



**Australian Government**

# **MSS027022 Coordinate noise management activities**

**Release: 1**

## MSS027022 Coordinate noise management activities

### Modification History

Release 1. Unit code changed. Application changed. Elements and performance criteria changed. Range of conditions removed. Foundation skills information added. Assessment requirements changed. Supersedes and is equivalent to MSS027008 Coordinate noise management activities.

### Application

This unit describes the skills and knowledge required to oversee the day-to-day noise management activities for a site, project or ongoing program. Personnel are required to interpret and implement a noise monitoring plan, organise specified monitoring activities, verify the quality of monitoring data and investigate and rectify unexpected or unacceptable results, monitor compliance with relevant noise standards/limits and provide reports. They work under the supervision of an environmental scientist or engineer, site manager or workplace environmental manager.

This unit applies to environmental site coordinators, environmental managers and senior environmental officers working in a range of industry sectors, including environmental services involved with sampling, monitoring and/or control of noise; environmental compliance, auditing and inspection. The term 'manager' is used to refer to management of a function, project and/or program and does not necessarily imply line management.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

### Pre-requisite Unit

MSS025008 Monitor and evaluate noise

### Competency Field

Environmental management

### Unit Sector

### Elements and Performance Criteria

Elements	Performance Criteria	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Confirm scope of noise management activities with	1.1	Review legislative, regulatory and licensing requirements and approvals that apply to site or project or program

supervisor	1.2	Read current noise monitoring plan to identify objectives, known issues, specified management activities and required changes
	1.3	Read and review previous noise monitoring records and reports
	1.4	Confirm that noise monitoring sites, sampling and measurement methods, instrumentation and workplace procedures are in accordance with standards and guidelines
	1.5	Clarify own scope of responsibility for achieving outcomes and the roles of key personnel
	1.6	Identify resources available to conduct noise management activities
2. Plan noise management activities	2.1	Develop a consolidated schedule to ensure all activities can be conducted efficiently with the available resources
	2.2	Develop checklists and clear work instructions to enable personnel to perform assigned tasks efficiently and with minimal errors
	2.3	Check that personnel are competent to undertake their assigned tasks
	2.4	Check noise monitoring equipment is regularly calibrated and maintained and that adequate stocks of consumables are available
	2.5	Conduct, or arrange for, regular site inspections to monitor the effectiveness of noise control and reduction actions
	2.6	Advise relevant personnel when specified noise control and reduction actions are not being implemented effectively
	2.7	Conduct, or arrange for, additional monitoring and inspections after atypical events, legitimate complaints or government requests
3. Verify noise data	3.1	Read and interpret job instructions, data and technical records in workplace information management system
	3.2	Confirm that technical records provide sufficient information to ensure traceability for the monitoring activities
	3.3	Read and compare monitoring data with expected values

		and identify outliers
	3.4	Read and interpret data records to identify gaps and to check the integrity of data entry, transfers, alterations and calculations
	3.5	Notify manager when data is incomplete, or contains significant errors, and clarify what action to take
4. Determine if results are acceptable and within expectation	4.1	Compare results with expected values, relevant standards and statutory limits and identify significant differences or trends
	4.2	Check the reliability of results by examining data and results from repeat measurements or other monitoring sites
	4.3	Assess the significance of documented observations of atypical environmental or meteorological conditions
	4.4	Check adjusted data and calculations to ensure there are no errors
	4.5	Check that estimations of uncertainty are reasonable and consistent with the relevant standard
	4.6	Report results that meet workplace data quality standards and are consistent with expectations
5. Investigate and rectify unexpected or unacceptable results	5.1	Read and interpret records of pre-use checks and calibration performance to ensure that the monitoring instruments used meet specifications and workplace requirements
	5.2	Establish whether human, environmental and meteorological factors could have affected the reliability of results
	5.3	Check for obvious errors in measurement positions and techniques
	5.4	Report unexpected results that meet workplace data quality standards
	5.5	Identify root causes of unacceptable results and preventative or corrective actions
	5.6	Report investigation outcomes and recommendations for improvements in accordance with workplace procedures
	5.7	Seek manager's advice when challenges are beyond own technical competence or when input from environmental

		specialists may be required
6. Keep management informed about noise performance	6.1	Provide regular reports about noise performance, including instances of potential and actual non-conformance and incidents and the actions taken in each case
	6.2	Report opportunities and recommendations for improvements in noise monitoring or management in accordance with workplace procedures
7. Maintain noise records	7.1	Write legible and accurate noise records in accordance with workplace and legislative requirements
	7.2	Store noise records in accordance with workplace procedures
	7.3	Regularly review noise records to identify significant trends and impacts
	7.4	Identify problems with the maintenance and security of noise records and resolve them promptly

## Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Oral communication to liaise with other personnel.

Other foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

## Unit Mapping Information

Supersedes and is equivalent to MSS027008 Coordinate noise management activities.

## Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>