



Australian Government

MSL916011 Develop and maintain laboratory documentation

Release: 1

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.

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	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Recognise documentation needs/deficiencies	1.1 Evaluate current documentation to identify instances where documentation is needed or deficient 1.2 Analyse development opportunities and discuss with appropriate personnel to assess and confirm requirements
2. Develop or amend documentation	2.1 Specify documentation need and set or prioritise objectives 2.2 Analyse existing documentation and/or records in accordance with

Elements	Performance Criteria
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	specified requirements 2.3 Develop or 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Edit documentation to ensure that the initial identified need or deficiency has been satisfied or resolved 2.6 Recall superseded documentation and issue new documentation in accordance with document control procedures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 documentation to ensure successful implementation of new or revised procedures 3.2 Monitor and evaluate implementation of documentation

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

Supersedes and is equivalent to MSL916006 Develop and maintain laboratory documentation.

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 MSL916011 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, 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.

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