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## Overview

This standard covers carrying out an investigation. You will be expected to identify problem, plan and conduct the investigation and report the results in an appropriate format. You will use be acting with a certain level of autonomy to investigate something which may be quite complex.

In any workplace issues arise that require a level of investigation. This could be anything from the introduction of a new analytical method to finding why so a set of results are not what was expected. Planning for and carrying out this type of work is an important role that a more experienced technician may be asked to carry out .

You will be expected to initiate and complete tasks and procedures, including, where relevant, responsibility for supervising or guiding others. You will be expected to exercise autonomy and judgement within limited parameters, taking personal responsibility for your own actions 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.

Who is this standard for

This standard will be suitable for a more experienced technician, perhaps someone who is close to finishing their apprenticeship.

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**Performance**

**criteria**

- You must be able to:
- P1 ensure that your work is carried out in accordance with workplace procedures
  - P2 obtain, analyse and collate appropriate scientific or technical information and produce a plan for the investigation
  - P3 prioritise the tasks within the investigation and follow the appropriate procedures
  - P4 use the specified resources required to complete the investigations
  - P5 follow set procedures to deal with contingencies arising during investigations
  - P6 record all results and draft a report on the investigation
  - P7 communicate the required information about the work done, to authorised people, in accordance with departmental and organisational procedures

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## 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 principles, procedures and operating conditions for conducting investigations
- K5 the range of equipment available and the techniques that are relevant to the investigation being carried out
- K6 the essential features of an investigation plan and why it must be followed
- K7 the procedures for recording and reporting the findings of the investigation
- K8 the procedures for dealing with any deviations from the investigation plan
- K9 the limits and constraints for investigations that are done
- K10 how to source relevant standards
- K11 the document control and reporting procedures that should be used
- K12 the reason why effective communication is important, and the methods for communicating effectively

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