<table>
<thead>
<tr>
<th>TSC Category</th>
<th>Laboratory Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSC</td>
<td>Laboratory Operations Management</td>
</tr>
<tr>
<td>TSC Description</td>
<td>Manage laboratory operational activities including all analyses, work planning, scheduling, testing and validation required to meet internal and external customer requirements</td>
</tr>
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<table>
<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
</tr>
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<tbody>
<tr>
<td>ECM-LAB-1003-1.1</td>
<td>ECM-LAB-2003-1.1</td>
<td>ECM-LAB-3003-1.1</td>
<td>ECM-LAB-4003-1.1</td>
<td>ECM-LAB-5003-1.1</td>
<td>ECM-LAB-6003-1.1</td>
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Identify fundamental laboratory operation practices to support laboratory activities and tasks in a safe and reliable manner

Apply fundamental laboratory operation practices to conduct laboratory activities and tasks in a safe and reliable manner

Interpret laboratory operation management system and procedures to perform laboratory operational tasks in a safe and reliable manner

Develop laboratory operation management systems and procedures to ensure all laboratory operational tasks are conducted in a safe and reliable manner

Review laboratory operation management systems and procedures to ensure effective implementation of systems and practices

Formulate laboratory operational management strategies to lead and guide the strategic direction, activities, resources and ensure all laboratory operational tasks are conducted in a safe and reliable manner

Knowledge

- Types of laboratory analytical equipment
- Laboratory Standard Operating Procedures (SOPs)
- Personnel Protective Equipment (PPE)
- Safety Data Sheets (SDS)
- Chemical handling techniques
- Emergency response procedures
- Use of safety equipment such as emergency showers and eye wash stations
- Analytical testing procedures
- Hazardous materials handling and disposal procedures
- Working principles of a range of laboratory equipment
- Testing and analytical methodologies
- Chemical hazardous handling procedures
- Quality control standards and procedures
- Principles of activity-based risk assessment methods
- Laboratory Standard Operating Procedures (SOPs)
- Quality control procedures of intermediates and final product analytical methods and testing
- Working principles and methodologies of laboratory equipment
- Test and method validation principles
- Laboratory Standard Operating Procedures (SOPs), policies and procedures
- Principles of activity-based risk assessment, including hazard identification and risk control measures
- Planning and scheduling methods for laboratory activities
- Laboratory management systems
- Laboratory Standard Operating Procedures (SOPs)
- Risk management for laboratory activities
- Test and method validation development
- Experiment design principles
- Principles and practices of non-conformance handling
- Internal Quality Management Systems (QMSs)
- Tools and techniques for hypothesis formulation
- Tools and techniques for data analysis
- Sources of quality assurance information and advice
- Principles, processes and practices of audit methods
- Application of quality concepts to problem-solving and quality data collection and analysis
- Components and objectives of change management implementation plans
- Reporting methods and techniques
- Procedures for conducting strategic analysis
- Global and local benchmarks for best practices in laboratory quality management
- Process of strategic planning techniques
- Scalable data analysis platforms and methods
- Predictive analysis techniques
### Abilities

<table>
<thead>
<tr>
<th>Abilities</th>
<th>Interpret laboratory operation management system and procedures</th>
<th>Execute work planning and scheduling</th>
<th>Review scheduling of time and resources to undertake laboratory activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify fundamental laboratory operation practices</td>
<td>Perform routine product sampling to a specified procedure and standard</td>
<td>Verify samples and testing activities</td>
<td>Liaise with internal and external business partners to maintain and ensure quality control and record management system</td>
</tr>
<tr>
<td>Assist in routine product sampling in accordance with specified procedures and standards</td>
<td>Comply with laboratory SOPs</td>
<td>Review non-conformance and risk evaluations</td>
<td>Endorse validation methods and results</td>
</tr>
<tr>
<td>Comply with laboratory SOPs</td>
<td>Perform analyses using a range of laboratory equipment</td>
<td>Supervise and coordinate the conduct of activity-based risk assessments, hazard identification and categorisation</td>
<td>Endorse laboratory and testing reports</td>
</tr>
<tr>
<td>Apply testing procedures</td>
<td>Aliquot product samples for analytical testing</td>
<td>Identify critical method validation</td>
<td>Develop and implement change management strategy and evaluate effectiveness</td>
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<tr>
<td>Select appropriate PPE for handling of chemicals</td>
<td>Identify and record analytical data, highlighting non-conformances and/or queries</td>
<td>Evaluate validation results</td>
<td>Determine testing methods and manage reliability</td>
</tr>
<tr>
<td>Transfer aliquot samples into sample vials safely</td>
<td>Perform sample inspections</td>
<td>Review and test reports</td>
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</tr>
<tr>
<td>Assist with the recording of testing data</td>
<td>Adhere to non-conformance policies and procedures</td>
<td>Review audit reports</td>
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<tr>
<td>Perform sample inspections</td>
<td>Identify workplace hazards and participate in activity-based risk assessments</td>
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<tr>
<td>Identify labelling and control procedures</td>
<td>Coordinate laboratory equipment maintenance and calibration activities</td>
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<tr>
<td>Identify non-conformance procedures</td>
<td>Analyse and report testing report</td>
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<td>Conduct internal checks on sample management</td>
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