

---

**Overview**

This standard covers the skills you need to carry out small. scale processing activities, in accordance with approved procedures and practices. You will identify and use relevant understanding, methods and skills to complete tasks and address problem that, whilst well defined, maybe complex and non-routine. You initiate and complete tasks and procedures as well as exercise autonomy and judgement within limited parameters and report any problems with the activities, materials or equipment that you cannot personally resolve. You will also be aware of different perspective or approaches used within the workplace.

You may be responsible for supervising or guiding others and for the quality and accuracy of the work that you carry out. You will be expected to work to instructions, with a minimum of supervision, either on your own or as part of a team.

Your underpinning knowledge will enable you to interpret and evaluate relevant workplace information and ideas.

Who is this standard for

This standard will be suitable for technicians who would be working with some level of autonomy, but who may not have a supervisory role.

---

**Performance**

**criteria**

- You must be able to:
- P1 ensure that your work is carried out in accordance with workplace procedures, health and safety, environmental and other relevant regulations and guidelines
  - P2 set the conditions for small scale processing and take the appropriate action to maintain them
  - P3 confirm the calibration status of equipment and prepare it correctly for the processing operation
  - P4 produce small scale quantities required against specification
  - P5 maintain the specified controlled conditions for processing and record required information
  - P6 take specified action in the event of abnormal occurrences and report them to the relevant people
  - P7 communicate the required information about the work done to authorised people

---

**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 scientific or technical 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 importance of correct identification and any unique workplace coding system
- K5 the principles and procedures for small scale processing
- K6 the essential features of a process plan and how to follow it
- K7 the operating conditions that are necessary to conduct the small scale processing, and how to maintain them
- K8 why it is important to follow set procedures, correct data recording and reporting procedures
- K9 the range of equipment and resources used for small scale processing
- K10 the methods that can be used for dealing with the handling, storage and disposal of materials
- K11 the cleaning materials and methods that should be used
- K12 the reporting procedure in the event of deviations from processing plans
- K13 the document control and reporting procedures that should be used for communicating effectively

## COGLS307(SQA Unit Code-H6FB 04)

Carry out small scale processing in life sciences and related industries



---

<b>Developed by</b>	Cogent
<b>Version number</b>	1
<b>Date approved</b>	October 2013
<b>Indicative review date</b>	October 2018
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Cogent
<b>Original URN</b>	COGLS307
<b>Relevant occupations</b>	Associated Professionals and Technical Occupations; Science and Mathematics; Science; Science and Engineering Technicians; Professional Occupations; Science Professionals
<b>Suite</b>	Life Sciences and Related Industries 3
<b>Key words</b>	Small scale; set procedures; analyse data; specification

---