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

Functional Area - Testing Operations

Title	Control laboratory documents and records
Code	105994L5
Range	This unit of competency (UoC) covers the abilities to control and maintain a range of laboratory documents and quality and technical records to be readily retrievable in the laboratory according to relevant international standard and/or accreditation regulation.
Level	5
Credit	2 （For Reference Only）
Competency	Performance Requirements 1. Possess knowledge of laboratory document control system • Interpret the requirements of document control and control of records in relevant international standard and/or laboratory accreditation scheme. • Describe the procedures to control all documents that form part of the management system of the laboratory. • Determine a range of documents to be controlled in the laboratory, e.g. regulations, standards, other normative documents, test and/or calibration methods, drawings, software, specifications, instructions, manuals. • Describe the procedures for identification, collection, indexing, access, filing, storage within defined period, maintenance and disposal of quality records (including internal audit reports, management review reports, records of corrective and preventive actions) and technical records. • Describe the procedures to protect and back-up records stored electronically and to prevent unauthorised access to or amendment of these records. 2. Control laboratory documents and records • Authorise editions of appropriate documents and make available at all locations where essential laboratory operations are performed. • Review and, where necessary, revise documents periodically to ensure continuing suitability and compliance with applicable requirements and identify the altered or new text in the document or the appropriate attachments. • Remove invalid or obsolete documents from all points of issue or use. • Identify management system documents generated by the laboratory uniquely, including the date of issue and/or revision identification, page numbering, the total number of pages, the issuing authority(ies). • Store and retain records in a way that they are readily retrievable in the laboratory. • Maintain records of original observations and raw data and provide a traceable link between the test sample or calibration item as received and the report or certificate which is eventually issued. 3. Exhibit professionalism • Ensure the controlled documents are reviewed and managed effectively in the laboratory. • Ensure controlled quality and technical records are retained securely and confidentially.
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: • authorise, review and revise documents to ensure continuing suitability and compliance with applicable requirements, • control and maintain records to provide a traceable link between the test sample or calibration item as received and the report or certificate to be issued.

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Remark	The relevant international standard and laboratory accreditation scheme involved in this UoC are as follows: • ISO/IEC 17025 General Requirements for the Competence of Testing and Calibration Laboratories • HOKLAS 003 Technical Criteria for Laboratory Accreditation