

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

Functional Area - Testing Operations

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| Title | Receive samples |
| Code | 105776L2 |
| Range | This unit of competency (UoC) covers the abilities to check documentation upon receiving samples and log and distribute samples in the laboratory according to the established procedures. |
| Level | 2 |
| Credit | 1 (For Reference Only) |
| Competency | <p>Performance Requirements</p> <p>1. Possess knowledge of sample receipt and documentation</p> <ul style="list-style-type: none"> • Describe the procedures for the receipt, documentation, distribution and storage of samples. • Identify potential hazard and unstable nature of samples. • Describe requirement of specified sample types for specific tests. • Describe sample storage and transport requirements. <p>2. Receive samples</p> <ul style="list-style-type: none"> • Log samples according to the standard operating procedures including: <ul style="list-style-type: none"> ○ record date and time of arrival of samples at the reception, ○ record any abnormalities of sample package/container, ○ check and match samples with client's request forms before they are accepted, ○ enter sample information into appropriate laboratory information system. • Label samples accurately and completely. • Apply required document tracking mechanisms. • Distribute samples to work stations maintaining sample integrity. • Check that samples and relevant request forms have been received by laboratory personnel. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure security and traceability of all information, data and records of client/laboratory. • Use appropriate protective equipment to ensure personal safety when transferring or disposing of samples. |
| Assessment Criteria | <p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • receive and log samples into the laboratory information system in accordance with standard operating procedures, • distribute samples to work stations and maintain sample integrity and traceability. |
| Remark | |