

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate level 2 to 5, in Agriculture Sector (Soil, water and fertilizer testing lab technician)
Competency Standards	Maintain Lab Record
Assessment Task	Illustrate the sample receipt process and maintain the lab inventory in a specified format

I can.....

Performance Criteria	Yes	No
1. Receive sample only at designated site	<input type="checkbox"/>	<input type="checkbox"/>
2. Examine physical conditions and quantity of received sample as per lab procedure	<input type="checkbox"/>	<input type="checkbox"/>
3. Issue sample receipt as per defined format	<input type="checkbox"/>	<input type="checkbox"/>
4. Assign tag number to sample as per serial pattern	<input type="checkbox"/>	<input type="checkbox"/>
5. Note sample details as per given particulars	<input type="checkbox"/>	<input type="checkbox"/>
6. Record name and address of client	<input type="checkbox"/>	<input type="checkbox"/>
7. Mention test requirements on prescribed Performa as per lab procedure	<input type="checkbox"/>	<input type="checkbox"/>
8. Mention allocated sample ID on label	<input type="checkbox"/>	<input type="checkbox"/>
9. Mark sample by using permanent marking tools	<input type="checkbox"/>	<input type="checkbox"/>
10. Mention type of analysis required on prescribed Performa	<input type="checkbox"/>	<input type="checkbox"/>
11. Mention date and time of sample as collected	<input type="checkbox"/>	<input type="checkbox"/>
12. Mention storage requirements on prescribed Performa as per requirement.	<input type="checkbox"/>	<input type="checkbox"/>

13. Maintain stock registers of consumable as per requirement.	<input type="text"/>	<input type="text"/>
14. Maintain fixed assets/dead stock register as per requirements	<input type="text"/>	<input type="text"/>
15. Maintain instrument stock register as per requirements	<input type="text"/>	<input type="text"/>
16. Manage logbook of required equipment as per its utilization and schedule.	<input type="text"/>	<input type="text"/>
17. Prepare and maintain history sheet for repair and maintenance of equipments as per set standard	<input type="text"/>	<input type="text"/>
18. Maintain sample log register	<input type="text"/>	<input type="text"/>

Candidate's Signature_____

Assessor's Signature_____

Date: _____

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate level 2 to 5, in Agriculture Sector (Soil, water and fertilizer testing lab technician)
Competency Standard(s)	Maintain Lab Record
Candidate Details	
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <p>Illustrate the sample receipt process and maintain the lab inventory in a specified format</p>
Time:240 mins	<p>During a practical assessment, under observation by an assessor, you are required to</p> <p>Illustrate the sample receipt process and maintain the lab inventory in a specified format</p> <p>Demonstrate the following criteria:</p> <ol style="list-style-type: none"> 1. Receive sample only at designated site 2. Examine physical conditions and quantity of received sample as per lab procedure 3. Issue sample receipt as per defined format 4. Assign tag number to sample as per serial pattern 5. Note sample details as per given particulars 6. Record name and address of client 7. Mention test requirements on prescribed Performa as per lab

<p>Minimum Evidence Required</p>	<p>procedure</p> <ol style="list-style-type: none"> 8. Mention allocated sample ID on label 9. Mark sample by using permanent marking tools 10. Mention type of analysis required on prescribed Performa 11. Mention date and time of sample as collected 12. Mention storage requirements on prescribed Performa as per requirement. 13. Maintain stock registers of consumable as per requirement. 14. Maintain fixed assets/dead stock register as per requirements 15. Maintain instrument stock register as per requirements 16. Manage logbook of required equipment as per its utilization and schedule. 17. Prepare and maintain history sheet for repair and maintenance of equipments as per set standard. 18. Maintain sample log register
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Assessors Judgment Guide

Qualification	National Vocational Certificate level 2 to 5, in Agriculture Sector (Soil, water and fertilizer testing lab technician)
Competency Standard(s)	Maintain Lab Record
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-around; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Task		Illustrate the sample receipt process and maintain the lab inventory in a specified format		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Received sample only at designated site			
2.	Examined physical conditions and quantity of received sample as per lab procedure			
3.	Issued sample receipt as per defined format			
4.	Assigned tag number to sample as per serial pattern			
5.	Noted sample details as per given particulars			
6.	Recorded name and address of client			
7.	Mentioned test requirements on prescribed Performa as per lab procedure			
8.	Mentioned allocated sample ID on label			
9.	Marked sample by using permanent marking tools			
10.	Mentioned type of analysis required on prescribed Performa			
11.	Mentioned date and time of sample as collected			
12.	Mentioned storage requirements on prescribed Performa as per requirement.			
13.	Maintained stock registers of consumable as			

Candidate's Signature_____ **Assessor's Signature**_____