



Australian Government

MSL935006 Assist in the maintenance of reference materials

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 MSL935002 Assist in the maintenance of reference materials. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to assist in the maintenance of reference materials that can be used in tests and the identification of new specimens as part of quality control of laboratory procedures. The unit of competency does not cover the scientific identification of species or specimens.

This unit applies to technical officers and laboratory technicians 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

Quality

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1 **Acquire reference**

- 1.1 Confirm that required transit conditions were maintained
- 1.2 Apply quarantine or isolation arrangements as necessary

Elements describe the essential outcomes.

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

	materials	1.3	Record data of accessioned reference material in the collection database
		1.4	Label material to ensure that its identity is maintained during storage and issue
2	Maintain reference materials	2.1	Monitor storage conditions to ensure that they comply with suppliers' warranty specifications
		2.2	Monitor storage conditions to ensure materials remain true to specification
		2.3	Test material during storage and before release to report on reference characteristics and specificity
		2.4	Report findings that suggest reference specimens may be deteriorating
3	Dispense reference materials to clients	3.1	Verify requests with supervisor before requests for reference materials are processed
		3.2	Supply reference material without contamination of stock material
		3.3	Keep records of materials issued in accordance with workplace procedures
4	Maintain a safe work environment	4.1	Use established safe work practices and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel
		4.2	Follow safety protocols when handling and processing reference materials
		4.3	Minimise the generation of wastes and environmental impacts
		4.4	Ensure the safe collection of redundant/outdated stocks for subsequent disposal

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Oral communication skills to interact appropriately and effectively with customers.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL935002 Assist in the maintenance of reference materials, 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 MSL935006 Assist in the maintenance of reference materials

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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:

- safely and effectively maintained 2 different reference materials so that their reference characteristics and attributes are stable in storage and manifest in use after retrieval.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- the nature and purpose of certified reference materials (i.e. what they are, when and why they should be used)
- the storage requirements of biological and non-biological materials
- quarantine or isolation procedures relevant to work area
- the labile nature of chemical and biological materials
- reasons for testing before accession and before issuing reference materials
- relevant reference materials
- legal, ethical and work health and safety (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:
 - equipment and materials related to the workplace task for which the reference material is relevant
 - reference materials

- standard operating procedures (SOPs).

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

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