

## Specification of Competency Standards for the Logistics Industry

### Unit of Competency

1. Title	Conduct environmental audits
2. Code	LOCUEP501A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of performing the work with reference to relevant environmental regulations, and standards.
4. Level	5
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Knowledge of environmental audits</p> <ul style="list-style-type: none"> <li>• Know about the principles of environmental audits</li> <li>• Know about the relevant regulatory requirements in relation the environmental audits</li> <li>• Understand the company policy an procedures</li> </ul> <p>6.2.1 Prepare for environmental audit</p> <ul style="list-style-type: none"> <li>• Identify relevant legislation, authority and requirements pertinent to the business operations and logistics facilities</li> <li>• Identify the required logistics facilities and practices to be audited, and establish implications of non-conformance</li> <li>• Understand the technical requirements for audits, and identify the appropriate support personnel</li> <li>• Investigate the work schedules, and identify appropriate audit schedule</li> </ul> <p>6.2.2 Schedule the environmental audit</p> <ul style="list-style-type: none"> <li>• Plan the audit timings so that relevant procedures are conducted within the agreed timeframes</li> <li>• Adjust duration of the audit to minimise disruption to the workplace without jeopardising the environmental protection standards</li> <li>• Contact appropriate personnel to make appointments to conduct the audit</li> </ul> <p>6.2.3 Conduct environmental audit</p> <ul style="list-style-type: none"> <li>• Confirm assessment methods for environmental audit and operating procedures with affected personnel</li> <li>• Conduct observations and interviews with required approved respondents</li> <li>• Complete the reports of observations and interview</li> </ul> <p>6.3 Report environmental audit results</p> <ul style="list-style-type: none"> <li>• Compare the results of the audit process to workplace procedures</li> <li>• Discuss the audit results with relevant personnel</li> <li>• Report any non-compliance, and provide options and recommendations for environmental systems improvements</li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of preparing for environmental audit</li> <li>• Capable of conducting environmental audit</li> <li>• Capable of reporting audit results and providing recommendations for improvements</li> </ul>
8. Remarks	