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Laboratory Quality Manual

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LABORATORY QUALITY POLICY

The Laboratory's quality policy is to provide competitive services of the highest standards of performance and reliability. By achieving this goal the company will consistently satisfy the needs and expectations of its internal and external customers and achieve success.

This level of quality is achieved through adoption of a Laboratory management system that meets the requirements of ISO 17025 and the CLAS standard and reflects the competence of the Laboratory to existing customers, potential customers, and independent authorities.

The Senior Management is committed to providing the resources needed to maintain the Laboratory quality system, meet Laboratory policies and objectives and to undertake or subcontract analyses critical to product safety, legality and quality using applicable procedures and facilities. The Laboratory Management are directly responsible providing organisation and support, equipment and facilities, and training and education of all employees and that appropriate resources are available to carry out work as per the testing schedules.

Methodology used, qualifications, training, and screening of personnel engaged in testing are all documented in the Laboratory procedures manual. Activities include chemical analysis, microbiological contamination surveillance, environmental sampling and pathogen reporting. Standard tests are specified in the Industry Code of Practice or are International Standard Methods.

The Laboratory Quality Objectives are as follows:

- a) To maintain an effective Quality Assurance System complying with BS 17025 (CLAS) standard
- b) To provide competitive services of the highest standards of performance and reliability, thus enhancing the Laboratory's reputation with customers.
- c) To meet the Laboratory quality objectives and ensure compliance with relevant customer, statutory and regulatory requirements.
- d) To endeavour, at all times, to maximize customer satisfaction.
- e) To pro-actively promote and encourage a culture of continuous improvement within the Laboratory



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It is the responsibility of all staff to familiarise themselves with the contents of the Quality Manual and comply with the policies and procedures laid down in it, the Laboratory Procedures Manual and associated documentation at all times.

Achievement of this policy involves all staff being individually responsible for the quality of their work, resulting in a continual improvement culture and working environment for all. This policy is provided and explained to each employee by the Laboratory Manager.

Primary responsibility for the Laboratory lies with the Laboratory Manager, who reports directly to the Technical Manager.

Laboratory Manager

Date

21. Subcontracting

It is the policy of the Laboratory to subcontract specific pathogen testing to UKAS accredited Laboratories. Test results are also occasionally required from an independent Laboratory, in which case the testing would be subcontracted.

When work is subcontracted it is the responsibility of the Laboratory Manager to ensure that the contract Laboratory has an accreditation certificate within the scope of the test being conducted. Copies of the certificate of the contract Laboratory will be held on file.

Revision Number	Summary of Changes made from previous revision	Requested By:	Authorised By:
2	Update to meet the requirements of CLAS BS 17025 Standard	Laboratory Manager	Technical Manager