

### LEARNING OUTCOMES

- 1 Record and report inspection and test results
- 2 Know how to record and report inspection and test results

Performance evidence must be the main form of evidence gathered. You are required to provide THREE pieces of evidence that demonstrate your competence for the criteria in outcome one and ONE piece of evidence to show your essential knowledge for the criteria in outcome two.

### OUTCOME ONE

#### RECORD AND REPORT INSPECTION AND TEST RESULTS

You are required to provide THREE pieces of evidence that demonstrate your competence in each criteria.

Performance evidence required You must be able to:	Evidence reference number	Evidence reference number	Evidence reference number
1 Work safely at all times, complying with health and safety, environmental and other relevant regulations and guidelines.			
2 Obtain and use the correct quality control documentation for the manufacturing method and product.			
3 Use the correct documentation for <b>one</b> of the following: <ul style="list-style-type: none"> <li>• hand manufacturing operations</li> <li>• manually operated machine operations</li> <li>• computer controlled operations</li> <li>• fully automated machine operations</li> <li>• combined manufacturing operations.</li> </ul>			
4 Record details in relation to <b>two</b> of the following as appropriate to the process: <ul style="list-style-type: none"> <li>• visual inspection</li> <li>• measurement</li> <li>• analysis testing</li> <li>• functional operation.</li> </ul>			

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## Unit 223

## Recording and reporting inspection and test results

**OUTCOME ONE** continued**RECORD AND REPORT INSPECTION AND TEST RESULTS**

<b>Performance evidence required</b> You must be able to:	Evidence reference number	Evidence reference number	Evidence reference number
<b>5</b> Record the results of the inspection activities in the appropriate format to include <b>two</b> of the following: <ul style="list-style-type: none"> <li>• check box/tick list</li> <li>• written</li> <li>• electronic.</li> </ul>			
<b>6</b> Complete records related to <b>both</b> of the following sampling procedures: <ul style="list-style-type: none"> <li>• random</li> <li>• defined (eg first/final).</li> </ul>			
<b>7</b> Record inspection and test results accurately and legibly.			
<b>8</b> Record all required details of the inspection and test activities and results.			
<b>9</b> Pass completed records on to the correct person/location.			
<b>10</b> Provide required reports on time and through the correct channels of communication to include <b>two</b> of the following: <ul style="list-style-type: none"> <li>• oral</li> <li>• written</li> <li>• electronic.</li> </ul>			
<b>11</b> Report any problems that you cannot solve or are outside your permitted authority to the appropriate person to include <b>one</b> of the following: <ul style="list-style-type: none"> <li>• team leader</li> <li>• production supervisor</li> <li>• quality control supervisor.</li> </ul>			

## OUTCOME TWO

### KNOW HOW TO RECORD AND REPORT INSPECTION AND TEST RESULTS

You are required to demonstrate competence in each criteria on at least ONE occasion.

<b>Performance evidence required</b> You must be able to:	Evidence reference number	Evidence reference number	Evidence reference number
<b>1</b> Describe the relevant health and safety requirements of the work area in which you are recording the results of inspection/testing activities.			
<b>2</b> Explain what specific safe working practices, sampling collection, testing procedures and environmental regulations need to be observed.			
<b>3</b> Explain how to obtain the necessary quality control documentation that is used.			
<b>4</b> Explain how to complete quality control documentation.			
<b>5</b> Explain why it is important to complete documentation accurately and legibly.			
<b>6</b> Describe when quality control documentation should be completed.			
<b>7</b> Explain what information needs to be recorded in relation to the manufacturing method and sample type.			
<b>8</b> Explain what use is made of quality control documentation by the organisation.			
<b>9</b> Explain where/to whom you should pass on completed records.			

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## Unit 223

## Recording and reporting inspection and test results

**OUTCOME TWO** *continued***KNOW HOW TO RECORD AND REPORT INSPECTION AND TEST RESULTS**

<b>Performance evidence required</b> You must be able to:	Evidence reference number	Evidence reference number	Evidence reference number
<b>10</b> Describe the potential problems associated with completing records and passing on reports, how they can be avoided and what can be done if they arise.			
<b>11</b> Explain how to report any problems you are not able to deal with yourself and why it is important to report problems immediately.			
<b>12</b> Explain what your responsibilities are with regard to the reporting lines and procedures in your working area.			
<b>13</b> Explain who the appropriate people are to whom records should be passed and problems reported to.			

## Sign-off

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### CANDIDATE DECLARATION

I confirm that all the evidence submitted for this qualification is my own work.

Signature of candidate:

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Date:

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### ASSESSOR DECLARATION

I can confirm that the evidence presented is valid, authentic, current and sufficient within the context of the qualification criteria, and demonstrates the candidate's competence across the outcomes claimed.

Signature of assessor:

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Name of assessor:

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Date:

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Internal verifier signature (if sampled):

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Internal verifier name:

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Date:

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External verifier signature (if sampled):

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External verifier name:

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Date:

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