

## Element RATING Checklist

### UNIT OF COMPETENCE: Perform Standard Laboratory Practices

UNIT CODE: 1022 441 08A

| ELEMENT                                | Performance criteria                                                                    | Criteria Weighting Factors                                                                                           |                                                                                                               |                                                                                                                      |                                                                                                  |                                                                                                                 | Rating |
|----------------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|--------|
|                                        |                                                                                         | C<br>r<br>i<br>t<br>i<br>c<br>a<br>l<br>o<br>r<br>N<br>o<br>n<br>c<br>r<br>i<br>t<br>i<br>c<br>a<br>l<br>P<br>C<br>s | Kn<br>ow<br>led<br>ge<br>ba<br>se<br>d<br>PC<br>or<br>Pe<br>rfo<br>rm<br>an<br>ce<br>ba<br>se<br>d<br>PC<br>s | Cr<br>ea<br>tiv<br>ity<br>le<br>ve<br>l<br>re<br>qu<br>ire<br>d<br>to<br>ac<br>co<br>m<br>pli<br>sh<br>a<br>ta<br>sk | N<br>u<br>m<br>be<br>r<br>of<br>ta<br>sk<br>s<br>in<br>vo<br>lv<br>ed<br>in<br>th<br>e<br>P<br>C | P<br>C<br>re<br>qu<br>ire<br>s<br>a<br>Pr<br>od<br>uc<br>t<br>or<br>a<br>Pr<br>oc<br>es<br>s<br>or<br>bo<br>th. |        |
| 1. Perform laboratory safety procedure | 1.1. Personal Protective Equipment (PPE) is donned as per work requirement.             | 1                                                                                                                    | 1                                                                                                             | 0                                                                                                                    | 1                                                                                                | 1                                                                                                               |        |
|                                        | 1.2. Laboratory hazard and risk are handled based on laboratory safety procedures.      | 1                                                                                                                    | 1                                                                                                             | 1                                                                                                                    | 3                                                                                                | 1                                                                                                               |        |
|                                        | 1.3. Laboratory chemical and reagent are stored based on manufacturer's specifications. | 1                                                                                                                    | 1                                                                                                             | 0                                                                                                                    | 3                                                                                                | 1                                                                                                               |        |
|                                        | 1.4. Laboratory waste is disposed as per work requirement.                              | 1                                                                                                                    | 1                                                                                                             | 0                                                                                                                    | 4                                                                                                | 1                                                                                                               |        |
|                                        | 1.5. Laboratory safety rules are applied as per good laboratory practices               | 0                                                                                                                    | 1                                                                                                             | 0                                                                                                                    | 3                                                                                                | 1                                                                                                               |        |
|                                        | 1.6. Risks assessment is conducted according to the likelihood and severity.            | 0                                                                                                                    | 1                                                                                                             | 0                                                                                                                    | 5                                                                                                | 2                                                                                                               |        |
|                                        | 1.7. Types of injuries are handled according to laboratory first aid procedures.        | 0                                                                                                                    | 1                                                                                                             | 0                                                                                                                    | 4                                                                                                | 1                                                                                                               |        |

|                                              |                                                                                                          |          |           |          |           |           |          |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------|----------|-----------|----------|-----------|-----------|----------|
|                                              | 1.8. First aid procedures are reviewed as per laboratory safety guidelines.                              | 0        | 2         | 0        | 4         | 2         |          |
|                                              | 1.9. Develop emergency response procedures and preparedness as per OSHA.                                 | 0        | 2         | 0        | 5         | 2         |          |
|                                              | 1.10. Maintain records of hazards, risks assessment and control measures as per legal requirement.       | 0        | 2         | 0        | 4         | 2         |          |
|                                              | <b>Sub-total 1</b>                                                                                       | <b>4</b> | <b>13</b> | <b>1</b> | <b>36</b> | <b>14</b> | <b>1</b> |
| 2. Maintain laboratory resource              | 2.1 Laboratory inventory is maintained as per Good Laboratory Practice work requirement                  | 1        | 1         | 0        | 5         | 2         |          |
|                                              | 2.2 Laboratory equipment and apparatus is maintained as per the manufacturer's specifications.           | 1        | 1         | 0        | 5         | 2         |          |
|                                              | 2.3 Laboratory resource is stored as per the manufacturer's guidelines.                                  | 0        | 1         | 0        | 4         | 2         |          |
|                                              | 2.4 Obsolete resource is disposed as per Occupational Safety and Health (OSH) guidelines.                | 0        | 1         | 0        | 4         | 2         |          |
|                                              | <b>Sub-total 2</b>                                                                                       | <b>2</b> | <b>4</b>  | <b>0</b> | <b>18</b> | <b>8</b>  | <b>2</b> |
| 3. Prepare laboratory reagents and chemicals | 3.1 Personal protective equipment is donned as per work requirement.                                     | 0        | 1         | 0        | 1         | 1         |          |
|                                              | 3.2 Laboratory reagents and apparatus are assembled as per work requirement.                             | 0        | 1         | 0        | 4         | 2         |          |
|                                              | 3.3 Laboratory reagents and chemicals standardization is carried out as per work requirement.            | 1        | 1         | 0        | 4         | 2         |          |
|                                              | 3.4 Laboratory reagent and chemical is stored according to work requirement laboratory manual procedure. | 0        | 1         | 0        | 4         | 2         |          |
|                                              | <b>Sub-total 3</b>                                                                                       | <b>1</b> | <b>4</b>  | <b>0</b> | <b>13</b> | <b>7</b>  | <b>3</b> |

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| ELEMENT                                | Rating of the Elements<br>Scale of 1- 3 | Weighting of Element | Conversion to % | Weighting of Element by a Factor of 3 | Weighting of Element<br>(Ratio of 4:6) |           | Performance criteria                                                                   | Weighting of PCs |                 |
|----------------------------------------|-----------------------------------------|----------------------|-----------------|---------------------------------------|----------------------------------------|-----------|----------------------------------------------------------------------------------------|------------------|-----------------|
|                                        |                                         |                      |                 |                                       | Theory                                 | Practical |                                                                                        | Theory Marks     | Practical Marks |
| 1. Perform laboratory safety procedure | 1                                       | 3                    | 50              | 150                                   | 60                                     | 90        | 1.1 Personal Protective Equipment (PPE) is donned as per work requirement.             | 7                | 9               |
|                                        |                                         |                      |                 |                                       |                                        |           | 1.2 Laboratory hazard and risk are handled based on laboratory safety procedures.      | 9                | 13              |
|                                        |                                         |                      |                 |                                       |                                        |           | 1.3 Laboratory chemical and reagent are stored based on manufacturer's specifications. | 8                | 12              |

|  |  |  |  |  |  |  |                                                                                 |    |    |
|--|--|--|--|--|--|--|---------------------------------------------------------------------------------|----|----|
|  |  |  |  |  |  |  | 1.4<br>Laboratory waste is disposed as per work requirement.                    | 12 | 18 |
|  |  |  |  |  |  |  | 1.5<br>Laboratory safety rules are applied as per good laboratory practices     | 2  | 4  |
|  |  |  |  |  |  |  | 1.6 Risks assessment is conducted according to the likelihood and severity.     | 6  | 10 |
|  |  |  |  |  |  |  | 1.7 Types of injuries are handled according to laboratory first aid procedures. | 3  | 5  |
|  |  |  |  |  |  |  | 1.8 First aid procedures are reviewed as per laboratory safety guidelines.      | 4  | 6  |
|  |  |  |  |  |  |  | 1.9 Develop emergency response procedures and preparedness as per OSHA.         | 5  | 7  |

|                                 |   |   |       |       |    |    |                                                                                                   |           |           |
|---------------------------------|---|---|-------|-------|----|----|---------------------------------------------------------------------------------------------------|-----------|-----------|
|                                 |   |   |       |       |    |    | 1.10 Maintain records of hazards, risks assessment and control measures as per legal requirement. | 4         | 6         |
|                                 |   |   |       |       |    |    | <b>Subtotal 1</b>                                                                                 | <b>60</b> | <b>90</b> |
| 2. Maintain laboratory resource | 2 | 2 | 33.33 | 99.99 | 40 | 60 | 2.1 Laboratory inventory is maintained as per Good Laboratory Practice work requirement           | 12        | 18        |
|                                 |   |   |       |       |    |    | 2.2 Laboratory equipment and apparatus is maintained as per the manufacturer's specifications.    | 12        | 18        |
|                                 |   |   |       |       |    |    | 2.3 Laboratory resource is stored as per the manufacturer's guidelines.                           | 8         | 12        |
|                                 |   |   |       |       |    |    | 2.4 Obsolete resource is disposed as per Occupational Safety and Health (OSH) guidelines.         | 8         | 12        |
|                                 |   |   |       |       |    |    | <b>Sub-total 2</b>                                                                                | <b>40</b> | <b>60</b> |

|                                              |   |   |       |       |     |     |                                                                                                          |           |           |
|----------------------------------------------|---|---|-------|-------|-----|-----|----------------------------------------------------------------------------------------------------------|-----------|-----------|
| 3. Prepare laboratory reagents and chemicals | 3 | 1 | 16.67 | 50.01 | 20  | 30  | 3.1 Personal protective equipment is donned as per work requirement.                                     | 4         | 7         |
|                                              |   |   |       |       |     |     | 3.2 Laboratory reagents and apparatus are assembled as per work requirement.                             | 5         | 6         |
|                                              |   |   |       |       |     |     | 3.3 Laboratory reagents and chemicals standardization is carried out as per work requirement.            | 6         | 10        |
|                                              |   |   |       |       |     |     | 3.4 Laboratory reagent and chemical is stored according to work requirement laboratory manual procedure. | 5         | 7         |
|                                              |   | 6 | 100   | 300   | 120 | 180 | <b>Sub-total 3</b>                                                                                       | <b>20</b> | <b>30</b> |

|  |  |                        |            |            |
|--|--|------------------------|------------|------------|
|  |  | <b>TOTAL<br/>MARKS</b> | <b>120</b> | <b>180</b> |
|--|--|------------------------|------------|------------|