



GREEN  
CLIMATE  
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**MNSDA**



Ministry of Environment  
Climate Change & Technology

# LOG --- BOOK



## NATIONAL CERTIFICATE III UTILITY LABORATORY TECHNICIAN SERVICES

## 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

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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 III IN UTILITY LABORATORY TECHNICIAN		
<b>3. Qualification code:</b>	<b>Total Number of Credits: 55</b>	
<b>4. Purpose of the qualification</b> The Certificate III 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. Utility 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.		
<b>5. Regulations for the qualification</b>		
<b>6. Schedule of Units</b>		
Unit No	Unit Title	Code
<b>Common Competencies</b>		
01	Apply Occupational Health and Safety requirements	
02	Apply work ethics and optimize professionalism	
03	Practice effective workplace communication	
04	Perform computer operations	
05	Provide first aid	
06	Respond to fire	
<b>Core Competencies</b>		
07	Apply science in water testing	
08	Apply mathematics in water testing	
09	Handle dangerous goods/hazardous substances	
10	Work safely with instruments	
11	Record and present data	
12	Perform calibration and maintenance of laboratory equipment	
13	Sampling and prepare samples for testing	
14	Prepare working solutions	
15	Perform basic tests	
<b>7. Accreditation requirements</b>		
<b>8. Recommended sequencing of units</b>		

# ACKNOWLEDGEMENT OF TRAINING DELIVERY

## Unit-1: Apply Occupational Health and Safety Requirements

#	Activities	Mark "√" if completed	Date completed
<b>1</b>	<b>Clean Work Preparation Areas</b>		
1.1	Clean preparation areas using appropriate cleaning agents and equipment according to workplace procedures		
1.2	Remove spillages using appropriate agents, personal protective equipment (PPE) and workplace procedures		
1.3	Collect and segregate wastes in accordance with workplace procedures, relevant codes and regulations		
<b>2</b>	<b>Clean and Store equipment</b>		
2.1	Collect used equipment, inspect for faults and, where necessary, remove from service		
2.2	Use appropriate agents, apparatus and techniques to clean equipment		
2.3	Store clean equipment in the designated locations and manner		
<b>3</b>	<b>Monitor Stocks of materials and equipment</b>		
3.1	Perform stock checks and maintain records of usage as directed		
3.2	Store labelled stocks for safe and efficient retrieval		
3.3	Inform appropriate personnel of impending stock shortages to maintain continuity of supply		
<b>4</b>	<b>Maintain a safe work environment</b>		
4.1	Participate in OHS activities within scope of responsibilities		
4.2	Use established safe work practices and PPE to ensure personal safety and that of other personnel		
4.3	Report potential hazards and/or maintenance issues in own work area to designated personnel		
4.4	Minimise the generation of waste and environmental impacts		
4.5	Dispose of waste in accordance with workplace procedures, relevant codes and regulations		
<b>5</b>	<b>Follow incident and emergency</b>		
5.1	Identify incident and emergency situations		
5.2	Report and record incident and emergency situations according to workplace procedures		
5.3	Follow incident and emergency procedures as appropriate to the nature of emergency using emergency equipment according to workplace procedures		
<b>6</b>	<b>Determine Occupational Health and safety (OH&amp;S) issues relating to immediate work environment</b>		
6.1	Occupational Health and Safety issues in the immediate workplace are assessed and action to rectify the problem is taken or reported to supervisor		
6.2	Understand the aspects of First aid		
6.3	Understand the aspects of Fire Respond		
6.4	Workplace and OH&S procedures are followed to ensure safe working environment		
6.5	Occupational Health and Safety documents are provided to all work stations, this should include a list of personal safety items based on the line of work.		

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 Work Ethics and Optimize Professionalism

#	Activities	Mark “√” if completed	Date completed
<b>1</b>	<b>Define the purpose of work</b>		
1.1	One’s unique sense of purpose for working and the whys of work are identified, reflected on and clearly defined for one’s development as a person and as a member of society.		
1.2	Personal mission is in harmony with company’s values.		
<b>2</b>	<b>Apply work values/ethics</b>		
2.1	Work values/ethics/concepts are identified and classified in accordance with company’s ethical standard guidelines.		
2.2	Work policies are undertaken in accordance with company’s policies, guidelines on work ethical standard.		
2.3	Resources are used in accordance with company’s policies and guidelines.		
2.4	Punctuality, absence from work, sick, family and annual leave is maintained alignment to the Employment Act of the Maldives		
<b>3</b>	<b>Deal with ethical problems</b>		
3.1	Company ethical standards, organizational policy and guidelines on the prevention and reporting of unethical conduct/behavior are followed.		
3.2	Work incidents/situations are reported according to company protocol/guidelines.		
3.3	Resolution and/or referral of ethical problems identified are reported/documented based on standard operating procedure		
<b>4</b>	<b>Maintain integrity of conduct in the workplace</b>		
4.1	Personal behavior and relationships with coworkers and/or clients are demonstrated consistent with ethical standards, policy and guidelines.		
4.2	Work practices are satisfactorily demonstrated and consistent with industry work ethical standards, organizational policy and guidelines.		
4.3	Instructions to co-workers are provided based on ethical lawful and reasonable directives		
<b>5</b>	<b>Contribute to workplace efficiency and delivery of quality service</b>		
5.1	Prioritize work load according to level of responsibility		
5.2	Advise supervisor if additional resources or support are required to improve performance		
5.3	Undertake duties in a positive manner to enhance workplace cooperation and efficiency		
5.4	Monitor and adjust work practices to ensure that quality of outputs is maintained		
5.5	Identify and report opportunities for improvements in procedures, processes and equipment in work area		

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# ACKNOWLEDGEMENT OF TRAINING DELIVERY

## Unit-3: Practice effective workplace communication

#	Activities	Mark “√” if completed	Date completed
<b>1</b>	<b>Obtain and convey workplace information</b>		
1.1	Specific and relevant information is accessed from appropriate sources		
1.2	Effective questioning, active listening and speaking skills are used to gather and convey information		
1.3	Appropriate medium is used to transfer information and ideas		
1.4	Appropriate non- verbal communication is used		
1.5	Appropriate lines of communication with supervisors and colleagues are identified and followed		
1.6	Defined workplace procedures for the location and storage of information are used		
1.7	Personal interaction is carried out clearly and concisely		
<b>2</b>	<b>Speak English and Dhivehi at an operational level</b>		
2.1	Workplace interactions with colleagues appropriately made		
2.2	Verbal instructions or requests are responded to at an operational level		
2.3	Appropriate non-verbal communication used		
2.4	Simple requests are made		
2.5	Routine procedures are described		
2.6	Different forms of expression in English and Dhivehi is identified and used as appropriate		
<b>3</b>	<b>Participate in workplace meetings and discussions</b>		
3.1	Team meetings are attended on time		
3.2	Own opinions are clearly expressed and those of others are listened to without interruption		
3.3	Contact with local communities is maintained		
3.4	Workplace interactions are conducted in a courteous manner		
3.5	Questions about simple routine workplace procedures and matters concerning working conditions of employment are asked and responded to		
3.6	Meetings outcomes are interpreted and implemented correctly		
<b>4</b>	<b>Complete relevant work-related documents</b>		
4.1	Conditions of employment are clear and understood properly		
4.2	Relevant information accessed from appropriate sources		
4.3	Relevant data on workplace forms and other documents filled correctly		
4.4	Instructions and guidelines understood and followed properly		
4.5	Reporting requirements completed properly		
<b>5</b>	<b>Manage workplace calls and messages</b>		
5.1	Operate workplace phones		
5.2	Attend and manage phone calls		
5.3	Read and respond to texts and messages		
5.4	Perform communication in both English and Dhivehi		

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## Unit-4: Perform Computer operations

#	Activities	Mark "√" " if completed	Date completed
<b>1</b>	<b>Start computer, system information and features</b>		
1.1	Adjust workspace, furniture and equipment to suit user ergonomic requirements		
1.2	Ensure work organization meets organizational and occupational health and safety (OHS) requirements for computer operation		
1.3	Start computer or log on according to user procedures		
1.4	Identify basic functions and features using system information		
1.5	Customize desktop configuration, if necessary, with assistance from appropriate persons		
1.6	Use help functions as required		
<b>2</b>	<b>Organize files using basic directory and folder structures</b>		
2.1	Create folders/subfolders with suitable names		
2.2	Save files with suitable names in appropriate folders		
2.3	Rename and move folders/subfolders and files as required		
2.4	Identify folder/subfolder and file attributes		
2.5	Move folders/subfolders and files using cut and paste, and drag and drop techniques		
2.6	Save folders/subfolders and files to appropriate media where necessary		
2.7	Search for folders/subfolders and files using appropriate software tools		
2.8	Restore deleted folder/subfolders and files as necessary		
<b>3</b>	<b>Print information</b>		
3.1	Print information from installed printer		
3.2	View progress of print jobs and delete as required		
3.3	Change default printer if installed and required		
<b>4</b>	<b>Apply web browsing skills</b>		
4.1	Introduction to WWW		
4.2	Acknowledge to gather relevant information from reliable sources		
4.3	Use of search engines		
4.4	Basic interaction of browser		
4.5	Creating bookmarks in browser		
4.6	Upload and download files		
4.7	Navigation of hyperlink		
<b>5</b>	<b>Shut down Computer</b>		
5.1	Close all open applications		
5.2	Shut-down computer according to user procedures		
<b>6</b>	<b>Basic Microsoft word and excel skills</b>		
6.1	Ensure data is entered, checked and amended in accordance with organizational and task requirements, to maintain consistency of design and layout		
6.2	Format spreadsheet using software functions; to adjust page and cell layout to meet information requirements, in accordance with organizational style and presentation requirements		
6.3	Ensure formulae are used and tested to confirm output meets task requirements, in consultation with appropriate personnel as required		
6.4	Use manuals, user documentation and online help to overcome problems with spreadsheet design and production		
6.5	Format document using appropriate software functions to adjust page layout to meet information requirements, in accordance with organizational style and presentation requirements		
6.6	Use system features to identify and manipulate screen display options and controls		



6.7	Use manuals, user documentation and online help to overcome problems with document presentation and production		
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# ACKNOWLEDGEMENT OF TRAINING DELIVERY

## Unit-5: Provide First aid

#	Activities	Mark "√" " if completed	Date completed
<b>1</b>	<b>Assess the situation</b>		
1.1	Physical hazards and risks to self and others' health and safety identified		
1.2	Immediate risks to self and casualty's health and safety minimized by controlling hazards in accordance with occupational health and safety requirements		
1.3	The situation assessed and prompt decision taken on actions required		
1.4	Assistance sought from relevant persons/authority, as required and at the appropriate time		
<b>2</b>	<b>Apply basic first aid techniques</b>		
2.1	Casualty's physical condition assessed by visible vital signs		
2.2	First aid provided to stabilize the patient's physical and mental condition in accordance with enterprise policy on provision of first aid and recognized first aid procedures		
2.3	Available first aid equipment used as appropriate		
<b>3</b>	<b>Monitor the situation</b>		
3.1	Back-up services appropriate to the situation identified and notified promptly		
3.2	Information about the patient's condition reported accurately and clearly to emergency services personnel or health professionals		
<b>4</b>	<b>Prepare required documentation</b>		
4.1	Documented emergency situations according to enterprise procedures		
4.2	Clear and accurate reports are provided within required time frames		

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# ACKNOWLEDGEMENT OF TRAINING DELIVERY

## Unit-6: Respond to Fire

#	Activities	Mark "√" " if completed	Date completed
<b>1</b>	<b>Prepare for fire</b>		
1.1	Procedures related to a fire emergency are accessed, interpreted and rehearsed		
1.2	Location of firefighting equipment is identified and the equipment is checked in accordance with organizational procedures and referred for maintenance/replacement as required		
<b>2</b>	<b>Carry out initial notification and assessment</b>		
2.1	Nature and scope of the fire is identified, confirmed and reported to appropriate personnel		
2.2	Fire situation is assessed and appropriate course of action is determined in keeping with requirements for personal safety		
2.3	Notification of fire threat is undertaken in accordance with authorized procedures		
2.4	Emergency evacuation procedures are followed, where appropriate, and in accordance with organizational procedures		
<b>3</b>	<b>Extinguish fires</b>		
3.1	Fires are extinguished using the appropriate equipment, materials and procedures		
3.2	Extinguisher is applied to ensure fast knockdown of fire		
3.3	Extinguisher is used at the appropriate range and time		
3.4	Extinguisher is used to minimize damage to equipment and facilities and to minimize risk of injury to personnel		

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-7: Apply science in water testing

#	Activities	Mark "√" " if completed	Date completed
<b>1</b>	<b>Develop basic of water science</b>		
1.1	Introduction to water science		
1.2	General and Physical Chemistry		
1.3	Chemical Processes,		
1.4	Fluid Dynamics,		
1.5	Water Quantity and Quality,		
1.6	Soil and Water		
1.7	General and Environmental Microbiology.		
<b>2</b>	<b>Interpret Water Quality and treatment processes</b>		
2.1	Familiarize with water quality suitable for human consumption		
2.2	Explain waterborne diseases		
2.3	Identify various water treatment processes		
2.3	Interpret chemistry related to water treatment		
<b>3</b>	<b>Apply water science to determine quality of water</b>		
3.1	identify chemical structure of water prior and after treatment		
3.2	Perform simple tests to determine change of chemical structure		
3.3	Interpret water standards from international organizations, especially WHO.		
<b>4</b>	<b>Compile and present documentation</b>		
4.1	Assignments and reports compiled submitted by the students		
4.2	Logs of the activities and other documents are compiled		

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

Date:.....

Signature:.....

# ACKNOWLEDGEMENT OF TRAINING DELIVERY

## Unit-8: Apply Mathematics in water testing

#	Activities	Mark "√" " if completed	Date completed
<b>1</b>	<b>Identify and interpret formulae for process calculations</b>		
1.1	Required calculation method is identified to suit the application, including selection of relevant arithmetic operations and/or formulae.		
1.2	Units of measurement are identified and used correctly		
<b>2</b>	<b>Intepret and present graphical representations of mathematical information</b>		
2.1	Information presented in mathematical symbols, graphs and charts is correctly interpreted		
2.2	Information is presented clearly using mathematical symbols, graphs and charts		
<b>3</b>	<b>Perform calculations</b>		
3.1	Formulae are used correctly to perform calculations.		
3.2	Use electronic calculators or spreadsheets to perform water industry calculations		

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Date:.....

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# ACKNOWLEDGEMENT OF TRAINING DELIVERY

## Unit-9: Handle dangerous goods/hazardous substances

#	Activities	Mark "√" if completed	Date completed
<b>1</b>	<b>Identify requirements for working with dangerous goods and/ or hazardous substances</b>		
1.1	Dangerous goods/hazardous substances are identified from information including class labels, manifests and other documentation		
1.2	Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards		
1.3	Storage requirements for dangerous goods/hazardous substances are identified and applied		
1.4	Legislative requirements for dangerous goods/hazardous substances are used to plan work activities		
1.5	Handling procedures for different classes and characteristics of goods are observed		
1.6	Confirmation is sought from relevant personnel where dangerous goods/hazardous materials do not appear to be appropriately marked		
<b>2</b>	<b>Confirm site incident procedures</b>		
2.1	Incident reporting processes are identified		
2.2	Emergency equipment is located and checked in accordance with workplace procedures and statutory regulations		
2.3	Emergency procedures are identified and confirmed		
<b>3</b>	<b>Select handling techniques</b>		
3.1	Load handling and shifting procedures are selected in accordance with identified requirements for particular goods		
3.2	Handling equipment is checked for conformity with workplace requirements and manufacturer guidelines		
3.3	Suitable signage or placards are checked for compliance with workplace procedures, as required		
<b>4</b>	<b>Dispose of dangerous wastes</b>		
4.1	Identify different types of dangerous wastes		
4.2	Select proper disposal procedures		
4.3	Dispose the wastes accordingly		

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

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# ACKNOWLEDGEMENT OF TRAINING DELIVERY

## Unit-10: Work safely with instruments

#	Activities	Mark "√" " if completed	Date completed
<b>1</b>	<b>Store instruments safely and securely</b>		
1.1	Identify requirements for storage facilities and associated document processes		
1.2	Store instruments in accordance with requirements and documented procedures		
1.3	Secure instruments to prevent unauthorized access		
1.4	Record instruments' movements and usage in accordance with documented procedures		
<b>2</b>	<b>Transport instruments safely and securely</b>		
2.1	Select vehicle suitable for the purpose		
2.2	Attach regulation signage in accordance with state or territory requirements to indicate that radioactive sources are being carried		
2.3	Ensure that instruments are properly located and fixed securely in place		
2.4	Ensure security of instruments when the vehicle is unattended		
<b>3</b>	<b>Use instruments safely and maintain security</b>		
3.1	Follow safe working practices to minimise own exposure to radiation		
3.2	Use radiation dosimeter to monitor own exposure to radiation		
3.3	Follow safe work practices to minimise exposure of others to radiation		
3.4	Follow safe work practices to protect the instrument from damage		
3.5	Maintain instrument security		
<b>4</b>	<b>Maintain Records</b>		
4.1	Record observations, data and results in accordance with workplace procedures		
4.2	Maintain confidentiality of workplace information		
<b>5</b>	<b>Perform emergency procedures</b>		
5.1	Identify potential emergency situations		
5.2	Respond to emergencies in accordance with documented procedures		
5.3	Report emergency situations to appropriate personnel		

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

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# ACKNOWLEDGEMENT OF TRAINING DELIVERY

## Unit-11: Record and present Data

#	Activities	Mark "√" " if completed	Date completed
<b>1</b>	<b>Record and check data</b>		
1.1	Enter data into laboratory information system or record sheets as directed		
1.2	Check data to identify transcription errors or atypical entries		
1.3	Rectify errors in data using enterprise procedures		
<b>2</b>	<b>Calculate simple scientific quantities</b>		
2.1	Calculate simple scientific quantities using given formulae and data		
2.2	Ensure calculated quantities are consistent with estimations and expectations		
2.3	Report all calculated quantities with appropriate precision and units		
<b>3</b>	<b>Present Data in table, charts and graphs</b>		
3.1	Present data accurately in tables and charts using given formats and scales		
3.2	Recognise and report obvious features and trends in data		
<b>4</b>	<b>Store and Retrieve data</b>		
4.1	File and store data in accordance with enterprise procedures		
4.2	Maintain enterprise confidentiality standards		

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

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# ACKNOWLEDGEMENT OF TRAINING DELIVERY

## Unit-12: Perform calibration and maintenance of laboratory equipment

#	Activities	Mark "√" if completed	Date completed
<b>1</b>	<b>Perform setup and pre-use checks of laboratory equipment</b>		
1.1	Perform laboratory equipment setup and pre-use checks in accordance with enterprise procedures		
1.2	Perform safety checks in accordance with relevant enterprise and instrumental procedures		
1.3	Identify faulty or unsafe components and equipment and report to appropriate personnel		
1.4	Complete instrument log books/records to meet enterprise requirements		
<b>2</b>	<b>Prepare sauces required for menu items</b>		
2.1	Startup equipment according to operating procedures		
2.2	Use specified standards for calibration check		
2.3	Check equipment as per 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		
<b>3</b>	<b>Assist with equipment maintenance</b>		
3.1	Ensure all equipment work areas are clean during and after equipment use		
3.2	Perform basic maintenance in accordance with enterprise procedures		
3.3	Clean and store equipment according to enterprise and/or manufacturer's specifications/procedures		
3.4	Identify and replace, repair or dispose of damaged/worn equipment as appropriate		
<b>4</b>	<b>Record and report information on unsafe or faulty equipment according to enterprise procedures</b>		
4.1	Record and report information on unsafe or faulty equipment according to enterprise procedures		

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# ACKNOWLEDGEMENT OF TRAINING DELIVERY

## Unit-13: Sampling and prepare samples for testing

#	Activities	Mark “√” if completed	Date completed
<b>1</b>	<b>Sampling</b>		
1.1	Locate sampling points		
1.2	Sampling frequency and Sampling methods		
1.3	Make sampling procedure		
<b>2</b>	<b>Log samples</b>		
2.1	Record date (and time of arrival, if required) of samples at enterprise		
2.2	Check and match samples with request forms before they are accepted		
2.3	Enter samples into the laboratory information management system (LIMS)		
2.4	Apply required document tracking mechanisms		
2.5	Process 'urgent' test requests according to enterprise requirements		
2.6	Ensure security and traceability of all information, laboratory data and records		
<b>3</b>	<b>Address customer service issues</b>		
3.1	Report to referring client/supervisor when samples and request forms do not comply with workplace requirements		
3.2	Maintain confidentiality of all client/workplace data and information		
3.3	Ensure that information provided to customers is accurate, relevant and authorized for release		
3.4	Deal with customers politely and efficiently and in accordance with workplace procedures		
<b>4</b>	<b>Prepare samples for testing</b>		
4.1	Perform physical separation of the samples, as required		
4.2	Prepare the required number of sub-samples		
4.3	Perform chemical separation of the samples, as required		
4.4	Place samples in appropriate transport media, as required		
4.5	Monitor and control sample conditions before, during and after processing		
<b>5</b>	<b>Distribute samples</b>		
5.1	Group samples requiring similar testing requirements		
5.2	Distribute samples to workstations maintaining sample integrity		
5.3	Distribute request forms for data entry or filing in accordance with workplace procedures		
5.4	Check that samples and relevant request forms have been received by laboratory personnel		
<b>6</b>	<b>Maintain a safe work area and environment</b>		
6.1	Apply safe work practices to ensure personal safety and that of other laboratory personnel		
6.2	Use appropriate personal protective equipment (PPE) to ensure personal safety when sampling, processing, transferring or disposing of samples		
6.3	Report all accidents and spillages to supervisor		
6.4	Clean up splashes and spillages immediately using appropriate techniques and precautions		
6.5	Minimise the generation of wastes and environmental impacts		
6.6	Ensure the safe disposal of hazardous materials and other laboratory wastes		

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# ACKNOWLEDGEMENT OF TRAINING DELIVERY

## Unit-14: Prepare working solutions

#	Activities	Mark "√" " if completed	Date completed
<b>1</b>	<b>Make up working solutions</b>		
1.1	Identify the relevant standard methods for solution preparation		
1.2	Assemble specified laboratory equipment		
1.3	Select and prepare materials and solvent of specified purity		
1.4	Measure appropriate quantities of reagents for solution preparation and record data		
1.5	Prepare labels and log solution details in laboratory register		
1.6	Transfer solutions to appropriately labelled containers		
<b>2</b>	<b>Prepare and cook fish and seafood</b>		
2.1	Monitor shelf life of working solutions and identify those that are unfit for use according to laboratory procedures		
2.2	Replace out-of-date or reject solutions according to laboratory procedures		
<b>3</b>	<b>Present fish and seafood</b>		
3.1	Use appropriate safety procedures and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel		
3.2	Store reagents and clean/store glassware and equipment in accordance with workplace procedures		
3.3	Minimise generation of waste and environmental impacts		
3.4	Clean up spills using appropriate techniques		
3.5	Ensure the safe collection of laboratory and hazardous waste for subsequent disposal		

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-15: Perform basic tests

#	Activities	Mark "√" if completed	Date completed
<b>1</b>	<b>Interpret test requirements</b>		
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		
<b>2</b>	<b>Prepare sample</b>		
2.1	Record sample description, compare with specification, record and report discrepancies		
2.2	Prepare sample in accordance with appropriate standard methods		
<b>3</b>	<b>Check equipment before use</b>		
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		
<b>4</b>	<b>Perform tests on samples</b>		
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		
4.4	Perform calculations on data as required		
4.5	Identify and report out of specification or atypical results promptly to appropriate personnel		
4.6	Shut down equipment in accordance with operating procedures		
<b>5</b>	<b>Maintain A safe work environment</b>		
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		

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

Date:.....

Signature:.....

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Relevant  
Competency  
Unit (s):

**Date:**

**Work / Function / Task / Activity Performed**

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**LABORATORY  
TECHNICIAN**