



Australian Government

**Assessment Requirements for MSL916011
Develop and maintain laboratory
documentation**

Release: 1

Assessment Requirements for MSL916011 Develop and maintain laboratory documentation

Modification History

Release 1. Supersedes and equivalent to MSL916006 Develop and maintain laboratory documentation. Changes to Knowledge Evidence with two items removed.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- analysed, developed and maintained at least 2 workplace documents, where 1 must be a workplace procedure, in response to identified information requirements or changes in laboratory policy or external accreditation requirements, including:
 - obtaining and incorporating feedback on draft documentation
 - using internal and external information sources efficiently
 - producing documentation that is accurate and meets specifications, free from editorial errors and omissions, and understood by others.
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Knowledge Evidence

There must be evidence the candidate has knowledge of:

- how work health and safety (WHS), environmental, registration/accreditation and other legislative requirements, regulations and codes govern laboratory documentation
- workplace procedures relevant to the laboratory's operations and scope of testing
- scientific, technical and workplace terminology
- technical developments in the sector, including current methodologies, interpretations and any changes that may require document review
- registration/licensing and/or accreditation requirements
- workplace procedures for developing and/or amending and tracking documentation
- records management and maintenance
- workplace communication protocols and reporting.
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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - document control system

- workplace documents and procedures.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet – -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa>