

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

Functional Area - Testing Operations

Title	Establish procedures for handling of test / inspection items and samples
Code	105775L4
Range	This unit of competency (UoC) covers the ability to establish procedures for proper and safe handling of test / inspection items and samples in testing laboratories or during on-site operation by analysing requirements in international standards and applying appropriate documentation process.
Level	4
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of procedures for handling of test / inspection items and samples</p> <ul style="list-style-type: none"> • Apply the concepts of identification, record and document of test / inspection items and samples. • Analyse the accreditation requirements of proper and safe handling of test/ inspection items and samples. • Explain the sample reception and documentation processes. • Identify appropriate facilities used for avoiding deterioration, loss or damage to the test / inspection items and samples. <p>2. Establish procedures for handling of test / inspection items and samples</p> <ul style="list-style-type: none"> • Prepare procedures for handling of test / inspection items and samples. • Prepare procedures for the containment and cleanup of spillages and breakages. • Specify maintenance requirements of equipment and facilities used in the processes of handling of test / inspection items and samples. • Disseminate the importance of sample and item handling to relevant personnel. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure the established procedures for handling of test / inspection items and samples meet the criteria of relevant international standards.
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> • establish procedures for proper and safe handling of test / inspection items and samples that can meet the criteria of relevant international standards in testing laboratories or during on-site operation.
Remark	<p>The relevant international standards involved in this UoC are as follows:</p> <ul style="list-style-type: none"> • ISO/IEC 17025 General Requirements for the Competence of Testing and Calibration Laboratories • ISO/IEC 17020 Conformity Assessment – Requirements for the Operation of Various Types of Bodies Performing Inspection