

## COGLS4

# Assure quality processes and procedures for life sciences related work activities



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### Overview

This standard identifies the competences you need to assure the quality of processes and procedures used for life science related work activities, in accordance with approved procedures. Assurance can occur during workplace activities or after they have occurred. You will be expected to identify and use relevant business and scientific or technical understanding, methods and skills to address workplace problems that are well defined but complex and non-routine. You will be expected to take responsibility for overall courses of action.

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 work related activity is carried out in accordance with workplace procedures
  - P2 identify and agree the area of work that will be assured with the relevant people
  - P3 establish clear and precise criteria for assuring the quality of processes and procedures for activities
  - P4 identify suitable quality assurance methods and techniques appropriate for the work being assured
  - P5 use safe practices and the appropriate personal protection equipment where the assurance of process and procedures activities will take place
  - P6 ensure that the specified quality assurance processes and procedures are implemented correctly
  - P7 assess accurately the required processes and procedures quality against actual execution
  - P8 recommend improvement to the quality of the processes and procedures and/or the activities
  - P9 identify and determine appropriate quality monitoring arrangements for the processes and procedures
  - P10 record the results and present this to 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 is important that quality is maintained for life sciences products and services
- K2 why attention to detail is critical for carrying out life sciences related work activities
- K3 how to identify and assess the requirements of the life sciences work related activities being assured
- K4 the health and safety requirements of the life sciences area in which you are carrying out the activities
- K5 the importance of correct identification, and any unique workplace coding system
- K6 the types of investigation initiated and used to review the effectiveness or appropriateness of methods, action and results
- K7 the quality criteria that could be used for different types processes and procedures
- K8 the quality assurance methods that are available
- K9 the lines of communication and responsibilities in your department, and the links with the rest of the organisation
- K10 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K11 who should be involved in the quality assurance process
- K12 who requires information on the quality assurance and the procedures for informing them
- K13 how to determine the resources that are necessary to ensure that quality methods and procedures are applied
- K14 the regulations and guidelines relevant to your area of responsibility
- K15 how to obtain and interpret information on regulations and guidelines
- K16 the types of recommendation that could emerge from the quality assurance process
- K17 methods of recording and presenting quality assurance information

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