



Australian Government

**MSL916004 Maintain registration and
statutory or legal compliance in work or
functional area**

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSL916004A Maintain registration and statutory or legal compliance in work/functional area

Application

This unit of competency covers responsibility for the day-to-day operation of the work or functional area and its compliance with legislation and licensing, registration, ethical or accreditation requirements, e.g. National Association of Testing Authorities (NATA), and workplace policies and procedures.

This unit of competency is applicable to senior technical officers and laboratory supervisors in all industry sectors. While statutory or legal compliance is the responsibility of all personnel, supervisors have an important leadership role in promoting and monitoring workplace practices that enhance compliance. They work under broad supervision of scientists/medical staff/engineers.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Communication/organisation

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Interpret and communicate current legislation, codes and standards	1.1 Maintain knowledge of current and new requirements impacting on work/functional area
	1.2 Distribute clear information regarding the roles and responsibilities of teams and individuals to maintain the laboratory's statutory or legal compliance
	1.3 Explain the implications of non-conformance to all personnel within the work area
2 Ensure that work practices meet compliance requirements	2.1 Plan work practices to ensure compliance with relevant legislation and licensing, registration, ethical or accreditation requirements
	2.2 Ensure that calibration and testing procedures are implemented so that equipment and methods are fit for purpose and reliable
	2.3 Empower team members through coaching and mentoring to manage their responsibilities
3 Monitor, analyse, adjust and report performance	3.1 Ensure that actual and potential problems are identified, rectified and reported promptly to ensure workplace compliance
	3.2 Analyse and supervise activities so that potential non-compliance is minimised
	3.3 Recommend to designated personnel, strategies to improve compliance
	3.4 Ensure that individuals/teams are informed of new and improved procedures
	3.5 Maintain systems, records and reporting procedures according to legislative and licensing, registration, ethical or accreditation requirements and workplace procedures

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| 4 | Investigate, rectify and report non-conformance | 4.1 | Investigate and deal with non-conformance according to legislative and licensing, registration or accreditation requirements and workplace procedures |
| | | 4.2 | Provide on/off-the-job training for personnel to acquire and apply competencies to meet legislative and licensing, registration or ethical accreditation requirements |
| | | 4.3 | Re-design or adjust workplace practices to ensure that non-conformance is not repeated |

Foundation Skills

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

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

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one of more of:

- Australian and international standards covering the competence of testing and calibration laboratories, laboratory design and construction, laboratory safety, and quality and environmental management
- registration/licensing and/or National Association of Testing Authorities (NATA) accreditation requirements
- national work health and safety (WHS) standards and codes of practice, and national environment protection measures
- Australian and international standards, codes and guidelines covering measurement management, accuracy of measurement methods and results, expression of uncertainty (GUM) and principles of good laboratory practice (GLP)
- industry specific codes, guidelines, procedures and methods such as:
 - National Health and Medical Research Council (NHMRC) Guidelines
 - Association of Analytical Communities International (AOAC International) Official Methods of Analysis
 - Australian code of good manufacturing practice for medicinal products (GMP), and Therapeutic Goods Regulations
 - Australia New Zealand Food Standards (ANZFS) Code
 - Australian Dangerous Goods Code
 - gene technology regulations
 - animal welfare legislation and codes of practice
- legislation and regulations covering intellectual property (IP) and copyright, freedom of information, human rights and equal opportunity, privacy and industrial relations

Workplace policy and procedures

Workplace policy and procedures include one or more of:

- operation of representative work groups/committees (ethics and WHS)
- audit requirements
- maintenance and confidentiality of laboratory records
- maintenance of certified reference materials

- maintenance of records of breaches

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL916004A Maintain registration and statutory or legal compliance in work/functional area

Links

MSA Training Package Implementation Guides - <http://mskills.org.au/training-packages/info/>