
Overview

This standard is about carrying out simple tests using manual or automated equipment. You will be expected to follow laid down procedures, to select and use relevant equipment and to record all results correctly. All work will be carried out in accordance with the relevant workplace procedures.

Accurate and reliable test results are essential in many companies. These are often part of a quality assurance system, where failure to meet requirements could result in major problems for the organisation. It is therefore essential that you are familiar with the test(s) you are carrying out, that you follow all procedures and record all results accurately.

You will be familiar with and follow the company procedures. Whilst you are not expected to be responsible for developing test methods, you are expected to conduct the tests to the required accuracy and to record all results in the appropriate format. You will have a sound knowledge of any quality system you are working to and the consequences of failing to comply with its requirements.

Who this standard is for

The standard is recommended for all staff, but particularly new recruits and junior employees.

**Performance
criteria**

- You must be able to:
- P1 ensure that your work is carried out in accordance with workplace procedures
 - P2 obtain the appropriate equipment and materials for the manual or automated tests to be carried out
 - P3 conduct manual or automated laboratory tests on samples in accordance with the correct procedures and techniques
 - P4 record the results of manual or automated tests in accordance with workplace procedures
 - P5 dispose of waste items from manual or automated laboratory tests in accordance with workplace procedures
 - P6 return equipment and materials that can be used for future testing to the correct storage location
 - P7 communicate the required information laboratory activities to authorised people in accordance with departmental and organisational procedures

Knowledge and understanding

You need to know and understand:

- K1 the health and safety requirements of the area in which you are carrying out the activities
- K2 the techniques and processes you must use correctly in the workplace
- K3 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K4 the correct procedures for storing, handling and transporting the samples to be tested
- K5 the correct procedures for dealing with any broken, leaking or faulty sample
- K6 how to assess if a sample is suitable for analysis
- K7 how to use and take a reading from manual test kits or automated equipment used in the workplace
- K8 the procedure to be followed when samples do not match up with the test output specification or accompanying documentation
- K9 the factors which might adversely affect the integrity of the sample during storage, handling or transport

COGLS212

Carry out testing using manual or automated equipment in life sciences and related industries



Developed by	Cogent
Version number	1
Date approved	October 2013
Indicative review date	October 2018
Validity	Current
Status	Original
Originating organisation	Cogent
Original URN	COGLS212
Relevant occupations	Associated Professionals and Technical Occupations; Science and Mathematics; Science; Science and Engineering Technicians; Professional Occupations; Science Professionals
Suite	Life Sciences and Related Industries 2
Key words	simple testing; automatic; manual; tests
