

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

Functional Area - Testing Operations

Title	Control purchasing of services and supplies
Code	105876L5
Range	This unit of competency (UoC) covers the abilities to select and critically evaluate purchasing of services and supplies that affect the quality of tests in the laboratory according to relevant international standard and/or accreditation regulation.
Level	5
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of purchasing of services and supplies</p> <ul style="list-style-type: none"> • Critically review the test methods and operation of the laboratory to determine reagents, consumables and equipment needed to be purchased. • Establish the stock control requirements of reagents and consumables. • Interpret the requirements for purchasing of services and supplies in relevant international standard and/or laboratory accreditation scheme. • Identify suppliers of critical consumables, supplies and services. • Formulate criteria for selection of suppliers of consumables and services. <p>2. Control purchasing of services and supplies</p> <ul style="list-style-type: none"> • Select suitable suppliers according to the selection criteria and purchase consumables and services that affect the quality of tests according to the standard operating procedures. • Check the compliance of purchased services and supplies with standard specifications or requirements defined in the test methods and maintain the record of actions taken. • Review and approve for technical content in purchasing documents for items affecting the quality of laboratory output prior to release. • Critically evaluate a broad range of suppliers of consumables, supplies and services which affect the quality of testing and maintain the record of evaluations and list of approved suppliers. • Maintain stock levels of reagents and consumables to ensure smooth operation of the laboratory. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure the control of purchasing of services and supplies complies with standard specifications or test method requirements.
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • select suitable suppliers for the purchase of services and supplies that affect the quality of tests, • critically evaluate suppliers of consumables, supplies and services and generate the list of approved suppliers.
Remark	<p>The relevant international standard and laboratory accreditation scheme 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 • HOKLAS 003 Technical Criteria for Laboratory Accreditation