

Laboratory Quality Management System

NUMBER IND-O-206

VERSION 1

AUTHORISED BY DPI Director General

AUTHORISED DATE 03/08/2016

ISSUED BY Chief Scientist

EFFECTIVE DATE 03/08/2016

Policy Statement

The department is committed to providing customers of its fee for service laboratory testing and laboratory research activities with valid, reliable and reproducible results as documented in the Code of Conduct and Guidelines for the Conduct of Research. To achieve this goal, fee for service laboratory testing in DPI and laboratory research activities in DPI Biosecurity & Food Safety, DPI Agriculture and DPI Fisheries will be performed within an internationally recognised quality management system (QMS), certified or accredited by third party assessment.

Scope

The policy applies to management and teams of fee for service testing laboratories in DPI and laboratory research in DPI Biosecurity & Food Safety, DPI Agriculture and DPI Fisheries.

Requirements

1. Fee for service laboratory teams will implement and maintain NATA ISO 17025 accreditation.
2. Laboratory research teams will implement and maintain ISO 9001 certification.

Roles and responsibilities

Applicable DPI Deputy Directors General are jointly responsible for:

- Demonstrating leadership and commitment for the QMS and customer focus.
- Assigning the responsibilities and authorities for QMS roles.
- Provide resources to support and maintain the QMS.

Chief Scientist's Branch is responsible for:

- Reporting to Deputy Directors General on the performance of and issues arising from the QMS.
- Participating in external audits and the management of the State system.

Biosecurity Emergency Operations, Intelligence & Programs is responsible for:

- Managing the resources to support and maintain the QMS.

Applicable DPI Group Directors and Directors are responsible for:

- Promoting and participating in the QMS of their teams.
- Ensuring that the QMS is included in business plans and staff Performance Development Plans.

Laboratory team leader is responsible for:

- Promoting and participating in the QMS of their team.
- Carrying out the duties detailed in the NSW DPI Research Laboratory Quality Manual.

State Quality Coordinator is responsible for:

- Managing and maintaining the State QMS.
- Carrying out the duties detailed in the NSW DPI Research Laboratory Quality Manual.

Quality Assurance Officer is responsible for

- Managing and maintaining the QMS at sites.
- Carrying out the duties detailed in the NSW DPI Research Laboratory Quality Manual.

Team Quality Representative is responsible for:

- Coordinating and maintaining the QMS at team level.
- Carrying out the duties detailed in the NSW DPI Research Laboratory Quality Manual.

Laboratory staff, students & visitors are responsible for:

- Participating and complying with the QMS at team level.
- Carrying out the duties detailed in the NSW DPI Research Laboratory Quality Manual.

Definitions

- State system: the overarching system of documentation and processes used by teams to meet the requirements of the standards.
- Laboratory: a room or building with scientific equipment for performing scientific testing or research. This may include a mobile room.
- ISO 9001: Quality management systems - Requirements.
- ISO 17025: General requirements for the competence of testing and calibration laboratories.
- NATA: National Association of Testing Authorities.
- PDP: Performance Development Plan.
- QMS: Quality management system.

Related policies

- No related policies

Other related documents

- NSW Department of Industry Code of Conduct, section "Guidelines for conducting research". IND-P-184.
- NSW DPI Guidelines for the Conduct of Research, section "Quality Assurance".
- State QMS documents on the Industry intranet

Superseded documents

This policy replaces:

- NSW Agriculture Circular 99/101
- NSW Agriculture Circular 01/057.

Review date

30/06/18

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