.2 Point of sale systems	<input type="checkbox"/>	<input type="checkbox"/>

Applicant's ID checked at interview:

Signature of assessor:

Date:

RTO Manager's signature:

Date:

Applicant's work history and training

Details of current employment

Organisation:

Postal address:

Period of employment (years):

Title of your current position:

Details of previous relevant employment

Organisation:

Postal address:

Period of employment (years):

Title of your previous position:

Relevant work experience

Specify the length of time you have been testing each type of instrument and the approximate number of instruments you have tested (including under supervision)

18.1 – Control systems for liquid measuring systems

18.2 - Point of sale systems

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

Written assessment (Subclasses 18.1 & 18.2 common questions)

Instructions

For multiple choice questions, 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, space is provided below each question where your response should be written, including any calculations.

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

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 to be of an approved pattern and comply with their certificate of approval.
 - b) Details of instrument reverification periods.
 - c) References to the national instrument test procedures relevant to the servicing licence.
 - d) Procedures relating to instruments that cannot be verified.
2. Which document, maintained by the servicing licensee, details the required format of the verification mark to be applied by verifiers working under that servicing licence? 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.
3. What is the verification mark that you would apply to an instrument/measure you verified on 26 June 2016 if your servicing licensee code is DBA and you have the verifier number VR 01278? Choose the single correct answer.
 - a) DBA 01278 F6
 - b) 1278 F 16
 - c) DBA1278F6
 - d) 1278 DBA F16
4. Select the actions you would take when you test a measuring instrument/measure in use for trade and determine it cannot be verified. Check **all** that apply.
 - a) Replace the verification mark with one indicating the instrument can no longer be used.
 - 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.

5. If you verify a measuring instrument or 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.

6. If you were unsure of the correct way to apply a verification mark on a measuring instrument/measure, or whether or not you should apply a seal, what would you do? Write your answer below.

7. How often must a measuring instrument/measure used for trade 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.

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

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

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) I could lose my job.
- d) Nothing, it's the trader's responsibility to check the instrument/measure is correctly marked.
- e) I could be fined.
- f) I could be restricted from verifying instruments/measures.

13. The following questions relate to the connection of auxiliary devices to measuring equipment.

a) Which document specifies the requirements for the installation of auxiliary indicating or printing devices and POS systems installed prior to 1 August, 2012? Choose the single correct answer.

- i. S1/0/A
- ii. S1/0B
- iii. Supplementary certificate of approval for the device/system
- iv. Measuring instrument approval

b) Which document specifies the requirements for the installation of auxiliary indicating or printing devices installed after 1 August, 2012, **excluding** POS or Control systems? Choose the single correct answer.

- i. S1/0/A
- ii. S1/0B
- iii. Supplementary certificate of approval for the device/system
- iv. Measuring instrument approval

c) Which document specifies the requirements for the installation of POS systems installed after 1 August, 2012? Choose the single correct answer.

- i. S1/0/A
- ii. S1/0B
- iii. Supplementary certificate of approval for the device/system
- iv. Measuring instrument approval

d) When verifying an instrument which has an auxiliary device (other than a POS or control system) connected to it, what are the requirements for verification marking? Choose the single correct answer. Choose the single correct answer.

- i. Apply a mark to the instrument only
- ii. Apply a mark to the auxiliary device only
- iii. Apply a mark to both the auxiliary device and the instrument

Written assessment (18.1 Control systems specific questions)

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

1. What is the name, current version number and release date for the test procedure used to verify consoles? Choose the single correct answer.
 - a) NSC V 2.1 First edition - April 2004.
 - b) NMI 5.1 First edition, fourth revision - July 2009.
 - c) NITP 5.1 First edition - December 2011.
 - d) NITP 5.1 First edition, second revision - February 2015.

2. What instrument does the supplementary pattern approval number S507 relate to? Choose the single correct answer.
 - a) Neo technology Model Amicus Control System for Motor Vehicles.
 - b) Ohaus Model T31XWAU Digital Indicator.
 - c) Provenco Model G5 Polaris Control System for Fuel Dispensers.
 - d) Retailix Model StoreLine POS Point of Sale (POS) System.

3. You are verifying the instrument with approval number S436. Which of the following components is **NOT** acceptable for this pattern of console? Choose the single correct answer.
 - a) Partner Tech model CD5220-II purchaser indicator line display.
 - b) IBM 4610 model receipt printer.
 - c) Postec PCC4 controller.
 - d) Fujitsu model 3000L CD 15 customer display.
 - e) Storeline POS console.

4. Refer to the supplementary certificate of approval NMI S440. If you were conducting an initial verification of this control system, are there any additional checks required to ensure the uninterruptable power supply (UPS) complies with its certificate of approval? Check **all** that apply.
 - a) Inspect the UPS to see that it is the correct model UPS 600.
 - b) There are no specific checks required for the UPS.
 - c) Disconnect the UPS and check that no new transactions can be authorised.
 - d) Disconnect the main power supply from the UPS and check that a second delivery cannot be authorised until the first delivery has been cleared.
 - e) Take the paper out of the printer and check that the LCD display gives an error message.

5. In addition to the NITP, what other document(s) specify additional tests required for the verification of control systems? Choose the single correct answer.
 - a) NMI M7.
 - b) The supplementary certificate of approval for the control system.
 - c) The control system installation manual.
 - d) The servicing licensee's quality manual.

6. What difference is permitted between the volume, price per litre and total price displayed on the fuel dispenser and that displayed on/printed from the control system? Choose the single correct answer.

- a) $\pm 0.3\%$.
- b) No difference.
- c) Depending on the price per litre - ± 0.9 c, ± 1.0 c, ± 2.5 c or ± 5.0 c.
- d) $\pm 0.5\%$.

7. Refer to the supplementary certificate of approval NMI S509 to answer the following questions.

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

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

b) How many transactions can be authorised per fuel dispenser without clearing a stored transaction?

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

c) Can a Citizen model CT-S2000 receipt printer be used as a part of this control system? Provide an explanation for your answer below.

d) How would you check that the control system does not authorise more than the approved number of transactions per dispenser? Provide your answer below.

- e) Would it be acceptable to install this system at an unattended truck stop located in Birdsville, QLD with the console components located in a waterproof cabinet? Provide an explanation for your answer below.

- f) If you answered 'No' above, detail any possible solutions that would enable the system to be installed at that location below.

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

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

9. When installing a console, what external factors might you need to consider that could impact on the performance of the console? Write your answer below.

Written Assessment (18.2 – Point of sale systems specific questions)

Complete this section if you are being assessed for Point of Sale systems.

1. What is the name, current version number and release date for the national instrument test procedure used to verify point of sale systems? Choose the single correct answer.
 - a) NITP 6.1-6.4 First edition, second revision - January 2014.
 - b) NMI M 7 Pattern Approval Specifications for Point of Sale Systems first edition, first revision – June 2012.
 - c) General Supplementary Certificate of Approval No S1/0B – updated 18 January 2013.
 - d) NITP 0 First edition - February 2015.

2. What instrument does the supplementary pattern approval number S678 relate to? Choose the single correct answer.
 - a) NCR Model 7350 Point of Sale (POS) System.
 - b) Radiant Systems Model Radiant POS Panther Control System for Fuel Dispensers for Motor Vehicles.
 - c) POSActive Model Matrix Point of Sale (POS) System.
 - d) Retailix Model StoreLine POS Point of Sale (POS) System.

3. Refer to the supplementary certificate of approval NMI S577. If you were conducting an initial verification of this POS system, are there any additional checks required to ensure the feature described in the fifth dot point of 'Key Features 1.1' complies with its certificate of approval? Choose the single correct answer.
 - a) Inspect the POS to see that it has a tare button.
 - b) Weigh an object and check the POS system display deducts 3 g from the weight displayed on the weighing instrument.
 - c) Program a pre-set tare value into a PLU; weigh an object and check the POS system display deducts the pre-set amount from the weight displayed on the weighing instrument.
 - d) There are no specific checks required for this feature.

4. In addition to the NITP, what other document(s) specify additional tests for POS systems? Check **all/any** that are applicable.
 - a) NMI M7.
 - b) Supplementary certificate of approval for the POS system.
 - c) Certificate of approval for the connected instrument.
 - d) Servicing Licensee's quality manual.
 - e) NMI S1/0B.

5. What MPE is permitted for POS systems that perform price calculations based on a pre-programmed unit price? Choose the single correct answer.
 - a) ± 0.5 e.
 - b) No MPE permitted – calculation must be correct.
 - c) Depending on the price per kg - ± 0.9 c, ± 1.0 c, ± 2.5 c or ± 5.0 c.
 - d) ± 0.5 cent.

6. Which of the following is NOT a component part of a POS system? Choose the single correct answer.
- a) Controller.
 - b) Approved measuring instrument.
 - c) Printer.
 - d) Customer display.
 - e) Operator display.
7. Where would you place a verification mark on the POS system approved as supplementary certificate of approval S632? Choose the single correct answer.
- f) On the weighing instrument to which the POS system is connected.
 - g) On the customer's monitor.
 - h) On the printing device.
 - i) On the POS controller, adjacent to the data plate.
 - j) On both of the two components detailed at c and d above.
 - k) On all the components at a, b, c and d above adjacent to the data plate.
8. You have just been employed by a licensee who holds a licence for instruments of licence subclasses 18.2, 6.1, 6.2 and 6.3. You have a statement of attainment for instruments of subclass 6.1 and 6.2 and used to install POS systems about 10 years ago. Your employer asks you to go and install and verify a POS system at a local supermarket to replace a defective system. It is an urgent job and the usual POS system verifier is on leave. What should you do? Choose the single correct answer.
- l) Install and verify the console using your verifier number.
 - m) Install and verify the console using the other verifier's verification number.
 - n) Tell your employer that you are not competent to verify the POS system.
 - o) Install the POS system and leave without verifying it, the customer will know not to use it until a verification mark has been applied.
9. Which of these documents specifies the requirements for approval of a new POS system? Choose the single correct answer.
- p) NMI M7
 - q) NMI S1/0B
 - r) NMI S1/0/A
 - s) NITP 6.1-6.4
10. Which of the following functions can an approved POS system connected to a weighing instrument do? Check **any/all** that apply.
- t) Calculate the price of a measured item
 - u) Modify the measurement indication on the connected measuring instrument
 - v) Display a weight that has had a pre-set tare subtracted
 - w) Print a total price for a combination of weighed and unweighed items
 - x) Control the authorisation of fuel dispensers.

11. Which of the following is an acceptable indication of the net weight of a measured item?
Choose the single correct answer.

- a) 0.125 kg Nett
- b) 0.125 kg Nt
- c) 0.125 kg tare
- d) 0.125 kg Net

12. When a POS system is networked to other POS systems, how would you ensure that the measurement data printed on the transaction record is correctly reproduced? Write your answer below.

13. In your own words, explain how you would ensure that a POS system that enables pre-determined measurement data to be entered manually (e.g. NMI S593) complies with its certificate of approval. Write your answer below.

14. Consider the image of the docket shown below. Does it comply with the prescribed requirements for a docket produced by a POS system? Detail the points you would check and outline any non-compliances with those requirements, if any.

Note: The smallest font height of the docket is 2 mm.

ABC Supermarket	
Rattle-by St	
Nimbin, 2480	
tel 02 4599 8799	
Tax Invoice	
ABN 99 998 786 690	
Open 7 days - 6am to 12 Midnight	
Your cashier today- Harry	
Register 2	
Fountain Coffee 250GM*	3.49
Pink lady apples	1.04
0.297 kg @ \$3.50/	
Jane's Melting Moments 200 g*	
	4.99
Desiree potatoes	3.63
1.82 kg @ \$1.99	
Freddo Chocolate	1.00
Subtotal	\$ 14.17
Rounding	- 0.03
Total	\$14.20
EFT	\$14.20
* is GST item GST	\$0.45

15. Consider the image of a customer display shown below. Does it comply with the prescribed requirements for a customer display component of a POS system? Detail the points you would check and outline any non-compliances with those requirements, if any.
Note: The height of the characters is 8 mm and the reading distance is 0.9 m.



16. Consider the image of the label shown below. Does it comply with the prescribed requirements for a label produced by a POS system? Detail the points you would check and outline any non-compliances with those requirements, if any.

Note: The smallest font height on the label is 2 mm.



17. You are asked to install a weighbridge POS system – approval no. NMI S643 – into a small open cabin adjacent to a weighbridge at a site that weighs grain in Western New South Wales.

- a) What environmental factors may impact on the POS system? Write your answer below.

Verification form task

Download a Certificate of Verification or notice of non-verification of a measuring instrument from ([Form 6](#)) from the NMI website.

Complete the form using the information given below.

Once you have completed the form, scan it and include it in your submitted recognition kit.

For subclass 18.1

- Verification carried out at Avalon Fuel Stop at 4 Western HWY, Avalon, 3999
- Verification carried out on the 14/7/17 by Jeff Smith Verifier number VR-00987.
- Licensee is Betta Electronics Pty Ltd SL-0435, Licensee's Mark is ABC. Licensee's ABN is 111122223333
- Instrument Verified is a Datafuel Model DF9000 Control System for Fuel Dispensers for Motor Vehicles, supplementary approval number NMI S651, serial number S123456, connected to 8 Gilbarco Model T334EG Fleetline Mk4 fuel dispensers.
- Instrument was verified following a replacement of a faulty circuit board, detected after a breakdown.

For subclass 18.2

- Verification carried out at Jimmy's Fruit Barn, 463 Gundagai Avenue, Penrith, NSW 2750
- Verification carried out on the 8/12/17 by Lesa Gonzales Verifier number VR-00999.
- Licensee is TekSpec Pty Ltd SL-0565, Licensee's Mark is TEK. Licensee's ABN is 465372937463
- Instrument Verified is a Future Net Model OSPoS Point of Sale System, supplementary approval number NMI S584, serial number OSP43456.
- Instrument was verified following a replacement of a faulty circuit board, detected after a breakdown.

Test report question (Subclass 18.1)

Complete the test report for consoles (page 23) using the information provided. Where any calculations are required to complete any parts of the test report, then complete the calculations so you can fully populate the test report form. At the bottom of the form state whether the instrument has passed or failed and give reasons for any failure.

Scan the completed form and include it in your recognition kit.

Assume that ALL tests required to be completed for the instrument for INITIAL verification have been carried out and passed, where not described below, and complete the form appropriately.

If you do not currently have a verifier number, use the verifier number VR-09999.

Details:

Verification carried out at Coles Express Bankstown, 43 High St, Bankstown, VIC 3999 on 14th November 2017.

Contact person - Manager Sue Fidler.

Instrument owned by Eureka Operations Pty Ltd, 800 Toorak Rd, Hawthorn East, Vic 3123 Instrument verified - Coles Express Model ST2 Control System for Fuel Dispensers Instrument is connected to 12 fuel dispensers.

Instrument data:

Visual inspection: All components comply with certificate of approval.

Data plate markings:

Manufacturer's identification mark or trade mark Coles Express

Manufacturer's designation (model number) ST2

Serial number CE435862353

Year of manufacture 2014

Pattern approval mark S509

Operating (air) temperature range 5°C to 30°C

Single data plate permanently attached to front of controller

Test results:

When customer display is disconnected, error message shows on operator console.

When UPS connection removed, no warning given on operator console.

Pump 6 ULP used for test

Display first delivery 2.46 L, 126.9 c/L, \$3.12

Console display 2.46 L, 126.9 c/L, \$3.12

Display second delivery 2.58 L, 126.9 c/L, \$3.27

Console display 2.58 L, 126.9 c/L, \$3.28

Unable to authorise a third delivery

Docket printed from first delivery:

Coles Express
Bankstown
03 4444 5656
ABN: 78104811216
**Save 4c/L when you spend \$10
instore**
Terminal ID 435862353 URN 423
\$
Unleaded Pump 6
2.46 L 126.9 c/ 3.12
Due 3.12
Rounding +0.02
Cash 10.00
Change 6.90
GST Inc. in transaction 0.28

14/11/17 14:34 04 0023
Receipt No: 0273554
*****TAX INVOICE*****

Test Report 2 for the Verification and In-service Inspection of Consoles (clause 6)

Does the dispenser communicate with the console?		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Dispenser	Console	Dispenser	Console	Dispenser	Console
First transaction	Dispenser number and nozzle identification						
	Price displayed						
	Volume displayed						
Second transaction (if console supports stored transactions)	Dispenser number and nozzle identification						
	Price displayed						
	Volume displayed						
Is the first transaction stored and displayed correctly		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Overall result		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	

Workplace test reports and documents

In your workplace you need to develop your skills by testing instruments of the subclasses for which you are being assessed under the supervision of an experienced, competent verifier. When completing tests, record your results in test reports using the template test report from the test procedure or the report used in your workplace.

For subclass 18.1

From those test reports, select two (2) that represent your best work and demonstrate your understanding of the test procedures, perhaps because the instrument failed the tests. Try to include reports of testing of different types of console.

Include the make, model and approval number of the consoles tested, and any additional tests you have completed to ensure the instruments could be verified. **Also include copies of any docketts printed during testing of each instrument.**

Scan those test reports and docketts and include them with your completed recognition kit.

For subclass 18.2

Provide copies of 3 examples of printed documents from POS systems you have tested. Include a variety of different types of documents, where possible, e.g. docketts, labels, weighbridge tickets.

Include notes as to what information you checked and whether the printed document is compliant or not.

Try to include examples of non-compliant documents to demonstrate your knowledge of the requirements.

Scan those documents and include them with your completed recognition kit.

Once you have completed all your written assessments and test reports, ask your supervisor/referee to complete the following form before you scan and email it to NMI.

Report of supervisor or referee

We are seeking reports from a supervisor or referee who works closely with the applicant and who can comment on his/her ability to verify measures, weights or instruments in accordance with statutory requirements either in the workplace or a simulated workplace environment. Please be sure to provide written comments to support your responses to the questions below. Thank you for your contribution.

Please complete both pages of this report.

During the last 12 months I have observed the applicant (add name)
test the undermentioned instruments in accordance with the National Instrument Test
Procedures with close attention to detail and accuracy

	Yes	No	If yes, number of instruments tested	
18.1 Control systems for liquid-measuring instruments (Consoles)	<input type="checkbox"/>	<input type="checkbox"/>	<3 <input type="checkbox"/>	3+ <input type="checkbox"/>
18.2 Point of sale systems	<input type="checkbox"/>	<input type="checkbox"/>	<3 <input type="checkbox"/>	3+ <input type="checkbox"/>

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

Yes No

To your knowledge, does the applicant:

Yes No Not applicable or not able to comment

plan site visits to ensure quality outcomes and minimise impacts on traders, their suppliers and employees

Yes No Not applicable or not able to comment

explain verification procedures and outcomes clearly to traders

Yes No Not applicable or not able to comment

demonstrate professionalism and respect the rights of traders at all times

Yes No Not applicable or not able to comment

mark instruments in accordance with the requirements for verification (under supervision if not already a verifier for other instrument subclasses)

Yes No Not applicable or not able to comment

access and interpret certificates of approval

Yes No Not applicable or not able to comment

work safely and effectively without close supervision

Yes No Not applicable or not able to comment

solve routine problems

Yes No Not applicable or not able to comment

solve unexpected problems

Yes No Not applicable or not able to comment

Name of supervisor/referee:

Signature:

Date:

Record of interview with the applicant (to be completed by the assessor)

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 evaluate your responses.

Use the check boxes to record where questions have been asked in relation to the following topics. It is not mandatory to ask questions for all topics if satisfactory evidence of competency has already been provided. Assessor to attach a list of questions asked and responses given (Correct answer or detail of any incorrect response)

Topic	Satisfactory	Unsatisfactory	Not asked
Liaison with trader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificates of approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work, health and safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum permissible errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analysis of test results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marking instruments and verification documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reporting test results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate use of instruments by trader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Servicing licence documentation and procedures including maintaining confidentiality and security of data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant's ID checked at interview:

Assessor's signature:

Date:

Practical observation report (to be completed by the assessor)

As part of your assessment, your assessor may wish to observe you conducting a simulated verification. If completed, your assessor will use this checklist to record your ability to verify measures, weights or measuring instruments in accordance with legal requirements.

I have observed the applicant complete a verification test on the following instrument(s) and simulate applying a verification mark (give details of instrument/measure tested):

Use the check boxes to record your observations and attach a separate sheet for your observations.

Did the applicant:	Satisfactory	Unsatisfactory	Not applicable
Liaise and communicate effectively with the trader?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate and adjust the impact of the operating environment on the performance of the instrument(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply appropriate safety precautions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify, access, interpret and apply certificates of approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify, access, interpret and apply relevant test procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply appropriate maximum permissible errors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyse test results to determine whether the instrument could be marked for trade use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report results and findings clearly and accurately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessor's signature:			
Date:			