<table>
<thead>
<tr>
<th>TSC Category</th>
<th>Hazardous Materials Identification System (HMIS) Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSC Description</td>
<td>Establish procedures and documentation using Hazardous Materials Identification System (HMIS) for control and audit</td>
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<tr>
<td>TSC Proficiency Description</td>
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<td></td>
<td><strong>Level 1</strong></td>
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<tr>
<td>LOG-WSH-1003-1.1</td>
<td>LOG-WSH-2003-1.1</td>
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<tr>
<td>Carry out HMIS processing by following policies, procedures and processes</td>
<td>Support HMIS compliance initiatives and update policies, procedures and processes</td>
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</tbody>
</table>
| Knowledge | • Data entry methods  
• Warehouse administration documentation  
• Filing  
• Scanning and repository  
• OHSAS 18001: 2007 – Occupational Health and Safety Management | • HMIS colour bars, coding and symbols  
• Process flow mapping  
• Concept of warehousing flow  
• Safety data sheets | • Policies and procedures writing  
• Measurement methods of non-compliance to HMIS processes  
• References from American Coating Association or equivalent  
• Data extraction methods | |
| Abilities | • Perform processing of HMIS documentation  
• Carry out HMIS data entry or capturing of data into relevant documents or templates  
• Perform filing and scanning-related activities for repository purposes  
• Check documentation used to ensure that appropriate documents are used and filled in accurately | • Apply HMIS coding or labelling  
• Enhance clarity and simplicity of HMIS policies and procedures to increase user adoption  
• Apply and update notifications or banners in organisation’s premises  
• Provide improvement suggestions on HMIS materials such as user training or on-boarding  
• Apply data capturing methods or automation of safety data sheets in HMIS | • Implement efficient coding or labelling techniques  
• Analyse processes, procedures and documentation to identify non-compliance  
• Implement measures and generate reporting templates to improve compliance  
• Collaborate with stakeholders for HMIS process improvements | • Develop procedures to teach efficient coding or labelling techniques  
• Develop measureable targets for non-compliance  
• Develop HMIS user, on-boarding and training materials  
• Review HMIS process improvement plans  
• Facilitate HMIS materials for development of users, on-boarding and trainings  
• Facilitate audit reviews by reviewing processes, procedures and documentation to identify non-compliance and improvement initiatives |