



Australian Government

**Assessment Requirements for MSL936004
Conduct an internal audit of the quality
system**

Release: 1

Assessment Requirements for MSL936004 Conduct an internal audit of the quality system

Modification History

Release	Comments
Release 1	<p>This version was released in <i>MSL Laboratory Operations Training Package Release 2.0</i>.</p> <p>Supersedes and equivalent to MSL936002 Conduct an internal audit of the quality system. Foundation skill information added. Range of conditions removed. Assessment requirements amended.</p>

Performance Evidence

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

- effectively prepared for, conducted and documented at least 1 internal audit of at least 1 aspect of the laboratory's quality system in accordance with workplace procedures.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- workplace quality system, plans and documentation and relevant national and international quality standards and protocols that apply in work area
- workplace organisational structure, delegations and responsibilities, and information management systems
- importance of identifying, reporting and addressing non-conformance
- laboratory's business goals and key performance indicators (KPIs)
- continuous improvement principles and techniques:
 - run charts, control charts, histograms and scattergrams to present quality control data
 - plan, do, check, act (PDCA)
 - Ishikawa fishbone diagrams; cause and effect diagrams; logic tree; similarity/difference analysis; Pareto charts and analysis; force field/strengths, weaknesses, opportunities, threats (SWOT) analysis
 - process capability
- registration/licensing and/or National Association of Testing Authorities (NATA) accreditation requirements
- problem-solving techniques to identify causes and options to remedy problems
- elements and components of a quality system:

- responsibilities of personnel within quality system
- contract review
- purchasing
- design control
- process control, control of customer-supplied product, product identification and traceability
- inspection and testing, control of inspection, measuring and test equipment, and inspection and test status
- statistical analysis, internal quality audits, and corrective and preventative action
- control of documents, data and quality records
- control of non-conforming product
- handling, storage, packaging, preservation and delivery
- training
- servicing.

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:
 - documentation, including audit documents, workplace quality manual, and quality (certification or registration) requirements
 - safety procedures, SOPs and work instructions
- modelling of industry operating conditions, including:
 - interactions with managers and laboratory operations personnel.

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>