# Skills Assessment

**Assessment event 2 of 2**

## Criteria

### Unit code, name and release number

MSL933008 - Perform calibration checks on equipment and assist with its maintenance (1)

### Qualification/Course code, name and release number

MSL30118 - Certificate III in Laboratory Skills (1)

MSL40118 - Certificate IV in Laboratory Techniques (1)

\*\*Amend the qualification box before distributing to the student. The information here should only contain the qualification the student is enrolled in\*\*

## Student details

### Student number

### Student name

## Assessment Declaration

* This assessment is my original work and no part of it has been copied from any other source except where due acknowledgement is made.
* No part of this assessment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.
* I understand that plagiarism is the presentation of the work, idea or creation of another person as though it is my own. Plagiarism occurs when the origin of the material used is not appropriately cited. No part of this assessment is plagiarised.

### Student signature and Date

Version: 1.0

Date created: 07/11/2019

Date modified: 20/01/2020

For queries, please contact:

Innovative Manufacturing, Robotics and Science SkillsPoint

Hamilton Campus

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RTO Provider Number 90003 | CRICOS Provider Code: 00591E

This assessment can be found in the: [Learning Bank](https://share.tafensw.edu.au/share/access/searching.do?doc=%3Cxml%2F%3E&in=P7ac4831b-430a-4b8d-8b56-f7b32ed5b9cf&q=&type=standard&sort=rank&dr=AFTER)

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## Assessment instructions

Table 1 Assessment instructions

| Assessment details | Instructions |
| --- | --- |
| **Assessment overview** | The objective of this assessment is to assess your skills in the:   * Set-up and pre-use of laboratory equipment * Perform calibration checks * Assist with equipment maintenance |
| **Assessment Event number** | 2 of 2 |
| **Instructions for this assessment** | This is a skill based assessment and will be assessing you on your ability to demonstrate skills required in the unit.  This assessment is in 3 parts:   1. Practical (A, B and C done on two occasions) 2. Observation Checklist 3. Assessment Feedback   Your assessor will tell you the allocated equipment/instruments and tasks for this assessment. The equipment/instrument will not be unfamiliar to you.  You should record this information in the table under Specific Task Instructions.  The Assessment is designed to be over time. You will be advised well in advance of the scheduling for each of the observable tasks. |
| **Submission instructions** | On completion of each occurrence of this assessment, you are required to upload it or hand it to your assessor for marking. Ensure you have written your name at the bottom of each page of this assessment.  For each occurrence the Assessor will provide the Assessment documentation for completion.  It is important that you keep a copy of all electronic and hardcopy assessments submitted to TAFE and complete the assessment declaration when submitting the assessment. |
| **What do I need to do to achieve a satisfactory result?** | All parts of the observable task must be performed to a satisfactory level as indicated in the criteria section of the Observation Checklist.  Assessors may ask questions to clarify your understanding of the task. All oral questions must be answered correctly to be deemed satisfactory in this assessment task. |
| **What do I need to provide?** | Calculator, pens, PPE (enclosed shoes, laboratory coat, safety glasses) |
| **Due date/time allowed/venue** | Assessment will take place in routine laboratory sessions.  Dates to be arranged |
| **Assessment feedback, review or appeals** | In accordance with the TAFE NSW policy *Manage Assessment Appeals,* all students have the right to appeal an assessment decision in relation to how the assessment was conducted and the outcome of the assessment. Appeals must be lodged within **14 working days** of the formal notification of the result of the assessment.  If you would like to request a review of your results or if you have any concerns about your results, contact your Teacher or Head Teacher. If they are unavailable, contact the Student Administration Officer.  Contact your Head Teacher for the assessment appeals procedures at your college/campus. |

## Specific task instructions

Your task is to demonstrate how you set-up, service, maintain and perform calibration checks on two routine laboratory instruments or items of equipment.

Your assessor will inform you of the tasks for this assessment. Write the tasks in the table below and indicate whether or not you have had an opportunity to practice them prior to the assessment. Your assessor will ensure that all the documentation you require for each task is available.

The instructions and the criteria in the tasks and activities below will be used by the assessor to determine whether the tasks and activities have been satisfactorily completed. Use these instructions and criteria to ensure you demonstrate the required skills and knowledge.

|  |  |
| --- | --- |
| Set-up, Pre-use, calibration instruments | Maintenance Instruments |
| 1. | 1. |
| 2. | 2. |

Please confirm that you received training in and had opportunity to practice each of the above calibration and maintenance tasks:

Yes / No

## Part 1: Practical

To complete this part of the assessment, you will be required to participate in a practical demonstration of how to complete a task or activity.

These practicals will be observed by your assessor, or can be digitally recorded and submitted as evidence.

Your responses will be used as part of the overall evidence requirements of the unit.

You should refer to the list of criteria in the Observation Checklist to understand what you need to demonstrate in this section of the assessment. This Checklist outlines the assessment criteria used to assess your performance.

Once completed you will need to submit this assessment and the tasks and activities you are required to complete to your assessor for marking.

**Task A: Set-up, pre-use checks**

As part of your work in the laboratory you undertake the set-up, pre-use, calibration checks, cleaning and maintenance of equipment.

You will be observed doing the set-up/pre-use checks on two pieces of equipment/ instruments. You will need to:

1. Obtain the correct laboratory procedure for the set-up and pre-use of the item of equipment/instrument
2. Read the procedure, noting on the recording sheet:
3. the correct PPE
4. Note hazards already identified for the process
5. Reporting requirements
6. Follow the laboratory procedures to conduct the set-up/pre-use check
7. Identify faulty or unsafe components quarantining as required
8. Report the faults according to laboratory procedures, noting on reporting sheet
9. Complete all required paperwork for the laboratory including the reporting sheet (Task A) found within this documentation

The task assessments will be conducted at times determined with your teacher or assessor.

**Task B: Calibration checks**

You will be observed running the standard calibration check for the two pieces of equipment identified. You will need to:

1. Obtain the necessary laboratory paperwork for the calibration. This would include the SOP and any hazard identification
2. Read and note (on the reporting sheet) the information related to PPE, hazards and reporting requirements
3. Set-up and start the equipment following the SOP ensuring all specified materials are available for the calibration
4. Conduct the calibration check following laboratory procedures
5. Shut down the equipment as per procedure
6. Record all calibration data accurately and legibly on the reporting sheet
7. Identify non-compliant or out-of-specification equipment
8. Quarantine problem equipment
9. Report according to the laboratory procedures (including the reporting sheet Task B attached within this task)

The task assessments will be conducted at times determined by your teacher or assessor.

**Task C: Basic maintenance**

You will be observed completing basic maintenance tasks on two pieces of equipment/instruments. This will require you to:

1. Keep the equipment areas clean and tidy, before, during and after the process
2. Obtain the maintenance procedure for the task, read and note on the reporting sheet:
3. PPE
4. Hazards
5. Disposal requirements
6. Follow the maintenance procedure for the particular equipment/instruments
7. Identify, isolate and replace faulty equipment, reporting as required
8. Repair or dispose of damaged equipment
9. Clean and store equipment at conclusion of the maintenance, by following procedure
10. Record the maintenance conducted, as required by the laboratory and on the reporting sheet
11. Report information on unsafe or faulty equipment according to workplace procedures and also on the reporting sheet

**Reporting Sheet**

**MSL933008 Perform Calibration checks on equipment and assist with its maintenance.**

**Pre-use and Set-up checks: Task A**

Technician …………………………………………….

|  |  |  |
| --- | --- | --- |
| 1. Name/number | 1. | 2. |
| 1. Date |  |  |
| 1. SOP Name/Number |  |  |
| 1. PPE required |  |  |
| 1. Identified hazards |  |  |
| 1. Reporting requirements |  |  |
| 1. Faults/unsafe components identified |  |  |
| 1. Actions required |  |  |
| 1. Faults reported |  |  |
| 1. Workplace documentation completed |  |  |
| 1. Technician signature |  |  |

**Reporting Sheet**

**MSL933008 Perform Calibration checks on equipment and assist with its maintenance.**

**Calibration checks: Task B**

Technician …………………………………………….

|  |  |  |
| --- | --- | --- |
| 1. Instrument   Name/number | 1. | 2. |
| 1. Date |  |  |
| 1. SOP Name/Number |  |  |
| 1. PPE required |  |  |
| 1. Hazards |  |  |
| 1. Reporting requirements |  |  |
| 1. Materials required for calibration check |  |  |
| 1. Procedure followed | Yes/No | Yes/No |
| 1. Equipment shutdown successful | Yes/No | Yes/No |
| 1. Calibration result recorded |  |  |
| 1. Comparison to past results. | Compliant/non-compliant | Compliant/non-compliant |
| 1. Non-compliant equipment identified |  |  |
| 1. Equipment quarantined |  |  |
| 1. Out of calibration equipment reported |  |  |
| 1. Technician signature |  |  |

**Reporting Sheet**

**MSL933008 Perform Calibration checks on equipment and assist with its maintenance.**

**Equipment maintenance: Task C**

Technician …………………………………………….

|  |  |  |
| --- | --- | --- |
| 1. Instrument   Name/number | 1. | 2. |
| 1. Date |  |  |
| 1. SOP Name/Number |  |  |
| 1. PPE required |  |  |
| 1. Hazards/disposal |  |  |
| 1. Procedure followed | Yes/No | Yes/No |
| 1. Faulty/unsafe equipment identified |  |  |
| 1. Repair/disposal of damaged equipment required | Yes/No | Yes/No |
| 1. Action required |  |  |
| 1. Equipment storage requirements met | Yes/No | Yes/No |
| 1. Reportable actions |  |  |
| 1. Technician signature |  |  |

## Part 2: Observation Checklist

The Observation Checklist will be used by your assessor to mark your performance in the task. Use this Checklist to understand what skills you need to demonstrate in the demonstration. The Checklist lists the assessment criteria used to determine whether you have successfully completed this assessment event. All the criteria must be met. Your demonstration will be used as part of the overall evidence requirements of the unit. The assessor may ask questions while the demonstration is taking place or if appropriate directly after the task/activity has been completed.

Table 2 Observation Checklist

| Task | Activity | Instrument 1 | | Instrument 2 | | Assessor Comments |
| --- | --- | --- | --- | --- | --- | --- |
|  | Instrument/Equipment |  | |  | | (Describe the student’s ability in demonstrating the required skills and knowledge) |
|  | Date: |  | |  | | Any breach of safety protocol will result in the task being stopped |
| A. | Set-up and Pre-Use Checks | S | U/S | S | U/S |  |
| 1 | Obtains the procedures for the set-up and pre-use of the item of equipment/instrument |  |  |  |  |  |
| 2 | Reads the procedure noting on the record sheet:   1. PPE required 2. hazards to be aware of 3. reporting requirements |  |  |  |  |  |
| 3 | Uses correct PPE and laboratory/instrumental methods to complete the set-up or pre-use safety check of equipment/instrument |  |  |  |  |  |
| 4 | Identifies faulty or unsafe components and follows laboratory requirements for quarantining if required noting on Reporting sheet. |  |  |  |  |  |
| 5 | Reports or records faults to appropriate personnel as required |  |  |  |  |  |
| 6 | Completes laboratory paperwork including the reporting sheet |  |  |  |  |  |
| Additional questions asked to clarify understanding: | | | | | | |
| Question:  Student response:  Question:  Student Response: | | | | | | |

| Task | Activity | Instrument 1 | | Instrument 2 | | Assessor Comments |
| --- | --- | --- | --- | --- | --- | --- |
|  | Instrument/Equipment |  | |  | | (Describe the student’s ability in demonstrating the required skills and knowledge) |
|  | Date: |  | |  | | Any breach of safety protocol will result in the task being stopped |
| B. | Calibration checks | S | U/S | S | U/S |  |
|  | Student: |  |  |  |  |  |
| **1** | Obtains the SOP for the laboratory item of equipment and reads the SOP, noting in particular the Calibration procedure. |  |  |  |  |  |
| **2** | Reads the procedure noting:   1. PPE required 2. hazards to be aware of 3. reporting requirements |  |  |  |  |  |
| **3** | Sets up and starts the equipment using the SOP including obtaining all specified materials required for the calibration check |  |  |  |  |  |
| **4** | Conducts the calibration following laboratory procedure using the specified standard |  |  |  |  |  |
| **5** | Shuts down the equipment as per procedure. |  |  |  |  |  |
| **6** | Records all calibration data accurately and legibly |  |  |  |  |  |
| **7** | Identifies non-compliant equipment by comparing data with specifications and/or previous records. |  |  |  |  |  |
| **8** | Quarantines out-of-calibration equipment. |  |  |  |  |  |
| **9** | Reports out of calibration and quarantining to appropriate personnel. |  |  |  |  |  |
| Additional questions asked to clarify understanding: | | | | | | |
| Question:  Student response:  Question:  Student Response: | | | | | | |

| Task | Activity | Instrument 1 | | Instrument 2 | | Assessor Comments  (Describe the student’s ability in demonstrating the required skills and knowledge) |
| --- | --- | --- | --- | --- | --- | --- |
|  | Instrument/Equipment |  | |  | |
|  | Date: |  | |  | | Any breach of safety protocol will result in the task being stopped |
| C. | Maintenance | S | U/S | S | U/S |  |
| 1 | Keeps equipment areas clean and tidy before during and after the process. |  |  |  |  |  |
| 2 | Obtains the maintenance procedure for the individual item of equipment/instrument, noting:   1. PPE 2. Hazards 3. Disposal requirements |  |  |  |  |  |
| 3 | Follows the instructions for the maintenance of the equipment |  |  |  |  |  |
| 4 | Identifies, isolates and replaces faulty or unsafe equipment and reporting as required |  |  |  |  |  |
| 5 | Repairs or disposes of damaged equipment (according to laboratory authorisation) |  |  |  |  |  |
| 6 | Cleans and stores the equipment at the conclusion of the maintenance. |  |  |  |  |  |
| 7 | Records the maintenance conducted on the maintenance schedule (or equivalent) |  |  |  |  |  |
| 8 | Reports information on unsafe or faulty equipment |  |  |  |  |  |
| **Additional questions asked to clarify understanding:**  **Question:**  **Student response:**  **Question:**  **Student Response:** | | | | | | |

**Part 3: Assessment Feedback**

*NOTE: This section* ***must*** *have the assessor signature and student signature to complete the feedback.*

### Assessment outcome

Satisfactory

Unsatisfactory

### Assessor Feedback

Was the assessment event successfully completed?

If no, was the resubmission/re-assessment successfully completed?

Was reasonable adjustment in place for this assessment event?  
*If yes, ensure it is detailed on the assessment document.*

Comments:

### Assessor name, signature and date:

### Student acknowledgement of assessment outcome

Would you like to make any comments about this assessment?

### Student name, signature and date

***NOTE: Make sure you have written your name at the bottom of each page of your submission before attaching the cover sheet and submitting to your assessor for marking.***