# UBT446

Enhance appearance using scalp micropigmentation techniques

# ASSIGNMENT 12

Products, equipment and organisational procedures

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| Tutor | |
| Date issued | |
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## Aim

To demonstrate comprehensive knowledge of legitimate product sourcing, traceability, SDS and COSHH, manufacturer instructions, single-use products, equipment safety, topical anaesthetic boundaries, stock/recall control and organisational quality procedures relevant to SMP and UBT446.

### Instructions

Complete all sections. Current product information, law, local authority conditions, insurer requirements, manufacturer instructions and organisational procedures take priority over generic course wording. An SDS, seller statement or client consent alone never establishes product suitability.

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# Task 1 - Match the terms with the descriptions

## 1. Product sourcing, authenticity and regulatory status

Match each term with the correct description. Write the correct number in the answer column.

| Term | Answer |
|---|---|
| A. Verified legitimate supplier | ____ |
| B. Manufacturer-authorised distributor | ____ |
| C. Product authenticity | ____ |
| D. Counterfeit or tampered product | ____ |
| E. Applicable regulatory status | ____ |
| F. Purchase record | ____ |
| G. Supplier due diligence | ____ |

## Descriptions

1. Documented checks of identity, address, reputation, supply chain, complaints/recalls, invoices and evidence relevant to the product category.

2. Confidence that the item is genuine, correctly labelled, sealed and consistent with the manufacturer and expected supply chain.

3. A distributor formally recognised by the manufacturer where such a network exists; the term must not be assumed for every online seller.

4. An invoice or equivalent record showing supplier, date, product, quantity and identifiers needed for investigation and traceability.

5. A genuine professional source that can provide identity, contact, product and supply-chain evidence; 'approved' is used only where a named body actually grants approval.

6. Evidence that the product meets the legal requirements for its actual category and market; an SDS or online listing alone does not prove approval or compliance.

7. An item falsely presented as genuine, relabelled, substituted, opened or interfered with; isolate it and do not use it.

# Task 1 - Match the terms with the descriptions

## 2. Identification, traceability and stock status

Match each term with the correct description. Write the correct number in the answer column.

| Term | Answer |
|---|---|
| A. Batch or lot number | ____ |
| B. Expiry or use-by date | ____ |
| C. Period after opening | ____ |
| D. Opening date | ____ |
| E. Tamper and package integrity | ____ |
| F. FEFO | ____ |
| G. Quarantine and recall | ____ |

## Descriptions

1. A manufacturer-defined period during which an opened product may remain suitable when stored and handled correctly.
2. A code linking an item to a particular production grouping for investigation, complaint or recall.
3. Separate stock physically and electronically so it cannot be used, then follow the recall/incident procedure and document final disposition.
4. Use the stock with the earliest valid expiry first, while still checking integrity, storage and suitability.
5. The last date for use stated by the manufacturer; do not extend it because the pack appears unopened.
6. Evidence that a seal, sterile barrier, cap, bottle, cartridge pouch or label remains intact and has not been damaged or interfered with.
7. The date first opened, recorded when needed to calculate opened shelf life and support safe stock control.

# Task 1 - Match the terms with the descriptions

## 3. Safety Data Sheets and COSHH

Match each term with the correct description. Write the correct number in the answer column.

| Term | Answer |
|---|---|
| A. Safety Data Sheet (SDS) | ____ |
| B. COSHH assessment | ____ |
| C. Hazard | ____ |
| D. Risk | ____ |
| E. Exposure route | ____ |
| F. Control hierarchy | ____ |
| G. Emergency and spill information | ____ |

## Descriptions

1. The likelihood and severity of harm arising from the way a substance is actually stored, prepared, used, cleaned or disposed of.
2. Information on first aid, accidental release, fire, incompatibility and safe containment used in planning response.
3. A structured workplace assessment using labels, SDS and actual tasks; collecting SDS documents alone is not sufficient.
4. The intrinsic potential of a substance or process to cause harm.
5. A supplier document describing classification, hazards, handling, storage, exposure controls and emergencies; it is not itself a COSHH assessment or product approval.
6. How a substance may enter or contact the body, including inhalation, skin/eye contact, ingestion or injection through injury.
7. Eliminate or substitute where reasonably practicable, then use engineering and procedural controls; PPE supports rather than replaces higher controls.

# Task 1 - Match the terms with the descriptions

## 4. Manufacturer instructions and product use

Match each term with the correct description. Write the correct number in the answer column.

| Term | Answer |
|---|---|
| A. Intended use | ____ |
| B. Preparation and dilution | ____ |
| C. Contact time | ____ |
| D. Compatibility | ____ |
| E. Storage conditions | ____ |
| F. Contraindication and warning | ____ |
| G. Disposal instruction | ____ |

## Descriptions

1. The required wet exposure period for a disinfectant or other product to achieve its stated purpose; spraying and immediately wiping may be ineffective.
2. Required temperature, light, humidity, position, security and packaging conditions used to preserve integrity.
3. The purpose, user, site and method for which the product or equipment was designed and supported.
4. Directions on waste stream, sharps, chemical or medicine disposal followed together with local waste procedure.
5. A condition, client factor, surface or situation in which use must be avoided or additional action is required.
6. Use only stated ratios and approved diluent, water quality and method; never guess concentration or mix chemicals unless specifically instructed.
7. Confirmation that chemicals, pigments, cartridges, plastics, barriers and equipment can be safely and effectively used together.

# Task 1 - Match the terms with the descriptions

## 5. Single-use products and aseptic preparation

Match each term with the correct description. Write the correct number in the answer column.

| Term | Answer |
|---|---|
| A. Sterile single-use cartridge | ____ |
| B. Sterile barrier integrity | ____ |
| C. Single-use pigment cup | ____ |
| D. Aseptic pigment dispensing | ____ |
| E. No bottle re-entry | ____ |
| F. Single-use transfer device | ____ |
| G. Immediate sharps disposal | ____ |

## Descriptions

1. A new sterile syringe or other appropriate transfer item used for one source bottle and discarded after dispensing.
2. Open only when ready, without touching critical parts; a damaged, wet, open or expired pouch means the item is not used.
3. Unused cup contents are discarded; used needles, cartridges or other sharps go directly into the correct rigid container without recapping or dismantling.
4. A sealed, in-date, traceable and compatible needle module used for one client/procedure only and never cleaned or saved for reuse.
5. Dispense into a clean disposable container without touching the bottle nozzle to the cup, glove, surface or used equipment.
6. Never return unused pigment to the original container and never enter a bottle with a device that has already contacted another bottle, cup or treatment field.
7. A clean disposable reservoir prepared per client and discarded after the procedure; it is not topped up from contaminated stock.

# Task 1 - Match the terms with the descriptions

## 6. Equipment safety, maintenance and decontamination

Match each term with the correct description. Write the correct number in the answer column.

| Term | Answer |
|---|---|
| A. Pre-use inspection | ____ |
| B. Risk-based electrical maintenance | ____ |
| C. PAT testing | ____ |
| D. Fault isolation | ____ |
| E. Preventive maintenance and service | ____ |
| F. Calibration or verification | ____ |
| G. Cleaning, barriers and decontamination | ____ |

## Descriptions

1. Remove from use, disconnect where safe, label/quarantine and prevent access until competent assessment, repair or disposal is completed and recorded.

2. A combined inspection/test that may form part of a maintenance system; UK law does not require every portable appliance to receive an annual PAT.

3. Check casing, controls, cartridge fit, cable, plug, power supply, unusual heat/noise/vibration, contamination and function before use.

4. Confirm accuracy or performance only where relevant and required by the manufacturer, risk assessment or quality system.

5. Use manufacturer-compatible cleaning/disinfection and fresh barriers; barriers reduce contamination but do not replace cleaning or correct processing.

6. Planned care by a competent person at intervals based on instructions, equipment, environment, use and history, with service/repair records.

7. Maintain electrical equipment to prevent danger using appropriate user checks, visual inspection and testing frequency based on risk and previous findings.

# Task 1 - Match the terms with the descriptions

## 7. Topical anaesthetic and medicine boundaries

Match each term with the correct description. Write the correct number in the answer column.

| Term | Answer |
|---|---|
| A. Legally sourced authorised medicine | ____ |
| B. Product information/PIL or SmPC | ____ |
| C. Dose, area and occlusion | ____ |
| D. Application time | ____ |
| E. Intact versus punctured skin | ____ |
| F. Mixing or compounding | ____ |
| G. Adverse reaction and escalation | ____ |

## Descriptions

1. Use only within lawful role and route of supply; online availability does not prove authorisation, authenticity or permission to supply/administer.

2. Stop use/treatment, remove product where safe, assess and provide first aid within training; escalate for allergy, toxicity, breathing difficulty, facial/throat swelling, collapse or other serious signs.

3. Follow indication-specific instructions; for EMLA 5% on intact skin this is commonly about 60 minutes, but exact limits depend on indication, amount, age and official product information.

4. Do not create stronger mixtures or combine medicines unless appropriately authorised, competent, insured and working within a lawful governance arrangement.

5. Check maximum amount, treatment surface, age/weight where relevant, dressing method and exposure duration; more product is not safer.

6. The official directions covering indications, contraindications, warnings, interactions, application, adverse effects, storage and disposal.

7. Remove product fully before SMP and do not reapply across broken/punctured skin unless that use is specifically authorised, lawful, trained and insured.

# Task 1 - Match the terms with the descriptions

## 8. Organisational control, recall and improvement

Match each term with the correct description. Write the correct number in the answer column.

| Term | Answer |
|---|---|
| A. Controlled SOP | ____ |
| B. Checklist and staff training | ____ |
| C. Stock inventory | ____ |
| D. Incident and product complaint procedure | ____ |
| E. Recall and client tracing | ____ |
| F. Audit and CAPA | ____ |
| G. Business continuity | ____ |

## Descriptions

1. A current record of products/equipment, quantities, location, batch/serial, expiry, opening date, storage status and quarantine state where relevant.

2. Approved step-by-step instruction with owner, version, date and review control so obsolete copies are removed and changes are communicated.

3. Arrangements for equipment failure, power or IT loss, unavailable products, staffing and emergencies so unsafe treatment does not continue.

4. Identify affected stock and treatment records, stop use, quarantine, follow supplier/regulator instructions, contact clients where risk requires and document outcome.

5. A structured investigation of nonconformity followed by corrective action to address cause and preventive/system action to reduce recurrence, with effectiveness review.

6. Immediate safety action, evidence preservation, recording, client follow-up and required notification to management, supplier, manufacturer, insurer or regulator.

7. A practical aid used by trained staff to verify critical steps; it supports but never replaces competence, supervision or professional judgement.

# Task 2 - Answer the questions

## Products, equipment and organisational procedures

**1. Explain how suppliers, distributors, product authenticity and applicable regulatory status should be verified before purchase.**

**2. Describe purchase records, labels, batch/lot, expiry, period after opening and treatment-record traceability, including action for counterfeit or tampered stock.**

**3. Explain the purpose and limitations of an SDS and why it does not replace a COSHH assessment or prove product approval.**

# Task 2 - Answer the questions

## Products, equipment and organisational procedures

**4. Describe how a COSHH assessment applies to cleansers, disinfectants and other hazardous substances, including exposure routes and the hierarchy of controls.**

**5. Explain why intended use, preparation/dilution, contact time, compatibility, storage, warnings and disposal instructions must be followed.**

**6. Describe the complete controls for sterile single-use cartridges, pigment cups and aseptic pigment dispensing without contaminating original bottles.**

# Task 2 - Answer the questions

## Products, equipment and organisational procedures

**7. Explain pre-use inspection, risk-based electrical maintenance, PAT testing, servicing, calibration and fault isolation for SMP equipment.**

**8. Describe cleaning, barriers and decontamination for reusable equipment and explain why barriers do not replace cleaning and disinfection.**

**9. Explain controlled SOPs, checklists, staff training, version control, audit and corrective and preventive action (CAPA).**

# Task 2 - Answer the questions

## Products, equipment and organisational procedures

**10. Describe FEFO, inventory, opening-date control, temperature/storage monitoring, quarantine, recall and client tracing.**

**11. Explain legal and professional controls for topical anaesthetic, including lawful sourcing, product information, dose/area/time, intact skin, mixing and adverse reactions.**

**12. Describe incident/product-complaint procedures, equipment-fault response, required notifications, documentation and business continuity.**

# Task 3 - Multiple-choice knowledge test

Select one answer for each question.

**1. What is a verified legitimate supplier?**
A. A professional source whose identity, supply chain and product evidence have been checked
B. Any marketplace seller
C. The cheapest source
D. A client recommendation only
Answer: _____

**2. When is 'manufacturer-authorised distributor' accurate?**
A. For every online seller
B. When the manufacturer genuinely recognises that distributor in its supply chain
C. Whenever a product is discounted
D. When the client approves
Answer: _____

**3. What supports product authenticity?**
A. A low price
B. An anonymous listing
C. Consistent genuine labels, seals, identifiers, supplier evidence and expected supply chain
D. No batch number
Answer: _____

**4. What should happen to suspected counterfeit stock?**
A. Use it on latex first
B. Relabel it
C. Mix it with genuine stock
D. Do not use it; quarantine, preserve evidence and follow reporting procedure
Answer: _____

**5. Does an SDS prove a product is approved for SMP?**
A. No; it describes chemical safety information and does not prove authorisation or suitability
B. Yes, always
C. Yes, if signed
D. Only for pigment
Answer: _____

# Task 3 - Multiple-choice knowledge test

Select one answer for each question.

**6. Why keep purchase records?**
A. To replace treatment records
B. To connect products to suppliers, dates, identifiers, complaints and recalls
C. To determine skin type
D. To guarantee results
Answer: _____

**7. What does a batch or lot number identify?**
A. The client's appointment
B. The treatment price
C. A particular production grouping
D. The machine voltage
Answer: _____

**8. What is period after opening?**
A. The time before delivery
B. The consultation interval
C. A permanent extension of expiry
D. The manufacturer-defined suitable period after first opening under stated storage
Answer: _____

**9. Why record the opening date?**
A. To calculate opened life and support safe stock decisions
B. To replace expiry
C. To determine pigment colour
D. To avoid inventory
Answer: _____

**10. What does FEFO mean?**
A. Use newest stock first
B. Use the stock with the earliest valid expiry first
C. Freeze every product
D. Use damaged stock first
Answer: _____

# Task 3 - Multiple-choice knowledge test

Select one answer for each question.

**11. What is quarantine?**
A. Using stock quickly
B. Removing its label
C. Physical and recorded separation that prevents uncertain stock being used
D. Returning it to the trolley
Answer: _____

**12. What is an SDS?**
A. A consent form
B. A product approval certificate
C. A pigment chart
D. A Safety Data Sheet describing hazards, handling, storage and emergency information
Answer: _____

**13. Is an SDS a COSHH assessment?**
A. No; it provides information used to assess the actual workplace task and exposure
B. Yes, without changes
C. Only for disinfectant
D. Only when printed
Answer: _____

**14. What is a hazard?**
A. The likelihood of exposure only
B. The intrinsic potential to cause harm
C. A client preference
D. A stock count
Answer: _____

**15. What is risk?**
A. A batch identifier
B. A hazard pictogram only
C. The likelihood and severity of harm in the actual circumstances
D. A supplier address
Answer: _____

# Task 3 - Multiple-choice knowledge test

Select one answer for each question.

**16. Which is an exposure route?**
A. The delivery driver's road
B. The waste invoice
C. The client journey
D. Inhalation, skin/eye contact, ingestion or injection through injury
Answer: _____

**17. What is the first preference in the COSHH control hierarchy?**
A. Prevent exposure or eliminate/substitute the hazardous substance where reasonably practicable
B. Rely only on gloves
C. Ignore small quantities
D. Use perfume to mask it
Answer: _____

**18. Does PPE replace higher COSHH controls?**
A. Yes, in all cases
B. No; it supports engineering, procedural and other controls
C. Yes, if double gloves are used
D. Only for aerosols
Answer: _____

**19. What is contact time?**
A. The consultation length
B. The machine running time
C. The required period a product remains wet/in contact to work as intended
D. The session interval
Answer: _____

**20. Why follow dilution instructions?**
A. Any stronger mix is safer
B. Dilution only changes colour
C. Tap water is always approved
D. Incorrect concentration may reduce efficacy, damage materials or increase exposure
Answer: _____

# Task 3 - Multiple-choice knowledge test

Select one answer for each question.

**21. May cleaning chemicals be mixed?**
A. Only when the manufacturer specifically instructs compatible mixing
B. Yes, to make them stronger
C. Yes, if they smell similar
D. Yes, after expiry
Answer: _____

**22. Why check compatibility?**
A. Compatibility affects price only
B. Products, materials, cartridges and equipment may be damaged or made ineffective by incompatibility
C. All products are interchangeable
D. It replaces contact time
Answer: _____

**23. What must be checked on a sterile cartridge?**
A. Only colour
B. Only price
C. Correct type, compatibility, intact sterile barrier, batch and expiry
D. Whether it can be reused
Answer: _____

**24. What does single use mean for an SMP cartridge?**
A. Save for the client's next visit
B. Reuse until blunt
C. Clean and return to stock
D. One client and one procedure followed by immediate sharps disposal
Answer: _____

**25. How should pigment be transferred from a bottle?**
A. With a new sterile single-use transfer device for that bottle without nozzle contact
B. Using one syringe across bottles
C. By touching the nozzle to the cup
D. With a used cartridge
Answer: _____

# Task 3 - Multiple-choice knowledge test

Select one answer for each question.

**26. May unused pigment be returned to the bottle?**
A. Yes, for the same client
B. No; discard the contents of the single-use cup
C. Yes, if the cup looks clean
D. Yes, after adding alcohol
Answer: _____

**27. Where does a used cartridge go?**
A. General waste
B. Recycling
C. Immediately into the correct rigid sharps container
D. A tray until next week
Answer: _____

**28. What should a pre-use equipment inspection include?**
A. Only whether it turns on
B. Only its colour
C. Only the warranty
D. Condition, cable/power supply, controls, fit, contamination, unusual heat/noise and function
Answer: _____

**29. What does UK law require for electrical equipment?**
A. Maintenance sufficient to prevent danger using checks/testing based on risk
B. Annual PAT for every item regardless of risk
C. No maintenance for battery devices
D. Replacement every year
Answer: _____

**30. Is annual PAT legally required for every portable appliance?**
A. Yes, without exception
B. No; PAT may be part of a risk-based maintenance system
C. Only if the client asks
D. PAT is prohibited
Answer: _____

# Task 3 - Multiple-choice knowledge test

Select one answer for each question.

**31. What should happen to faulty equipment?**
A. Continue at lower speed
B. Cover the fault with a barrier
C. Disconnect where safe, label and quarantine it until competent assessment or disposal
D. Let the client decide
Answer: _____

**32. When is calibration or verification relevant?**
A. For every plastic cup
B. Only after treatment
C. Never in SMP premises
D. When measurement/performance accuracy is required by instructions, risk or quality system
Answer: _____

**33. Do barriers replace cleaning and disinfection?**
A. No; barriers are additional contamination control
B. Yes, when intact
C. Yes, if doubled
D. Only on cables
Answer: _____

**34. What is a controlled SOP?**
A. An informal verbal habit
B. An approved versioned procedure with owner, steps, records and review control
C. A product label
D. A client testimonial
Answer: _____

**35. What does a checklist do?**
A. Replaces competence
B. Diagnoses conditions
C. Supports trained staff to verify critical steps consistently
D. Eliminates supervision
Answer: _____

# Task 3 - Multiple-choice knowledge test

Select one answer for each question.

**36. What should happen to an obsolete SOP?**
A. Keep both versions in circulation
B. Delete all evidence
C. Let each person choose
D. Withdraw it from use and communicate the approved replacement
Answer: _____

**37. What is CAPA?**
A. Corrective action addressing a problem/cause and preventive system action reducing recurrence
B. A pigment classification
C. A client consent type
D. A waste container
Answer: _____

**38. What should a stock inventory include?**
A. Only product colour
B. Identity, quantity, location, identifiers, expiry/opening and storage/quarantine status where relevant
C. Only purchase price
D. Only new stock
Answer: _____

**39. What triggers product quarantine?**
A. Normal in-date stock
B. A client compliment
C. Expiry, damage, recall, incorrect storage, return, counterfeit concern or uncertain status
D. A clean shelf
Answer: _____

**40. What is the first action in a product recall?**
A. Use it before the deadline
B. Remove batch labels
C. Mix it with unaffected stock
D. Stop use and identify/quarantine all affected stock and records
Answer: _____

# Task 3 - Multiple-choice knowledge test

Select one answer for each question.

**41. Why link product batches to client records?**
A. To identify affected clients during a complaint, incident or recall
B. To determine hair loss
C. To replace consent
D. To set the machine speed
Answer: _____

**42. What should govern topical anaesthetic use?**
A. Client preference alone
B. Lawful sourcing/use, official product information, training, insurance and local procedure
C. Any online instruction
D. The strongest available cream
Answer: _____

**43. What must be assessed for topical anaesthetic?**
A. Only pigment colour
B. Only appointment length
C. Indication, contraindications, allergy/interactions, dose, area, age/weight, occlusion and time
D. Only client pain score
Answer: _____

**44. What is a common EMLA 5% application time on intact skin?**
A. Always 5 minutes
B. Unlimited overnight use
C. The same time for every site and age
D. About 60 minutes, but the exact indication-specific official instructions and limits govern
Answer: _____

**45. May topical anaesthetic be reapplied over freshly punctured skin?**
A. Not unless that use is specifically authorised, lawful, trained and insured
B. Yes, automatically
C. Yes, if the client asks
D. Yes, with any compounded mix
Answer: _____

# Task 3 - Multiple-choice knowledge test

Select one answer for each question.

**46. May an SMP practitioner freely compound stronger anaesthetic mixtures?**
A. Yes, after a short video
B. No; mixing/compounding requires a specific lawful authorised governance arrangement
C. Yes, if labelled
D. Yes, for models
Answer: _____

**47. What should happen after a suspected serious anaesthetic reaction?**
A. Apply more product
B. Continue faster
C. Stop, remove product where safe, give first aid within training and obtain urgent/emergency help
D. Hide the symptoms
Answer: _____

**48. What belongs in an incident record?**
A. Only the client's first name
B. Only the final cost
C. Only the machine brand
D. People, date/time, product/equipment identifiers, event, response, notifications and outcome
Answer: _____

**49. What is business continuity?**
A. A plan to stop unsafe work and manage equipment, power, IT, product or staffing disruption
B. Continuing every treatment regardless
C. Using unverified substitutes
D. Ignoring failed systems
Answer: _____

**50. What is the safest overall principle?**
A. Buy the cheapest stock
B. Use verified traceable products, follow instructions, maintain equipment, control stock and document/escalate problems
C. Use expired sealed products
D. Continue with faults if the client agrees
Answer: _____