



Australian Government

Department of Education, Employment and Workplace Relations

AHCSDT401A Maintain a quarantine approved laboratory

Release 1

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Modification History

Release	TP Version	Comments
1	AHC10v4	Initial release

Unit Descriptor

This Unit covers the maintenance and monitoring of a quarantine approved laboratory to meet Australian Quarantine Inspection Services (AQIS) certification.

Application of the Unit

This Unit applies to senior seed analysts working within enterprise guidelines. In general, they oversee the preparation of samples for testing; conduct and supervise specified tests in accordance with enterprise requirements; interpret and report results; maintain record-keeping systems; and have responsibility for overall laboratory operations, the supervision of staff, and implementation of quality assurance procedures.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Nil.

Employability Skills Information

This Unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

1. Interpret and communicate quarantine requirements
 - 1.1 Knowledge of *quarantine requirements* impacting on laboratory is maintained.
 - 1.2 Clear information is distributed on the responsibilities of individuals to maintain the laboratory's quarantine compliance.
 - 1.3 The implications of non-compliance are explained to all personnel within the laboratory.
2. Ensure that work practices are compliant
 - 2.1 Work practices are planned to ensure compliance.
 - 2.2 Testing procedures are implemented so that methods and *equipment* are fit for purpose.
 - 2.3 Systems to ensure the accuracy and/or efficiency of equipment are implemented.
 - 2.4 Team members are coached and mentored to manage their responsibilities.
3. Monitor, analyse, adjust and report performance
 - 3.1 Actual and potential problems with quarantine compliance are identified, rectified and reported promptly.
 - 3.2 Potential non-compliance is minimised through on-going analysis and supervision activities.
 - 3.3 Strategies to improve compliance are advised to laboratory personnel.
 - 3.4 New and improved procedures are communicated to laboratory personnel.
 - 3.5 Systems, records and reporting procedures are maintained according to AQIS requirements.
4. Investigate, rectify and report non-conformance
 - 4.1 Incidents and occurrences of non-compliance are investigated and dealt with.
 - 4.2 On and/or off job training is provided for laboratory personnel to acquire and apply competencies to meet compliance.
 - 4.3 Workplace practices are re-designed or adjusted to ensure that non-compliance is not repeated.

Required Skills and Knowledge

This section describes the skills and knowledge required for this Unit.

Required skills include:

Ability to:

- monitor and analyse laboratory practices to ensure AQIS compliance
- initiate appropriate action to rectify potential problems or instances of non-compliance
- provide information to laboratory staff on AQIS compliance
- negotiate changes to work processes and procedures to meet AQIS compliance
- provide coaching and mentoring support to laboratory personnel to change work practices
- keep required records complete, current and secure as required by AQIS

Required knowledge includes:

Knowledge of:

- AQIS requirements for a quarantine approved laboratory
- compliant laboratory systems, records and reporting procedures
- enterprise standard operating procedures (SOPs)
- training and mentoring strategies
- statutory and legal compliance requirements
- relevant health, safety and environment requirements.

Evidence Guide

<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this Unit	<ul style="list-style-type: none"> • maintain laboratory operations to meet AQIS requirements for a quarantine approved laboratory • monitor and analyse work practices to ensure compliance • negotiate changes to work processes and procedures • provide coaching and mentoring support to personnel • keep required records.
Context of and specific resources for assessment	<p>This Unit of competency should be assessed in a laboratory environment that is accredited by either ISTA or NATA, as appropriate.</p>
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • observation of the candidate's interactions with and instruction of, laboratory personnel • review of verified records and reports generated by the candidate • feedback from managers regarding the candidate's ability to implement relevant enterprise procedures • review of information developed by the candidate and provided to the workgroup • This Unit should be assessed together with core Units and other Units of Competency relevant to the function or work role.
Guidance information for assessment	<p>To ensure consistency of performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.</p>

Range Statement

The range statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Quarantine requirements</i> may include:	hygiene; isolation; signage; record-keeping; waste disposal; security; calibration, certification and efficacy of equipment; and operational procedures.
<i>Equipment</i> may include:	balances; scales; sterilisers; refrigerators; freezers; and storage cabinets.

Unit Sector(s)

Seed Testing