

**SKILLS FRAMEWORK FOR ENERGY AND CHEMICALS
SKILLS MAP - LABORATORY ASSISTANT**

Sector	Energy and Chemicals			
Track	Quality Assurance and Quality Control (QA&QC)			
Occupation	Technician			
Job Role	Laboratory Assistant			
Job Role Description	The Laboratory Assistant supports day-to-day laboratory operations by assisting with basic calibration and simple troubleshooting of laboratory equipment, preparation of stock solutions and reagents, and sample labelling, in strict accordance with laboratory Standard Operating Procedures (SOPs) and under close supervision. He/She complies with Workplace Safety and Health (WSH) and Environmental Management System (EMS) requirements by applying risk control measures for the safe execution of work activities, and performs good housekeeping in the workplace.			
	The Laboratory Assistant assists in conducting routine product and in-process sample analyses, and inspects samples for contamination, foreign matter or defects, to ensure product quality meets required specifications. He also contributes to organisational development by supporting continuous improvement projects.			
	The Laboratory Assistant usually works in a team, on either a day or rotating shift, in the laboratory. He is meticulous, a good team player and interacts effectively with others.			
Critical Work Functions and Key Tasks	Critical Work Functions		Key Tasks	
	Administer Workplace Safety and Health (WSH) and Environmental Management Systems (EMS)	Apply risk control measures to ensure work activities are carried out safely		
		Assist in the handling, storage and transportation of hazardous substances and dangerous goods, in accordance with WSH and EMS standards and practices		
		Comply with WSH and EMS systems		
		Perform good housekeeping in the workplace		
	Perform laboratory operations	Assist in basic calibration and simple troubleshooting on a range of laboratory equipment		
		Assist in the labelling of samples		
		Assist in the preparation of stock solutions and reagents		
		Follow Standard Operating Procedures (SOPs) for laboratory operations		
	Manage sample collection and analyses	Apply emerging technologies to perform product and in-process sampling, and laboratory data management		
Assist in inspecting samples for contamination, foreign matter and/or defects				
Assist in routine product and in-process sample analyses, according to documented test methods				
Assist in the recording of routine sample testing results				
Manage Quality Assurance and Quality Control (QA&QC)	Maintain Certificate of Analysis (COA) filing			
Administer staff and organisational development	Support continuous improvement projects			
Skills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Analytical Method Validation	Level 2	Teamwork	Basic
	Continuous Improvement Management	Level 2	Communication	Basic
	Data and Statistical Analytics	Level 1	Interpersonal Skills	Basic
	Environmental Management System Framework Development and Implementation	Level 1	Lifelong Learning	Basic
	Laboratory Data Reporting and Analysis Management	Level 1	Service Orientation	Basic
	Laboratory Equipment Maintenance and Calibration Management	Level 2		
	Laboratory Operations Management	Level 1		
	Product Testing Management	Level 2		
	Quality Assurance Management	Level 2		
	Quality Control Management	Level 1		
	Sample Management	Level 1		
	Workplace Safety and Health Framework Development and Implementation	Level 1		
	Workplace Safety and Health Hazard Identification and Risk Control Management	Level 1		
Programme Listing	For a list of Training Programmes available for the Energy and Chemicals sector, please visit: www.skillsfuture.sg/skills-framework/energyandchemicals			

The information contained in this document serves as a guide.