



**Australian Government**

# **MSL916014 Maintain compliance in work or functional area**

**Release: 1**

## MSL916014 Maintain compliance in work or functional area

### Modification History

Release 1. Supersedes and equivalent to MSL916009 Maintain registration and statutory or legal compliance in work or functional area. Title simplified. Minor changes to wording in Elements and Performance Criteria. Change to Performance Evidence to focus more on specific activities that support compliance. Minor wording changes to Knowledge Evidence and removal of requirements around copyright, human rights and freedom of information.

### Application

This unit of competency describes the skills and knowledge to take responsibility for the day-to-day operation of the work or functional area and its compliance with legislation and licensing, registration, ethical or accreditation requirements.

This unit applies to senior technical officers and laboratory supervisors in all industry sectors. While statutory or legal compliance is the responsibility of all personnel, supervisors have an important leadership role in promoting and monitoring workplace practices that enhance compliance. They work under broad supervision of scientists/medical staff/engineers.

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. Interpret and communicate current compliance requirements | 1.1 Maintain knowledge of current and new requirements impacting on work or functional area<br>1.2 Distribute clear information regarding the roles and responsibilities of teams and individuals to maintain the laboratory's statutory or legal compliance<br>1.3 Explain the implications of non-conformance to all personnel within |

| Elements                                                   | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Elements describe the essential outcomes.                  | Performance criteria describe the performance needed to demonstrate achievement of the element.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                            | the work area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2. Ensure that work practices meet compliance requirements | <p>2.1 Plan work practices to ensure compliance with relevant legislation and licensing, registration, ethical and accreditation requirements</p> <p>2.2 Ensure that calibration and testing procedures are implemented so that equipment and methods are fit for purpose and reliable</p> <p>2.3 Empower team members through coaching and mentoring to manage their responsibilities</p>                                                                                                                                                                              |
| 3. Monitor, analyse, adjust and report performance         | <p>3.1 Confirm actual and potential problems are being identified, rectified and reported promptly to ensure workplace compliance</p> <p>3.2 Analyse and supervise activities so that potential non-compliance is minimised</p> <p>3.3 Recommend strategies to improve compliance to designated personnel</p> <p>3.4 Inform individuals and teams of new and improved procedures</p> <p>3.5 Maintain systems, records and reporting procedures according to legislative and licensing, registration, ethical or accreditation requirements and workplace procedures</p> |
| 4. Investigate, rectify and report non-conformance         | <p>4.1 Investigate and deal with non-conformance according to legislative and licensing, registration or accreditation requirements and workplace procedures</p> <p>4.2 Organise training for personnel to acquire and apply competencies to meet legislative and licensing, registration or ethical accreditation requirements</p> <p>4.3 Re-design or adjust workplace practices to ensure that non-conformance is not repeated</p>                                                                                                                                   |

## 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 MSL916009 Maintain registration and statutory or legal compliance in work or functional area.

## 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 MSL916014 Maintain compliance in work or functional area

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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:

- led 3 activities to ensure work complies with all workplace requirements, legal requirements and relevant policies and procedures.

## Knowledge Evidence

There must be evidence the candidate has knowledge of:

- workplace procedures governing document control, record management, communication and reporting, and internal and external audits
- scientific technical terminology used to describe legislative, licensing or registration requirements
- legal, ethical and welfare issues associated with laboratory and technical work
- role, structure and responsibilities of ethics committees
- registration/licensing and accreditation or certification requirements
- Australian and international standards and codes covering the competence of testing and calibration laboratories
- industry specific codes and guidelines
- state/territory and Commonwealth requirements for:
  - work health and safety (WHS):
- managing hazards and risks
- safety requirements for the use of equipment, materials and products
  - intellectual property (IP)
  - equal opportunity
  - privacy
  - environmental protection.
-

## 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:
  - laboratory equipped with appropriate equipment, instruments, services and consumables
  - workplace policies and procedures
  - technical manuals, quality manuals and quality system documentation
- modelling of industry operating conditions, including:
  - interactions with laboratory operations staff.

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

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