

## Respirator Filter Particulate Penetration – Competency Assessment Checklist

Name of trainee: s22

Name of assessor: s22

s22

PROCEDURE	CRITERIA
<b>ANALYST/OPERATOR - Primary purpose - test respirators</b>	
<b>Demonstrate safe work practices</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Locate and read <a href="#">risk analysis</a> 251291682020</li> <li><input checked="" type="checkbox"/> Access to PPE &amp; worn correctly</li> <li><input checked="" type="checkbox"/> Read and understand warnings in user manual</li> <li><input checked="" type="checkbox"/> Response to hypothetical hazards &amp; adverse incidents</li> <li><input checked="" type="checkbox"/> Application of safe work procedures</li> </ul>
<b>Replenish Instrument NaCl</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Correctly refill 4% &amp; 0.9 saline solutions</li> </ul>
<b>Set up instrument and perform calibrations</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Carrying out instrument pre-checks – air/power/ levels/warm-up</li> <li><input checked="" type="checkbox"/> Selecting operator/supervisor using codes from manual</li> <li><input checked="" type="checkbox"/> Performing gravimetric calibration</li> <li><input checked="" type="checkbox"/> Performing LSC calibration</li> <li><input checked="" type="checkbox"/> Performing Penetration Cal calibration</li> </ul>
<b>Verify instrument setup with reference media sheets</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Performing greenline reference media test, entering results in spreadsheet &amp; filing in TRIM</li> </ul>
<b>Test respirators IAW SOPs</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Locating &amp; following relevant SOP</li> <li><input checked="" type="checkbox"/> Locating &amp; using Assessment Results Spreadsheet</li> <li><input type="checkbox"/> Locating &amp; updating Sample Tracking Sheet <i>NOT NEEDED s22</i></li> <li><input type="checkbox"/> Sourcing (FE-15 / Binder) &amp; preparing samples for test <i>NOT NEEDED s22</i></li> <li><input checked="" type="checkbox"/> Preparing laptop for data download</li> <li><input checked="" type="checkbox"/> Setting up instrument for test</li> <li><input checked="" type="checkbox"/> Preparing mask and sealing to adapter</li> <li><input checked="" type="checkbox"/> Carrying out mask testing</li> <li><input checked="" type="checkbox"/> Analysing results to confirm test integrity (when is Pen Cal necessary)</li> </ul>

<b>Document results and observations online templates and TRIM</b>	<input checked="" type="checkbox"/> Correctly filing all relevant documentation in TRIM (electronic USB data, Tracking Sheet, Results Sheet, Validation Sheet, <input checked="" type="checkbox"/> Entering results into QLIMS <input checked="" type="checkbox"/> Sample relocation – depends on test outcomes
<b>Equipment Shutdown</b>	<input checked="" type="checkbox"/> Selecting standby, Shutoff – warm-up, Pen cal upon start-up
<b>Clean instrument at end of shift</b>	<input checked="" type="checkbox"/> Disconnect & reconnect generator <input checked="" type="checkbox"/> Wash & replace generator <input checked="" type="checkbox"/> Wipe over instrument – care around chuck
<b>TEAM LEADER - Primary purpose – Manage and oversee integrity of testing and safety</b>	
<b>Coordinate samples – issue respirators for testing based on priority, precondition as required</b>	<input type="checkbox"/> Explain process for managing/assigning priorities. <input type="checkbox"/> Demonstrate the process for conditioning samples in Binder
<b>Maintain sufficient stocks of NaCl and consumables</b>	<input type="checkbox"/> Understand process for ordering NaCl from Media Prep via SAMO <input type="checkbox"/> Explain process for ordering HEPA/PRE filters, gravimetric and greenline reference media.
<b>Troubleshoot instrument problems</b>	<input type="checkbox"/> Use manual to troubleshoot problems <input type="checkbox"/> Locate supplier details to request assistance, parts, consumables <input type="checkbox"/> Oversee process to ensure calibrations and yearly maintenance carried out. (refer QLIMS & contract in TRIM)
<b>Review test results</b>	<input type="checkbox"/> Team Leader must demonstrate a working knowledge of all the tasks and responsibilities undertaken by operators <input type="checkbox"/> Explain criteria used to confirm testing integrity. (TRIM documents/records & analysis of test data)
<b>Validate QLIMS</b>	<input type="checkbox"/> Demonstrate process for validating QLIMS test results