

Facilities and Equipment Checklist

Qualification:	MSL30118 Certificate III in Laboratory Skills (Release 2)		
School:			
Reviewed by:		Date:	
Qualification Description			
<p><i>This qualification covers the skills and knowledge required to perform a limited range of laboratory operations across all industry sectors and is the entry level required for laboratory personnel across all industry sectors.</i></p> <p><i>Employment outcomes targeted by this qualification include laboratory technicians, instrument operators and similar personnel.</i></p> <p><i>Laboratory technicians perform straightforward laboratory work. They follow set procedures and recipes, and apply well developed technical skills and basic scientific knowledge. They generally work inside a laboratory but may also perform technical tasks in the field or within production plants. They may also perform a range of laboratory maintenance and office tasks.</i></p> <p><i>The majority of their work involves a predictable flow of parallel or similar tasks within one scientific discipline. Laboratory technicians:</i></p> <p><i>perform straightforward technical tasks to prepare and test samples using relevant procedures, Australian Standards and readily available advice. These tasks generally require close attention to detail and to the accuracy and precision of measurements. They may require the use of manual or semi-automated techniques.</i></p>			

Instructions

Review and select the units being undertaken in this qualification.

Note:

- If an alternative unit is selected that has not been listed, please contact AIET.
- Teachers and students must have access to digital devices for the purposes of capturing photographic or video evidence. This may be students' personal devices according to relevant school policy, or provided by the school.

Tick all relevant units being delivered:	Units	
Core Units		
<input checked="" type="checkbox"/>	MSL913003	Communicate with other people
<input checked="" type="checkbox"/>	MSL913004	Plan and conduct laboratory/field work
<input checked="" type="checkbox"/>	MSL922001	Record and present data
<input checked="" type="checkbox"/>	MSL933006	Contribute to the achievement of quality objectives
<input checked="" type="checkbox"/>	MSL943004	Participate in laboratory or field workplace safety
<input checked="" type="checkbox"/>	MSMENV272	Participate in environmentally sustainable work practices
Elective Units (tick all that apply)		
<input type="checkbox"/>	MSL913003	Communicate with other people
<input type="checkbox"/>	MSL913004	Plan and conduct laboratory/field work
<input type="checkbox"/>	MSL922001	Record and present data
<input type="checkbox"/>	MSL933006	Contribute to the achievement of quality objectives
<input type="checkbox"/>	MSL943004	Participate in laboratory or field workplace safety
<input type="checkbox"/>	MSMENV272	Participate in environmentally sustainable work practices
<input type="checkbox"/>	MSL913003	Communicate with other people

Instructions

Review the equipment requirements for the qualification. Notes on equipment in place can be included in the Notes/Details column Where possible photos should be taken to be submitted with this checklist.

- Table 1: All items in Table 1 must be checked as available
- Table 2: Please provide information related to all elective units being delivered.

Resources unavailable:

Where the resources do not meet all the assessment conditions listed in the checklist, please note the Action Plan in place for how the requirement will be addressed. (i.e., request to alter elective units in training, arrange for students to be trained and assessed at another facility for all or part of training, equipment being ordered, installation pending etc.)

If appropriate arrangements are not able to be made, please contact the Quality and Compliance Team at AIET on Ph 03 9387 2051 or info@aiet.edu.au

Table 1: Equipment/Resources required for *all* units in this qualification:

Please ensure that all items listed below are available at your school in order to deliver this qualification.

Equipment requirements	Notes/Action Plan	AIET Office Use Verified
<p><EXAMPLE> <i>Safety procedures including but are not limited to, one or more of:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> PPE <input type="checkbox"/> Handling, labelling and storing hazardous material and equipment in accordance with labels, MSDS, manufacturer instructions and workplace procedures and regulations, emergency response procedures <input type="checkbox"/> Cleaning and/or decontamination of equipment <input type="checkbox"/> machinery guards <input type="checkbox"/> signage, barriers, service isolation tags, traffic control and flashing lights, lockout and tag-out procedures 	<p><EXAMPLE> <i>Isolation tags on order. No flashing lights installed in school lab,, when required we will simulate these with borrowed equipment from production</i></p>	<p><EXAMPLE> <i><e.g. photo> <e.g. sighted></i></p>
<p>A working laboratory simulating a workplace environment for a laboratory technician including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> standard laboratory equipped with basic test equipment; a standard laboratory equipped with appropriate reagents and equipment, including pH meters; balances; stirrers, water baths and hot plates; burners, autoclave; measuring cylinders, flasks and glassware; Petri dishes; media storage bottles; self-refilling syringes; membrane filtration equipment; labelling equipment; distilled water apparatus; refrigerators; sterilisation equipment and indicators 		

Equipment requirements	Notes/Action Plan	AIET Office Use Verified
<input type="checkbox"/> common measuring instruments, materials, standard methods, workplace procedures <input type="checkbox"/> Safety Data Sheets (SDS) and equipment manuals <input type="checkbox"/> Storage facilities		
<input type="checkbox"/> Access to a reliable internet connection and a computer/workstation <input type="checkbox"/> Communication equipment		
Access to documentation, procedures and specifications: <ul style="list-style-type: none"> <input type="checkbox"/> data sets and records <input type="checkbox"/> computer and relevant software or laboratory information system <input type="checkbox"/> relevant workplace/laboratory procedures 		
Safety procedures including but are not limited to, one or more of: <ul style="list-style-type: none"> <input type="checkbox"/> PPE <input type="checkbox"/> handling, labelling and storing hazardous material and equipment in accordance with labels, MSDS, manufacturer instructions and workplace procedures and regulations, emergency response procedures <input type="checkbox"/> SOP <input type="checkbox"/> cleaning and/or decontamination of equipment <input type="checkbox"/> machinery guards <input type="checkbox"/> signage, barriers, service isolation tags, traffic control and flashing lights, lockout and tag-out procedures 		

Table 2: Equipment/Resources required for *individual* units in this qualification:

The units listed below are only units that require additional resources that are not covered in the Table 1 above.

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified
Core Units			
MSL922001 Record and present data	<p>Additional resources may include:</p> <p>Standards, codes, procedures and/or enterprise requirements including the latest version of one or more of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> relevant Australian and international standards, such as the international system of units (SI) and its application <input type="checkbox"/> national measurement regulations and guidelines <p>Data including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> worksheets, spreadsheets or databases linked to information management systems <input type="checkbox"/> results of observations, tests and measurements, or surveys <input type="checkbox"/> graphs, tables and control charts <input type="checkbox"/> semi quantitative observations expressed on a scale e.g., 1 to 4 or + to ++++ 		
MSL943004 Participate in laboratory or field workplace safety	<p>Additional resources may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> emergency equipment including first aid equipment, eye wash kit or shower and fire extinguisher 		
MSMENV272 Participate in environmentally	<p>Additional resources may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> environmental regulations, guidelines and procedures <input type="checkbox"/> workplace incident reporting procedures and forms 		

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified
sustainable work practices			
Elective Units			
MSL953003 Receive and prepare samples for testing	<p>Additional resources may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> laboratory information management system (LIMS) system (or simulated to reflect an actual LIMS), and workplace procedures covering the receipt and preparation of samples for testing <input type="checkbox"/> simulated samples when authentic samples are unavailable or inappropriate <input type="checkbox"/> sample containers, tubes, request forms and sample documentation 		
MSL973013 Perform basic tests	<p>Additional resources may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> hazardous materials disposal procedures and recruitment <input type="checkbox"/> hazardous and general cleaning equipment 		
MSL952001 Collect routine site samples	<p>Additional resources may include:</p> <p>Standards, codes, procedures and/or workplace requirements including the latest version of one or more of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Australian and international standards covering the requirements for the competence of testing and calibration laboratories, laboratory safety, quality and environmental management, and sampling of materials <input type="checkbox"/> national work health and safety (WHS) standards and codes of practice, national environmental protection measures, and national measurement regulations and guidelines <input type="checkbox"/> specific codes, guidelines and procedures, such as National Association of Testing Authorities (NATA) accreditation requirements, and principles of good laboratory practice (GLP) <input type="checkbox"/> sampling procedures for specific samples, sites and clients (labelling, preparation, storage, transport and disposal) 		

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified
	<p>Materials sampled as part of job role including one or more of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> gas or air samples <input type="checkbox"/> water, wastewater, stormwater, sewage and sludge <input type="checkbox"/> solid samples, such as soil, sediments, rocks, concrete, quarry and mining material, and solid wastes <input type="checkbox"/> raw materials, start, middle, end of production run samples, and final products and materials used in production processes, including food and beverages <input type="checkbox"/> hazardous materials and/or dangerous goods <p>Maintenance of integrity of samples including one or more of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> appropriate containers and lids, sealing of sample containers <input type="checkbox"/> purging of sample lines and bores <input type="checkbox"/> decontamination of sampling tools between collection of consecutive samples <input type="checkbox"/> appropriate preservatives <input type="checkbox"/> temperature control, which may involve prevention of direct contact between the sample and coolant, and wrapping container in foil or wet newspaper <p>Services including one or more of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> water supply, gas and electricity <input type="checkbox"/> telecommunications <input type="checkbox"/> irrigation, stormwater and drainage systems <input type="checkbox"/> production plant 		
MSL973016 Perform aseptic techniques	Additional resources may include: Equipment, including:		

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified
	<ul style="list-style-type: none"> <input type="checkbox"/> transfer equipment, such as inoculating loops, pipettes (quantitative and qualitative), flasks, tubes and spatulas <input type="checkbox"/> Sterilisation equipment such as Bunsen burners, bench incinerators, autoclave and/or pressure cooker <input type="checkbox"/> Storage equipment such as incubators, water baths, refrigerators, freezers, anaerobic jars as required <input type="checkbox"/> laminar flow units or biohazard cabinets as required <input type="checkbox"/> swabs <input type="checkbox"/> light microscopes and samples and storage equipment <input type="checkbox"/> test samples <p>Appropriate materials, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> solid and/or liquid media <input type="checkbox"/> disinfecting and sterilising agents <input type="checkbox"/> consumables <input type="checkbox"/> receptacles for safe disposal of wastes and for processing of reusable materials <input type="checkbox"/> bar coding material and labels 		
MSL973019 Perform microscopic examination	<p>Additional resources may include:</p> <p>Equipment, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> light microscopes and samples and storage equipment <input type="checkbox"/> test samples 		
MSL973015 Prepare culture media	<p>Additional resources may include:</p> <p>Equipment, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> pH meters; balances; stirrers, water baths and hot plates; burners, autoclave; measuring cylinders, flasks and glassware; Petri dishes; media storage bottles; self-refilling syringes; membrane filtration 		

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified
	equipment; labelling equipment; distilled water apparatus; refrigerators; sterilisation equipment and indicators		

SAMPLE

SCHOOL DECLARATION

I confirm that we have all the equipment and facilities required to deliver our chosen units of competency for this qualification.

YES NO

Trainer name:	
Trainer signature:	
Date:	

RTO APPROVAL SIGN OFF

After reviewing the checklist for each unit being delivered, the school has the required facilities and equipment to assess the units chosen?

YES NO

<i>*If no, actions to be taken:</i>	
Name:	
Signature:	
Date:	