



Australian Government

Assessment Requirements for MSL936006

Conduct an internal audit of the quality system

Release: 1

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Modification History

Release 1. Supersedes and equivalent to MSL936004 Conduct an internal audit of the quality system. Minor changes to Performance Criteria, including more flexibility around preparation of audit documentation. Minor changes to Knowledge Evidence to improve clarity.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- effectively prepared for, conducted and documented at least 1 internal audit of at least 1 aspect of the laboratory's quality system in accordance with workplace procedures.
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Knowledge Evidence

There must be evidence the candidate has knowledge of:

- workplace quality system, plans and documentation and relevant national and international quality standards and requirements that apply in work area
- workplace organisational structure, delegations and responsibilities, and information management systems
- importance of, and procedures for, identifying, reporting and addressing non-conformances using problem-solving techniques
- continuous improvement principles and techniques, including:
 - run charts, control charts, histograms and scattergrams to present quality control data
 - plan, do, check, act (PDCA)
 - Ishikawa fishbone diagrams
 - cause and effect diagrams
 - logic tree
 - similarity/difference analysis
 - Pareto charts and analysis
 - force field/strengths, weaknesses, opportunities, threats (SWOT) analysis
 - process capability
- elements and components of a quality system, including:
 - responsibilities of personnel within quality system
 - contract review
 - purchasing
 - design control

- process control, control of customer-supplied product, product identification and traceability
- inspection and testing, control of inspection, measuring and test equipment, and inspection and test status
- statistical analysis, internal quality audits, and corrective and preventative action
- control of documents, data and quality records
- control of non-conforming product or service
- handling, storage, packaging, preservation and delivery
- training
- servicing.
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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:
- documentation, including audit documents, workplace quality manual, and quality (certification or registration) requirements
- modelling of industry operating conditions, including:
 - interactions with managers and laboratory operations personnel.

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>