



Australian Government

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.

Application

This unit of competency describes the skills and knowledge to develop and maintain relevant documentation in response to identified information requirements or changes in laboratory policy or external accreditation requirements. It includes the analysis of specialised technical requirements and the development and/or amendment of workplace documents, procedures and record keeping systems using established workplace procedures. Final responsibility for documentation generally rests with professional scientific/medical/engineering staff who have the appropriate signatory status or legal delegation.

This unit applies to technical officers and laboratory supervisors working in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Communication/organisation

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 **Recognise**

1.1 Evaluate current documentation to identify instances

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

	documentation needs/deficiencies		where documentation is needed or deficient
		1.2	Analyse development opportunities and discuss with appropriate personnel to assess and confirm requirements
2	Develop/revise documentation	2.1	Specify documentation need and set/prioritise objectives
		2.2	Analyse existing documentation/records in accordance with specified requirements
		2.3	Develop/amend documentation as a draft in accordance with review requirements
		2.4	Issue documentation to appropriate personnel for review
		2.5	Edit documentation to ensure that the initial identified need/deficiency and review requirements are satisfied
		2.6	Recall superseded documentation and issue new documentation in accordance with document control procedures
3	Implement and evaluate new laboratory documentation	3.1	Brief personnel on new/revised documentation to ensure successful implementation of new procedures
		3.2	Monitor and evaluate implementation of new/revised documentation and amend documents or provide training, if required

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.

Unit Mapping Information

Equivalent to MSL916001 Develop and maintain laboratory documentation, Release 1.

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>

Assessment Requirements for MSL916006 Develop and maintain laboratory documentation

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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.

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