



Australian Government

Assessment Requirements for MSL916006 Develop and maintain laboratory documentation

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>MSL Laboratory Operations Training Package Release 2.0</i>. Supersedes and equivalent to MSL916001 Develop and maintain laboratory documentation. Range of conditions removed. Assessment requirements amended.

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 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.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- the laboratory's business goals, key performance indicators (KPIs), organisational structure, delegations and responsibilities
- how work health and safety (WHS), environmental, registration/accreditation and other legislative requirements, regulations and codes govern laboratory documentation
- standard operating procedures (SOPs) relevant to the laboratory's operations and scope of testing
- scientific, technical and workplace terminology; and technical developments in the sector (such as current methodologies, ranges and interpretations)
- registration/licensing and/or National Association of Testing Authorities (NATA) accreditation requirements
- workplace procedures for developing/amending and tracking documentation; records management and maintenance
- workplace communication protocols and reporting

- legal, ethical and WHS requirements specific to the work task.

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:
 - information directories and databases
 - 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>