National Certificate IV

UTILITY LABORATORY TECHNICIAN SERVICES

LOG BOOK

GREEN CLIMATE FUND

MNSDA

Ministry of Environment
Climate Change & Technology

STUDENT'S DETAILS

Passport Size
3.5cm x 4.5 cm

Student Name	
Std ID No.	
Mobile	
Address	
Email	
Date	
Course	
Centre	
Batch	

Signature

Authorized Signature

Stamp

PEDGE OF THE PARTICIPANTS

As a participant I recognize my roles and responsibilities as follows and I promise that:

1. I am undertaking this Course / Program to learn with confidence and enthusiasm and will strive to keep my level best to apply what I learn in my workplace.
2. I will learn my theory/concept lessons with much care, confidence and enthusiasm.
3. I will not disturb my participants within the classroom and workplaces.
4. I will understand and uphold, in letter and spirit, my behaviors, my attitudes and my perceptions of life and experiences with an open and sincere heart and mind seeking to learn to be a leader tomorrow.
5. I will refrain from bad-mouthing unfairness and disgracing my Employer, my Supervisors, my Trainers and other participants.
6. I will protect and preserve the rights of my family, my Employer, my Trainers, my Society and dignity of others and I will oppose discrimination, exploitation and unfairness.
7. I will report the performance, outcome and problems accurately, honestly with figures, reasons and logics that I face in applying the knowledge and skills I learn from the Course/Program.
8. I will share my knowledge, skills in developing myself and others and help my Employer, my Trainers to develop and improve success of my Employer and my Trainers.
9. I will attend all classes and activities that require attendance

In exercising my Pledge of Participation to the above-mentioned specific points, I recognize that my attitude, behavior and communication must set an example of confidence and enthusiasm and positive attitude. I will remain accountable to my own self, my Employer, my Trainer and my Society for my attitudes, actions and communications with confidence and enthusiasm to uphold these specific 9 points of my Pledge of Participation

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(Student Signature)

INFORMATION ABOUT THE QUALIFICATION

1. Endorsement Application for Qualification 01	
2. NATIONAL CERTIFICATE IV IN UTILITY LABORATORY TECHNICIAN	
3. Qualification code:	**Total Number of Credits: 127**
4. Purpose of the qualification The Certificate IV in Utility Laboratory Technician provides comprehensive training for Laboratory technicians perform straightforward laboratory work. They follow set procedures and recipes, and apply well developed technical skills and basic scientific knowledge. Laboratory Technician generally work inside a laboratory but may also perform technical tasks in the field or within production plants. They may also perform a range of laboratory maintenance and office tasks.	
5. Regulations for the qualification	
6. Schedule of Units	

Unit No	Unit Title	Code
Common Competencies		
01	Write technical reports	
02	Apply and maintain Occupational Health and Safety	
03	Carry out data entry and retrieval procedures	
04	Apply mathematics for water operations	
Core Competencies		
05	Apply principles of chemistry to water systems and processes	
06	Comply with water industry standards, guidelines and legislations	
07	Perform microbiological water contaminant analysis	
08	Perform calibration checks on equipment and assist with its maintenance	
09	Apply quality system in laboratory	
10	Undertake waste disposal in laboratory setting	
11	Contribute to continuous improvement of quality systems	
12	Process and interpret data	
13	Perform Laboratory testing	
14	Control Stock	

7.Accreditation requirements	
8. Recommended sequencing of units	

ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-1: Write technical reports

#	Activities	Mark "√ " if completed	Date completed
1	**Plan the research and write the proposal**		
1.1	Purpose or objective of the research is identified, and confirmed with stakeholders		
1.2	Scope and nature of the information requirements are identified.		
1.3	All possible sources of the required information are researched and identified.		
1.4	A systematic research or information collection plan is designed to optimize the process.		
1.5	Resources are obtained and scheduled to service the research requirements		
2	**Conduct Research**		
2.1	Research is undertaken effectively in accordance with the plan		
2.2	Experiments and tests to support the research effort are conducted in a manner which ensures the demonstrable integrity of the outcomes or findings.		
2.3	Research findings are logged, documented and stored to maintain traceability.		
2.4	Preliminary analysis is conducted to identify requirements for variations or additions to the research plan		
3	**Analyze the information**		
3.1	Information is sorted, documented and prepared for the analytical process.		
3.2	Information and data is manipulated to enable reasonable comparisons and judgements.		
3.3	Clarification by way of expert advice and opinion is sought		
4	**Prepare and present the report**		
4.1	Report clearly defines the objectives, process, findings and further actions.		
4.2	Report addresses and satisfies the stated objective and timeframe		
4.3	Report and associated presentation materials are of a standard and quality for the intended audience		
4.4	Reader comprehension of the report is aided by use of executive summaries and attachments.		
4.5	Information management requirements, including documenting and repository actions are satisfied in accordance with enterprise procedures.		

I declare that theory and practical of the above unit and its elements have been taught

Date:……..

Signature:……

ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-2: Apply and maintain Occupational Health and Safety

#	Activities	Mark "√ " if completed	Date completed
1	**Perform all work safely**		
1.1	Use established work practices and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel		
1.2	Clean, care for and store equipment, materials and reagents as required		
1.3	Minimise the generation of wastes and environmental impacts		
1.4	Ensure safe disposal of laboratory/hazardous wastes		
2	**Ensure others in the work group are able to implement safe work practices**		
2.1	Ensure hazard controls and PPE appropriate to the work requirements are available and functional		
2.2	Provide and communicate current information about workplace health and safety policies, procedures and programs to others		
2.3	Ensure **hazards** and control measures relating to work responsibilities are known by those in the work area		
2.4	Provide support to those in the work area to implement procedures to support safety		
2.5	Identify and address training needs within level of responsibility		
3	**Monitor observance of safe work practices in the work area**		
3.1	Ensure workplace procedures are clearly defined, documented and followed		
3.2	Identify any deviation from identified procedures and report and address within level of responsibility		
3.3	Ensure personal behaviour is consistent with workplace policies and procedures		
3.4	Encourage and follow up others to identify and report hazards in the work area		
3.5	Monitor conditions and follow up to ensure housekeeping standards in the work area are maintained		
4	**Participate in risk management processes**		
4.1	Report and address any identified hazards and inadequacies in existing **risk controls** within level of responsibility and according to workplace procedures		
4.2	Participate in risk assessments to identify and analyse risks		
4.3	Support the implementation of procedures to control risk (based on the hierarchy of control)		
4.4	Ensure records of incidents in the work area and other required documentation are accurately completed and maintained		
5	**Support the implementation of emergency procedure within the work group**		
5.1	Ensure that workplace procedures for dealing with incidents and emergencies are available and known by work group		
5.2	Implement processes to ensure that others in the work area are able to respond appropriately to incidents and emergencies		
5.3	Participate, as required, in investigations of hazardous incidents to identify their cause		

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ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-3: Carry out data entry and retrieval procedures

#	Activities	Mark "√ " if completed	Date completed
1	**Initiate computer system**		
1.1	The hardware components of the computer and their functions are correctly identified.		
1.2	Equipment is powered up correctly.		
1.3	Access codes are correctly applied.		
1.4	Appropriate software is selected or loaded from the menu		
2	**Enter Data**		
2.1	Types of data for entry correctly identified and collected.		
2.2	Input devices selected and used are appropriate for the intended operations.		
2.3	Manipulative procedures of Input device conform to established practices.		
2.4	Computer files are correctly located or new files are created, named and saved.		
2.5	Data is accurately entered in the appropriate files using specified procedure and format.		
2.6	Back-up made in accordance with operative procedures		
3	**Retrieve Data**		
3.1	The identity and source of information is established.		
3.2	Authority to access data is obtained where required.		
3.3	Files and data are correctly located and accessed.		
3.4	Integrity and confidentiality of data are maintained.		
3.5	The relevant reports or information retrieved using approved procedure.		
3.6	Formats of retrieved report or information conform to that required.		
3.7	Copy of the data is printed where required		
4	**Amend Data**		
4.1	Source of data/information for amendment is established.		
4.2	Data to be amended is correctly located within the file.		
4.3	The correct data/information is entered, changed or deleted using appropriate input device and approved procedures.		
4.4	The Integrity of data is maintained		
5	**Monitor the operation of equipment**		
5.1	The system is monitored for correct operation of tasks.		
5.2	Routine system messages are promptly and correctly dealt with.		
5.3	Error conditions within level of authority are dealt with promptly and uncorrected errors are promptly reported.		
5.4	Output devices and materials are monitored for quality		
6	**Access and transmit information via the internet**		
6.1	Access to the Internet is gained in accordance with the provider's operating procedures.		
6.2	Evidence of the ability to negotiate web sites to locate and access specified information and other services is efficiently demonstrated.		
6.3	E-mail is sent and retrieved competently		
7	**Close down computer system**		
7.1	The correct shut down sequence is followed.		
7.2	Problem with shutting down computer is reported promptly.		
7.3	All safety and protective procedures are observed		

I declare that theory and practical of the above unit and its elements have been taught

Date:……..

Signature:……

ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-4: Apply mathematics for water operations

#	Activities	Mark "√ " if completed	Date completed
1	**Perform simple mathematic Calculations**		
1.1	Perform simple calculations on: fractions and decimals, calculations to a number of significant figures, decimal places		
1.2	Identify and use the multiples and sub-multiples of units		
1.3	Perform calculations on: perimeter and area of plane figures (i.e. square and rectangle, triangle, circle), volume and surface area (i.e. cube, rectangular prism, cylinder), mass of containers and their contents (i.e. cube, rectangular prism, cylinder)		
1.4	Perform mathematical calculations involving formulas, angles, triangles and geometric construction		
1.5	Identify and use formulas for SI quantities: length, area, volume, mass, density		
2	**Apply knowledge of mathematics in water operations**		
2.1	Identify and use units of Measurement		
2.2	Perform calculations on: Conversion Factors, Weight, Concentration, and Flow		
2.3	Perform mathematical calculations involving Typical Water/Wastewater Conversion Examples		
2.4	Perform Temperature Conversions and Population Equivalent (PE) or Unit Loading Factor		
2.5	Perform calculations on: Specific Gravity and Density, Flow and Detention Time		
2.6	Perform chemical Addition Conversions		
3	**Undertake water / waste water calculations**		
3.1	Perform Faucet Flow Estimation		
3.2	Calculate Service Line Flushing Time		
3.3	Perform Composite Sampling Calculation (Proportioning Factor) and Biochemical Oxygen Demand (BOD) Calculations		
3.4	Perform mathematical calculations on Moles and Molarity, Normality, Settleability (Activated Biosolids Solids), Settleable Solids, Biosolids Total Solids, Fixed Solids, and Volatile Solids		
3.5	Calculate Biosolids Volume Index (BVI) and Biosolids Density Index (BDI)		

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Signature:……

ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-5: Apply principles of chemistry to water system and processes

#	Activities	Mark "√ " if completed	Date completed
1	**Apply chemistry to water processes**		
1.1	Apply relevant chemistry principles to improve performance of specific water processes.		
1.2	Identify and describe chemical reactions specific to water processes		
2	**Identify the use of chemicals in water industry processes**		
2.1	Assess the functions of the range of industry chemicals in relation to their use in water processes.		
2.2	Identify and describe factors influencing the effectiveness of chemical use.		
2.3	Store, handle and prepare chemicals		
3	**Select chemicals for specific water industry processes**		
3.1	Identify the range of chemicals available for specific water industry processes.		
3.2	Evaluate the factors affecting the selection of chemicals for particular water industry applications.		
3.3	Select suitable chemicals and calculate correct usage for a range of specific water industry processes		

I declare that theory and practical of the above unit and its elements have been taught

Date:……..

Signature:……

ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-6: Comply with water industry standards, guidelines and legislations

#	Activities	Mark "√ " if completed	Date completed
1	**Interpret key legislation and guidelines of the water industry**		
1.1	Access and interpret the relevant guidelines and legislative requirements.		
1.2	Analyse the key features or elements.		
1.3	Establish the relationships between the guidelines and the state and territory requirements		
2	**Mix trial batch for evaluation**		
2.1	Interpret organisation standards and processes for reporting compliance with legislative requirements.		
2.2	Integrate legislative requirements into organisation water quality management plan.		
2.3	Provide advice on the links between the regulatory framework and work practices.		
2.4	Convey importance of multiple barrier principles and their general function to team members.		
2.5	Manage risks utilising the organisation's risk management principles.		
2.6	Collate relevant collected data to support compliance and review for completeness and accuracy.		
2.7	Refine and disseminate compliance reporting procedures		
3	**Communicate compliance with legislation to team members**		
3.1	Establish steps to monitor compliance and reporting function.		
3.2	Address identified areas of non-compliance and take corrective action.		
3.3	Provide feedback on compliance issues to team members.		
3.4	Make recommendation for preventative measures.		
3.5	Drive continuous improvement of work practices to achieve water quality outcomes		

I declare that theory and practical of the above unit and its elements have been taught

Date:……..

Signature:……

ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-7: Perform microbiological water contaminant analysis

#	Activities	Mark "√ " if completed	Date completed
1	**Investigate waterborne micro organisms**		
1.1	Identify the samples of waterborne microorganisms found in water sources.		
1.2	Identify the general characteristics of different types of microorganisms.		
1.3	Identify water quality or treatment problems caused by microorganisms.		
1.4	Identify microorganisms causing problems specific to water treatment processes.		
1.5	Identify the characteristics of, and diseases caused by, pathogenic microorganisms		
2	**Identify processes to remove micro organisms**		
2.1	Assess the effectiveness of a range of filtration processes for physically removing pathogenic microorganisms according to organisational and legislative requirements.		
2.2	Assess the effectiveness of a range of disinfection processes for inactivating pathogenic microorganisms according to organisational and legislative requirements.		
2.3	Identify and assess the implications of by-product formation resulting from disinfection processes.		
2.4	Assess the effectiveness of various pre- or post-treatment processes for removing microorganisms, or their metabolites, causing nuisance and toxicity problem		
3	**Determine appropriate water treatment processes**		
3.1	Identify optimum treatment processes for the range of microorganisms found in water sources.		
3.2	Report on effective treatment processes and associated sampling and testing requirements required to maintain water quality		

I declare that theory and practical of the above unit and its elements have been taught

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Signature:……

ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-8: Check calibration on equipment and assist with maintenance

#	Activities	Mark "√ " if completed	Date completed
1	**Perform set-up and pre-use checks of laboratory equipment**		
1.1	Perform laboratory equipment set-up and pre-use checks in accordance with workplace procedures		
1.2	Perform safety checks in accordance with relevant workplace and instrumental procedures		
1.3	Identify faulty or unsafe components and equipment and report to appropriate personnel		
1,4	Complete equipment log books/records to meet workplace requirements		
2	**Perform calibration checks**		
2.1	Startup equipment according to operating procedures		
2.2	Use specified standards for calibration check		
2.3	Check equipment in accordance with calibration procedures and schedules		
2.4	Record all calibration data accurately and legibly		
2.5	Compare data with specifications and/or previous records to identify non-compliant equipment		
2.6	Quarantine out-of-calibration equipment		
3	**Assist with equipment maintenance**		
3.1	Ensure all equipment work areas are clean during and after equipment use		
3.2	Perform basic maintenance in accordance with workplace procedures		
3.3	Clean and store equipment according to workplace and/or manufacturer's specifications/procedures		
3.4	Identify and replace, repair or dispose of damaged/worn equipment as appropriate		
4	**Maintain records**		
4.1	Record and report information on unsafe or faulty equipment according to workplace procedures		

I declare that theory and practical of the above unit and its elements have been taught

Date:……..

Signature:……

ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-9: Apply quality system in laboratory

#	Activities	Mark "√ " if completed	Date completed
1	**Satisfy quality system requirements in daily work**		
1.1	Access information on quality system requirements for own job function		
1.2	Record and report quality control data in accordance with quality system		
1.3	Follow quality control procedures to ensure products or data are of a defined quality as an aid to acceptance or rejection		
1.4	Recognise and report non-conformances or problems		
1.5	Conduct work in accordance with sustainable work practices		
1.6	Promote sustainability principles and work practices to other workers		
2	**Analyse opportunities for corrective and/or optimization action**		
2.1	Compare current work practices, procedures and process or equipment performance with requirements and/or historical data or records		
2.2	Recognise variances that indicate abnormal or sub-optimal performances		
2.3	Collect and/or evaluate batch and/or historical records to determine possible causes for sub-optimal performance		
2.4	Use appropriate quality improvement techniques to rank the probabilities of possible causes		
3	**Recommend corrective and/or optimization action**		
3.1	Analyse causes to predict likely impacts of changes and decide on the appropriate actions		
3.2	Identify required changes to standards and procedures and training		
3.3	Report recommendations to designated personnel		
4	**Participate in the implementation of recommended actions**		
4.1	Implement approved actions and monitor performance following changes to evaluate results		
4.2	Implement changes to systems and procedures to eliminate possible causes		
4.3	Document outcomes of actions and communicate them to relevant personnel		
5	**Participate in the development of continuous improvement strategies**		
5.1	Review all relevant features of work practice to identify possible contributing factors leading to sub-optimal performance		
5.2	Identify options for removing or controlling the risk of sub-optimal performance		
5.3	Assess the adequacy of current controls, quality methods and systems		
5.4	Identify opportunities to continuously improve performance		
5.5	Develop recommendations for continual improvements of work practices, methods, procedures and equipment effectiveness		
5.6	Consult with appropriate personnel to refine recommendations before implementation of approved improvement strategies		
5.7	Document outcomes of strategies and communicate them to relevant personnel		

I declare that theory and practical of the above unit and its elements have been taught

Date:……..

Signature:……

ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-10: Undertake waste disposal in laboratory setting

#	Activities	Mark "√ " if completed	Date completed
1	**Identify waste produced in lab**		
1.1	Waste characteristics are identified.		
1.2	Types of wastes are differentiated by waste stream or waste categories within lab setting		
1.3	Hazardous and dangerous waste and non-conforming waste are detailed.		
1.4	Contaminants present in waste are noted.		
1.5	Further information on waste is obtained by questioning appropriate personnel to ensure correct identification		
2	**Identify hazardous and risks**		
2.1	Other potential hazards and risks present in work environment are listed.		
2.2	Supervisor and team members are informed of job requirements, hazards and risks.		
2.3	Safe work practices that prevent risk behaviour are outlined to supervisor.		
2.4	Emergency response procedures are practised with team members		
3	**Dispose of waste**		
3.1	Appropriate disposal is arranged with regard to waste quality, quantity and EPA and government regulations		
3.2	Waste is disposed of in an appropriate way to ensure compliance with workplace and EPA standards		
3.3	Any subcontractors are checked to ensure they comply with EPA and government regulation		
3.4	Wastage rates are documented or collated for further review		
4	**Prepare and fill documents**		
4.1	Fill in the relevant document related to waste disposal		
4.2	Update document on daily basis		

I declare that theory and practical of the above unit and its elements have been taught

Date:……..

Signature:……

ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-11: Contribute to continuous improvement of quality systems

#	Activities	Mark "√ " if completed	Date completed
1	**Interpret and communicate quality system requirements**		
1.1	The accreditation requirements for relevant water quality systems are interpreted, understood and communicated to work colleagues.		
1.2	The implications of non-conformance with quality accreditation requirements are identified and communicated		
1.3	Standard operating procedures are regularly reviewed to ensure compliance with current quality standards		
2	**Implement quality systens**		
2.1	Individual roles and responsibilities in quality system implementation are defined.		
2.2	Standard operating procedures are implemented to ensure compliance with quality systems.		
2.3	Relevant data is recorded for quality system monitoring.		
2.4	Observations of non-conformance with quality accreditation requirements are recorded and reported promptly		
3	**Identify and correct quality system implementation problems**		
3.1	System monitoring data is analyzed to identify variances that indicate abnormal or sub-optimal performance.		
3.2	Non-conformance reports are reviewed to identify contributing factors.		
3.3	Corrective action to remove or control the risk of sub-optimal performance is identified		
4	**Contribute to improvement of quality system implementation**		
4.1	Recommendations for continuous improvement of work practices, methods, equipment and procedures are developed to ensure continued compliance with quality accreditation requirements.		
4.2	All relevant work colleagues are consulted to refine recommendations.		
4.3	Recommendations for quality system implementation improvements are documented and the required modifications to standard operating procedures are noted		

I declare that theory and practical of the above unit and its elements have been taught

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Signature:……

ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-12: Process and interpret data

#	Activities	Mark "√ " if completed	Date completed
1	**Retrieve and check data**		
1.1	Store and retrieve data using appropriate files and/or application software		
1.2	Verify the quality of data using workplace procedures		
1.3	Rectify errors in data using workplace procedures		
2	**Calculate scientific quantitiies**		
2.1	Calculate statistical values for given data		
2.2	Calculate scientific quantities using given formulae and data and estimate uncertainties		
2.3	Ensure calculated quantities are consistent with estimations and expectations		
2.4	Report all calculated quantities using the appropriate units and correct number of significant figures		
3	**Present data**		
3.1	Present data in clearly labelled tables, charts and graphs		
3.2	Graph data using appropriate scales to span the range of data or display trends		
3.3	Report all data using the appropriate units and number of significant figures		
4	**Interpret data**		
4.1	Interpret significant features of tables, charts and graphs, including gradients, intercepts, maximum and minimum values, and limit lines		
4.2	Recognise and report trends in data		
5	**Keep accurate records and maintain confidentiality**		
5.1	Transcribe information accurately		
5.2	Verify the accuracy of records following workplace procedures		
5.3	File and store workplace records in accordance with workplace procedures		
5.4	File all reference documents logically and keep them up-to-date and secured		
5.5	Observe workplace confidentiality standards		

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Signature:……

ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-13: Perform laboratory testing

#	Activities	Mark "√ " if completed	Date completed
1	**Interpret test requirements**		
1.1	Review test request to identify samples to be tested, test method and equipment involved		
1.2	Identify hazards and workplace controls associated with the sample, preparation methods, reagents and/or equipment		
2	**Prepare sample**		
2.1	Record sample description, compare with specification, record and report discrepancies		
2.2	Prepare sample in accordance with appropriate standard methods		
3	**Check equipment before use**		
3.1	Set up test equipment in accordance with test method		
3.2	Perform pre-use and safety checks in accordance with workplace procedures and manufacturer instructions		
3.3	Identify faulty or unsafe equipment and report to appropriate personnel		
3.4	Check calibration status of equipment and report any out-of-calibration items to appropriate personnel		
4	**Perform tests on samples**		
4.1	Identify, prepare and weigh or measure sample and standards to be tested		
4.2	Conduct tests in accordance with workplace procedures		
4.3	Record data in accordance with workplace procedures		
5	**Maintain a safe work environment**		
5.1	Use established safe work practices and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel		
5.2	Minimise the generation of wastes and environmental impacts		
5.3	Ensure safe disposal of laboratory and hazardous wastes		
5.4	Clean, care for and store equipment and reagents as required		

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ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-14: Control stock

#	Activities	Mark "√ " if completed	Date completed
1	**Maintain and control stocks of materials or equipment**		
1.1	Label, document and store stocks in accordance with relevant standards and specific safety requirements		
1.2	Follow stock rotation procedures to maximise use of stocks within permitted shelf life		
1.3	Identify stock discrepancies and replace redundant or outdated stocks to maintain stocks at prescribed level		
1.4	Identify and replace damaged/worn equipment or arrange for repairs or disposal as appropriate		
1.5	Initiate quality control sampling and testing procedures when appropriate		
1.6	Report stock problems outside own knowledge and authority limitations to relevant personnel		
2	**Order and receive materials and equipment**		
2.1	Determine requirements of customers and suppliers using appropriate communication and interpersonal skills		
2.2	Determine demand for stock, taking into account peak and seasonal variations in stock usage and production conditions		
2.3	Place and/or follow up approved orders using workplace systems and procedures		
2.4	Check condition of received goods and take appropriate action		
3	**Maintain stock records**		
3.1	Record all relevant details accurately using the specified forms/computer system		
3.2	Ensure that written information is legible and indelible		
3.3	File all records in the designated place		
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	Minimise the generation of wastes and environmental impacts		
4.3	Ensure the safe collection of redundant/outdated stocks for subsequent disposal		

I declare that theory and practical of the above unit and its elements have been taught

Date:……..

Signature:……

DETAILS OF WORK UNDERTAKEN AT WORK SITE/TRAINING LAB	
Relevant Competency Unit (s):	

Date:	Work / Function / Task / Activity Performed

Employer / Supervisor's/Trainer Signature/Stamp	

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LABORATORY
TECHNICIAN