

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

Functional Area - Testing Operations

Title	Record and present data
Code	105873L3
Range	This unit of competency (UoC) covers the abilities to record and store data, perform simple calculations of scientific quantities, present information in appropriate format, and identify atypical data and rectify mistakes in a testing / calibration laboratory.
Level	3
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of recording and presenting data</p> <ul style="list-style-type: none"> <li>• Apply basic concepts of metrology, the international system of units and data traceability.</li> <li>• Master relevant scientific and technical terminology of data and observations to be recorded.</li> <li>• Describe conversion of units, significant figures, estimation, approximation and rounding policy.</li> <li>• State mathematical formulae for data manipulation.</li> <li>• Describe different formats of presenting data, e.g. graphs, charts, tables.</li> </ul> <p>2. Record and present data</p> <ul style="list-style-type: none"> <li>• Enter original measurement data and observation into laboratory information system or record sheets as required.</li> <li>• Record identities of equipment used, reference standards, method, standard solutions, operator and necessary information to ensure the traceability of measurement.</li> <li>• Check data to identify transcription errors or atypical entries and rectify errors in compliance with documented procedures.</li> <li>• Calculate simple scientific quantities using given formulae and data.</li> <li>• Present data accurately in tables and charts using given formats and scales.</li> <li>• Submit all data records for checking by appropriate personnel.</li> <li>• File and store data securely in accordance with documented procedures.</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Ensure data and relevant information are accurately recorded and presented.</li> <li>• Maintain the confidentiality of data in accordance with documented procedures and code of conduct of the laboratory.</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• record and present data in the required format accurately,</li> <li>• compute simple scientific quantities, identify atypical entries and rectify mistakes timely,</li> <li>• store and keep records securely to maintain the confidentiality of data.</li> </ul>
Remark	