

Department	Micro Laboratory	Document no	MICLAB – METHOD 030		
Title	Induction of new analysts into the chemistry & microbiology laboratories				
Prepared by:		Date:		Supersedes:	
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Approved by:		Date:		Review Date:	

1. **PURPOSE**

The purpose of this Operator Instruction is to (define the procedure) to introduce new employees to the Chemistry or Microbiology Laboratories.

2. **SCOPE & APPLICATION**

This Operator Instruction applies to the induction of new analysts to the Chemical and Microbiology Laboratories.

3. **MATERIALS REQUIRED**

QA Induction Checklist for New Analysts

QA Laboratory Safety Induction Checklist

Induction Learning Unit

Waste Disposal and Housekeeping – Laboratory Waste

Microbiology Training Module 1 - Safety in the Microbiology Laboratory (applicable to microbiology only)

Microbiology Training Module 5 - Housekeeping and Waste Disposal (applicable to microbiology only)

4. **WORK INSTRUCTIONS**

4.1 **Administration and Orientation**

Explain laboratory working hours and break times to the analyst. Allocate a workbench; making sure it is equipped with appropriate stationary and analytical equipment.

4.2 **QA Induction Checklist for New Analysts & SF050520 Induction Learning Unit**

Obtain a copy of “QA Induction Checklist for New Analysts” and “Induction Learning Unit” for the new analyst to complete. Complete the checklist. Preferably within the first week of employment. The new analyst must complete the learning unit within one month of the document being issued. Give the completed documents to the relevant Team Leader to ensure training records are updated.

4.3 **QA Laboratory Safety Induction Checklist**

For Chemistry Analysts

Obtain a copy of ‘QA Laboratory Safety Induction Checklist’ for the new analyst to complete. Ensure training records are updated

For Microbiology analysts

Conduct safety training as per Microbiology Training Module 1 – Safety in the Microbiology Laboratory

4.4 **Laboratory Tour**

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Show the analyst around the laboratory explaining where everything is kept. Introduce the analyst to other laboratory workers.

Show the analyst where other relevant departments are such as Microbiology or Chemistry, QA and Technical Services.

4.5 **Environment**

Environmental and safety training is conducted on a monthly basis and is organised by the Training Department. Arrange for the new analyst to be scheduled into this training.

4.6 **Waste Disposal and Housekeeping**

Chemistry Analysts

Conduct the following training sessions with the new analyst.
“Waste Disposal and Housekeeping – Laboratory Waste”

Microbiology Analysts

Conduct the following training sessions with the new analyst (when required).
Microbiology Training Module 5 - Waste Disposal and Housekeeping

4.8 **Quality Documentation**

Explain abbreviations used within the laboratory, ie: TD's, SF's.
The Training Department is responsible for the introduction to basic GMP guidelines to be adopted in the laboratory and manufacturing areas.

Schedule a time with the Training Department for GMP training to occur.

4.9 **Plant Tour**

Take the analyst on a plant tour (if applicable) explaining the operations of each section. Outline the flow of materials from receipt of raw materials to manufacturing, packaging and dispatch. All adjacent service areas including engineering, sampling, packaging inspection and administration should be acknowledged on the plant tour.

4.10 **KRA / Competencies**

Schedule time with the Laboratory Manager / Team Leader to discuss what the job entails and the expected competencies for the position.

The Laboratory Manager / Team Leader will review the KRA's with the technician and explain the expected level of competency required for the completion of these tasks.

4.11 **Induction Assessment**

Show the new analyst the self-assessments for each module of the induction in the Training Records. Ask the new analyst to complete the self-assessments (if applicable) and return to the Team Leader. Arrange a time for the new analyst to sit the formal Induction assessment and training.

4.12 **Job Description**

The Team Leader will give the new analyst a copy of their job description. Once this has been read and fully understood it is to be signed by the new analyst. The new analyst will also be required to sign the Signature Register that is kept in the Laboratory Manual Folder.

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5. SUMMARY OF CHANGES

Version #	Revision History
MICLAB – METHOD 030	New