

## COGLS13

### Plan and monitor small scale processing activities within life sciences



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#### Overview

This standard covers the competences you need to plan and monitor small scale processing activities within life sciences, in accordance with approved procedures and practices. It covers planning and dealing with variances within the processing.

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

The activity is likely to be undertaken by someone whose work role carries out life science related work activities. This could include individuals working in hospitals, scientific laboratories, schools and universities.

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### Performance criteria

- You must be able to:*
- P1 ensure that your life sciences related work activity is carried out in accordance with workplace procedures
  - P2 use safe practices and the appropriate personal protection equipment where scientific or technical activities are performed
  - P3 evaluate available information and consult with others to prepare plans for small scale processing activities
  - P4 establish the conditions for small scale processing and take the appropriate action to maintain them
  - P5 detail the calibration status of equipment and the preparations required for the processing operation
  - P6 submit proposed plans to the relevant people in the organization for approval and to assist the overall planning
  - P7 use the agreed plans to start, monitor and control delivery of small scale processing activities
  - P8 evaluate variances between what was planned and what actually happened on the activities and take action in accordance with organization policies and procedures
  - P9 gather information from implementation of the small processing plan to assist in the preparation of future plans
  - P10 present the results of the work done to the appropriate people, in accordance with departmental and organisational procedures

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### Knowledge and understanding

*You need to know and understand:*

- K1 why it's important to understand the latest technological developments in the life sciences industry and how to keep up-to-date with them
- K2 why it's important to ensure your activities are cost effective
- K3 how to ensure cost effectiveness does not affect quality
- K4 the health and safety requirements of the area in which you are carrying out the life sciences related work activities
- K5 the implications of not taking account of legislation, regulations, standards and guidelines when conducting scientific or technical activities
- K6 the scientific or technical techniques and processes you must use correctly in the workplace
- K7 the importance of correct identification, and any unique workplace coding system
- K8 the lines of communication and responsibilities in your department, and the links with the rest of the organisation
- K9 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K10 the consequences of breaches of quality procedures
- K11 the principles and procedures for small scale processing
- K12 the essential features of a process plan and how to establish it
- K13 the operating conditions that are necessary to conduct the small scale processing, and how to maintain them
- K14 why it is important to establish set procedures
- K15 the range of equipment used for small scale processing
- K16 why it is important to establish data recording and reporting procedures for activities
- K17 the methods that can be used for dealing with the handling, storage and disposal of materials
- K18 the cleaning materials and methods that should be used
- K19 the range of resources needed for small scale processing
- K20 the reporting procedure in the event of deviations from processing plans
- K21 common problems that can occur and solutions

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K22 the document control and reporting procedures that should be used

K23 the reasons why effective communication is important, and the methods used for communicating effectively

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<b>Developed by</b>	Cogent
<b>Version number</b>	1
<b>Date approved</b>	February 2013
<b>Indicative review date</b>	February 2018
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Cogent
<b>Original URN</b>	COGLS13
<b>Relevant occupations</b>	Associate Professionals and Technical Occupations; Science and mathematics; Science; Science and Engineering Technicians; Professional Occupations; Science Professionals
<b>Suite</b>	Life Sciences 2013
<b>Key words</b>	Life sciences; plan; monitor; scale; processing; health and safety; recording systems and data; sample identification