

Specification of Competency Standards
for the Testing, Inspection and Certification Industry
Unit of Competency

Functional Area - Testing Operations

Title	Obtain representative samples in accordance with sampling plan
Code	105772L4
Range	This unit of competency (UoC) covers the abilities to obtain a range of samples that are representative of the source material (e.g. raw materials, product in process, final product) in accordance with a defined sampling plan.
Level	4
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of sampling preparation</p> <ul style="list-style-type: none"> • Confirm the sampling location, number and type of samples, and timing and frequency of sampling from enterprise or client's sampling plan. • Select sampling equipment and conditions to achieve representative samples. • Check that all standard operating procedures (SOPs) are in accordance with client or enterprise requirements, relevant standards and codes. • Assemble and check all sampling equipment, materials, containers and safety equipment. <p>2. Obtain representative samples in accordance with sampling plan</p> <ul style="list-style-type: none"> • Locate sampling sites. • Conduct representative sampling in accordance with sampling plan and defined procedures. • Take photos of sampling sites and samples if necessary. • Record all information and label samples in accordance with traceability requirements. • Prepare sub-samples and back-up sub-samples that are representative of the source. • Label all sub-samples to ensure traceability and store in accordance with the SOPs. • Follow defined preparation and safety procedures to limit hazard or contamination to samples, self, work area and environment. • Distribute sub-samples to defined work stations maintaining sample integrity and traceability requirements. • Deliver samples required for testing to the laboratory according to SOP. • Report all relevant aspects of the sampling and preparation phases accurately. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Maintain security and confidentiality of all client/enterprise data and information. • Use defined safe work practices and personal protective equipment to ensure personal safety and that of other laboratory personnel
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • obtain a sample that is representative of the bulk material in accordance with the sampling plan, • label samples and sub-samples to satisfy traceability requirements of the enterprise / accreditation, • record all aspects of the sampling activities accurately.
Remark	