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	MATRIX OF COMPETENCIES FOR MICROBIOLOGY UNIT	Issue: 01.11.2013 Revision: 04.10.18

TASK	INITIALS									
	SB	AA	PS	AK	RR	TA	ND	MM	SrB/SR/K M/KR	
Technical Manager	X	S		S						
Qualification of personnel	X	S								
Training needs identification	X	X	X	X	X	X				
Plan of training	X	S								
Up-dating of individual personnel files	X	X	X	X	X	X				
Sample custodian				X	S					
Evaluation and revision of documents	X	X	X	X	X					
Control of records	X	X	X	X	X					
Keeping the stock of culture media & reagents			X	X	X	X				
Cleaning and disinfection of bench /cupboards							X		X	
Cleaning of equipments							X			
Monitoring cleaning equipment/rooms		X	X	X	X					
Garbage removal									X	
Decontamination, washing and preparation of materials /glassware							X		X	
Verification of cleanliness	X	X	X	X	X					
Control of air and surfaces		X	X	X	X					
Control of room temperature		X	X	X	X					
Procurement of equipments and consumables	X	X	X	X	X					
Verification of micropipettes		X	X	X	X					
Evaluation, maintenance and checking of equipments	X	X	X	X	X					
Repairing of equipments/Replacement of spares								X		
Writing the instrument SOP and forms	X	X	X	X	X					
Verification of balance		X	X	X	X					
Control of temperature: incubators and water baths		X	X	X	X					
Control of sterilization and decontamination parameters			X	X	X	S				
Control of the water use in Lab		X	X	X	X					
Preparing Gram staining		X	X	X						
Preparation of culture media and diluents		X	X	X	X	X	S			
Media control		X	X	X	X					
Training new persons in lab	X	X	X	X	X					
Access/Protection of data	X	S								
Doing the analysis	X	X	X	X	X					
Sample preparation		X	X	X	X					
Standard Plate Count (TMSOP/M 01)	X	X	X	X	X					
Detection and identification of <i>Salmonella</i> (TMSOP/M 02)	X	X	X	X	X					
Enumeration of Coliforms (TMSOP/M 03)	X	X	X	X	X					
Enumeration of Presumptive <i>E. coli</i> (TMSOP/M 04)	X	X	X	X	X					
Detection of <i>V. cholerae</i> (TMSOP/M 05)	X	X	X	X	X					
Detection of <i>Vibrio parahaemolyticus</i> (TMSOP/M 06)	X	X	X	X	X					
Detection of <i>Listeria monocytogenes</i> (TMSOP/M 07)	X	X	X	X	X					
Enumeration of <i>Staphylococcus aureus</i> (TMSOP/M 08)	X	X	X	X	X					
Water Quality-Enumeration of Culturable Micro-organisms (TMSOP/M 09)	X	X	X	X	X					
Water Quality-Detection and Enumeration of Coliforms and presumptive <i>Eschericia coli</i> (TMSOP/M 10)	X	X	X	X	X					
Water quality-Detection of <i>salmonella</i> spp.(TMSOP/M11)	X	X	X	X	X					
SWAB method - Enumeration of Microorganisms (TMSOP/M 12)	X	X	X	X	X					
SWAB method- Enumeration of Coliforms and Presumptive <i>E. coli</i> (TMSOP/M 13)	X	X	X	X	X					
Detection of White Spot Syndrome Virus (TMSOP/M-14)	X	X	X	X	X					
Detection of Yellow Head Virus (TMSOP/M-15)	X	X	X	X	X					

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Enumeration of <i>E. coli</i> (TMSOP/M-16)	X	X	X	X	X					
Detection of Early Mortality Syndrome (TMSOP/M-17)	X	X	X	X	X					
Detection of Infectious Hypodermal and Hematopoietic Necrosis Virus (TMSOP/M-18)	X	X	X	X	X					
Detection of Taura Syndrome Virus (TMSOP/M-19)	X	X	X	X	X					
Detection of Infectious Myonecrosis Virus (TMSOP/M-20)	X	X	X	X	X					
Detection of <i>Macrobrachium rosenbergii</i> nodavirus (TMSOP/M-21)	X	X	X	X	X					
Method Validation and Verification.	X	X	X	X	X					
Preparation & maintenance of strains		X	X	X	X					
Acceptance/ rejection of methodologies	X									
Results interpretations/issuing of reports	X	X	X	X	X					
Control of results	X	S	S	S						
Up-date of methodologies	X	X	X	X	X					
Decision in participation in PT	X	S	S	S	S					
Evaluation of performance in PT	X	S	S	S	S					
Setting of corrective actions/ Cause analysis/Control of implementation/Efficacy	X	X	X	X	X					
Detection of non-conform work/Non-conformities	X	X	X	X	X					
Record of client complaints	X	S	S	S						
Treatment of complaints	X	S	S	S						
Validation of results and technical reports	X	S	S	S						
Filling of results books	X	X	X	X	X					
Sample Custodian				X	S					
Acceptance/Rejection of samples	X			X	S					
Storage and maintenance of samples				X	S					
Storage and maintenance of retained samples				X	S					
Electrical maintenance for equipment								X		
Observing confidentiality of results	X	X	X	X	X					
Responsible for security /safety						X		X		
Following of security rules	X	X	X	X	X	X	X	X	X	X

X - Competency; S – Substitute in absence of X;

Full Name	Designation	Abbreviation
Salma Begum	Fish Inspection and Quality Control Officer	SB
Md. Anwarul Amin	Microbiologist	AA
Plabon Sarker	Microbiologist	PS
A.K.Md.Ahmadul Kabir	Microbiologist	AK
Rashedur Rahman	Technical Assistant	RR
Towhidul Anwar Chy	Lab Assistant	TA
Nimai Chandra Das	Lab Attendant	ND
Mong Marma	Electrician	MM
Senoara Begum	Cleaner	SrB
Sukhi Rani	Cleaner	SR
Kashem Mia	Cleaner	KM
Krisna Rani	Cleaner	KR

The Technical Manager of the Microbiological Unit: Salma Begum.