

**ISTA Annual Meeting 2006**

**Welcome to the**  
**Accreditation Session**

**- June 2006 -**



## **Projects and tasks in 2005/2006**

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### **Audit Programme**

- **Organising repeat and new accreditation audits  
-> (26 audits in 2005, 35 scheduled for 2006)**
- **Updating and releasing of (new) accreditation related documents**
- **Implementing published policies on accreditation of laboratories for specified trait testing**
- **Documenting of existing procedures and implemented policies**



## **Projects and tasks in 2005/2006 (cont.)**

### **Audit Programme**

- **Interacting with Technical Committees on issues arising from audits and requests by laboratories**
- **Replying to questions in accreditation and Rules related matters**
- **Sales of ISTA Certificates**
- **Preparation of the QM Workshop to be held after the ISTA Annual Meeting 2006**



## **Projects and tasks in 2005/2006 (cont.)**

### **Proficiency Test Programme**

- **Finalising programming of the accreditation data base for the evaluation of other seed determination results**
- **Dispatching and evaluating of test rounds**
- **Reporting of test results according revised rating system**
- **Revising associated documents**
- **Updating the website with latest PT information, incl. pictures of seedlings**



## **Document Update**

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- **ISTA Accreditation Standard, *Version 4.0***
- **Acc-D-01-Procedures for Termination, Suspension and Withdrawal of ISTA Accreditation, *Version 2.1***
- **Acc-D-04-Accreditation under the Performance Based Approach, *Version 2.0***
- **Acc-D-05-Performance Data Evaluation\_1, *Version 2.0***
- **Acc-D-05-Performance Data Evaluation\_2, *Version 1.1***
- **Acc-D-06-Multiple-site laboratory accreditation, *Version 1.1***
- **PT-G-01-The ISTA Proficiency Test Programme, *Version 2.0***



## **The ISTA Accreditation Standard, Version 4.0**

- ◆ **Include performance approved methods where reference is made to methods**
- ◆ **Remove definition for „Authorisation“ in order to bring the standard in line with decisions taken at the ISTA Ordinary Meeting in Budapest**



## **Acc-D-01-Procedures for Termination, Suspension and Withdrawal of ISTA Accreditation, Version 2.1**

- **Amend procedures for situations where a laboratory failed to participate in mandatory proficiency test rounds and aims at re-instating its accreditation**



## **Acc-D-04-Accreditation under the Performance Based Approach, Version 2.0**

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- ◆ **Explains principles and conditions for laboratory accreditation under the Performance Based Approach**



**Acc-D-05-Performance Data Evaluation\_1, Version 2.0,  
Acc-D-05-Performance Data Evaluation\_2, Version 1.0**

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- **Explains how to generate performance data to be evaluated by the audit team**



## **Acc-D-06-Multiple-site laboratory accreditation, Version 1.0**

- **Explains how to combine accreditations into one.**
- **Distinction between single and multiple site accreditation**
- **Combination of accreditation of laboratories operating at different locations if certain criteria are met**



## **PT-G-01-The ISTA Proficiency Test Programme, Version 2.0**

- **Amendment of in-round rating system for germination, purity, moisture determination and tetrazolium testing**
- **Revision of the in-round rating system for other seed determination**
- **General revision**



## **Projects for the next year**

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### **Audit Programme**

- **Publishing a guidance document on laboratories scope of accreditation**
- **Continuously improving internal working procedures**

### **Proficiency Test Programme**

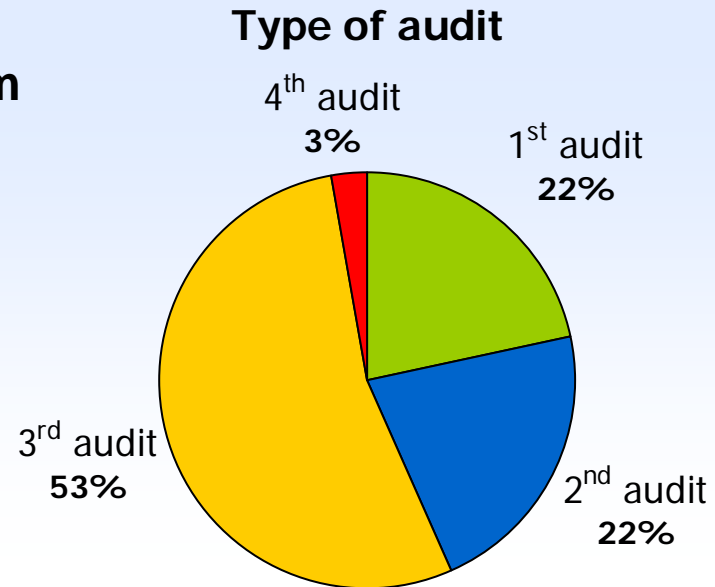
- **Finalising the evaluation of Purity test results in cooperation with the Statistics Committee**
- **Review of rating system**



## Evaluation of non-conformities

### Data basis

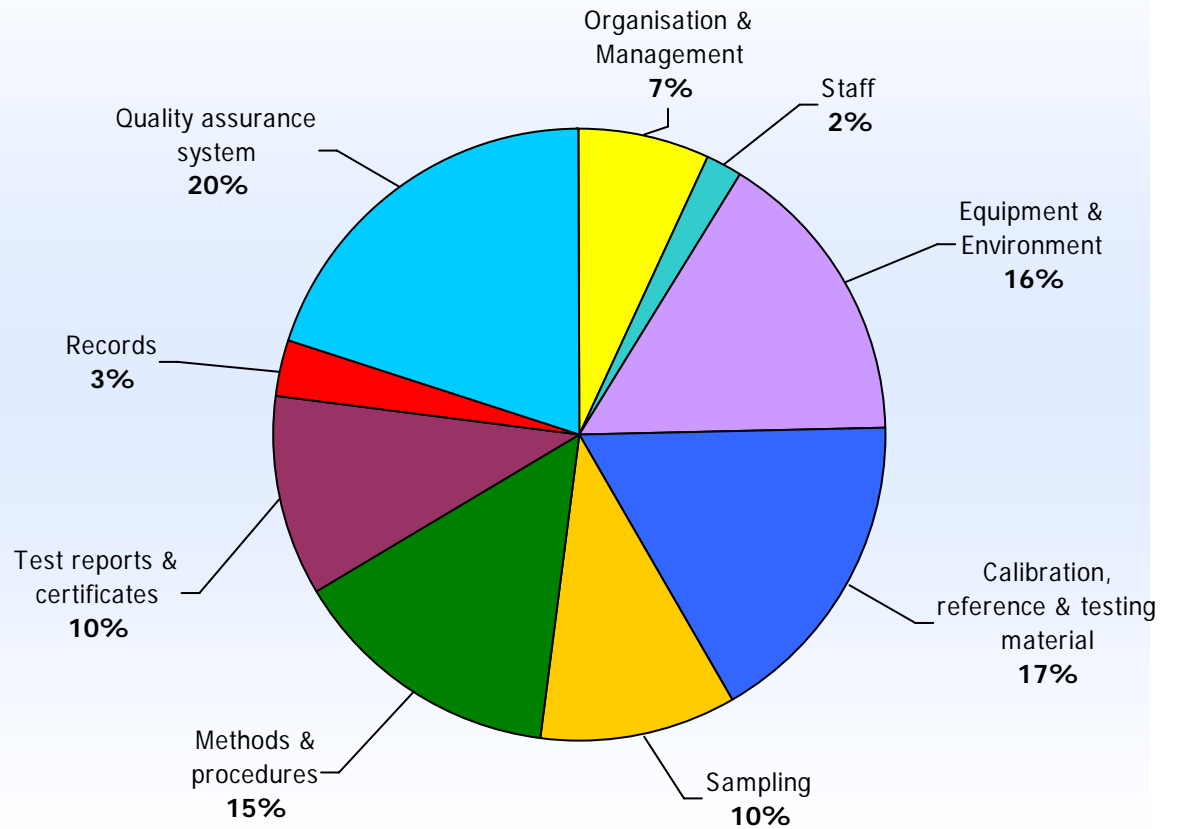
- Non-conformities of 37 checklists available in the accreditation data base
- Evaluation according Audit Checklist sections
- Majority of laboratories had their 3<sup>rd</sup> audit but there are also data from 1<sup>st</sup>, 2<sup>nd</sup> and 4<sup>th</sup> audits
- Number of non-conformities varies from one up to 48 non-conformities per lab
- Average # of non-conformities is 14
- No distinction between S and NS





# Evaluation of non-conformities

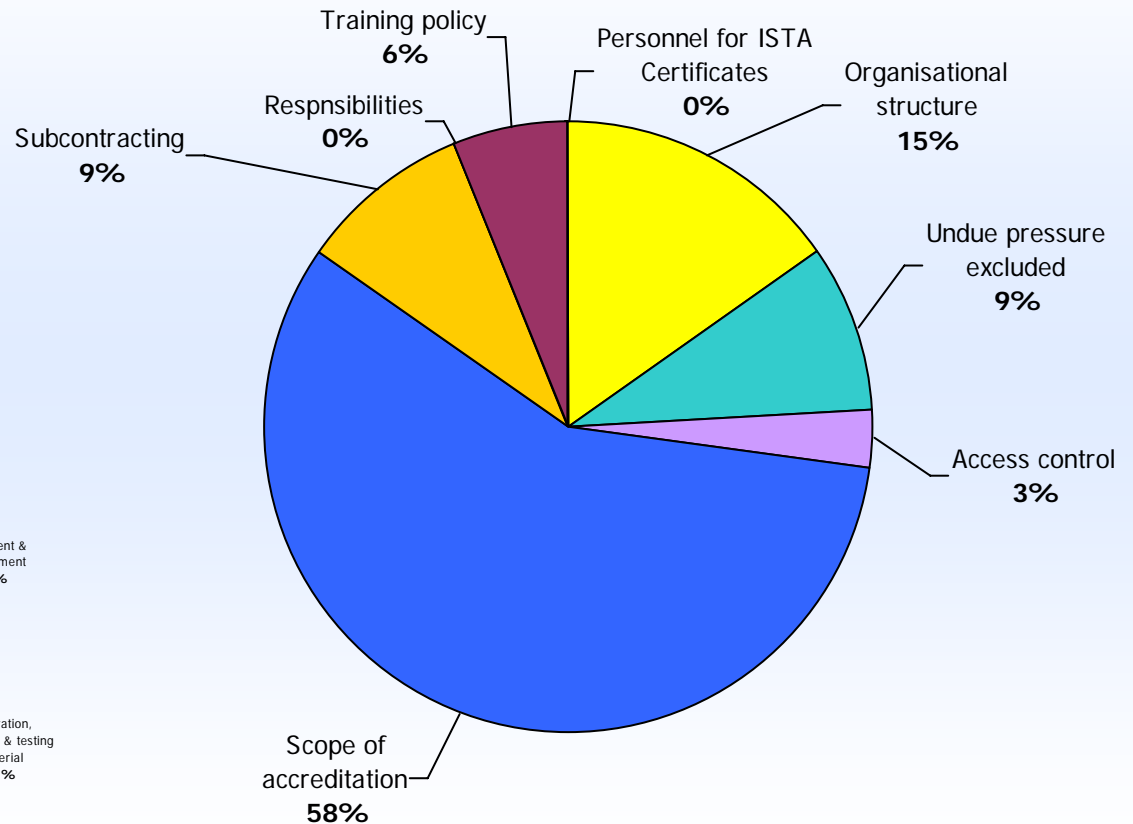
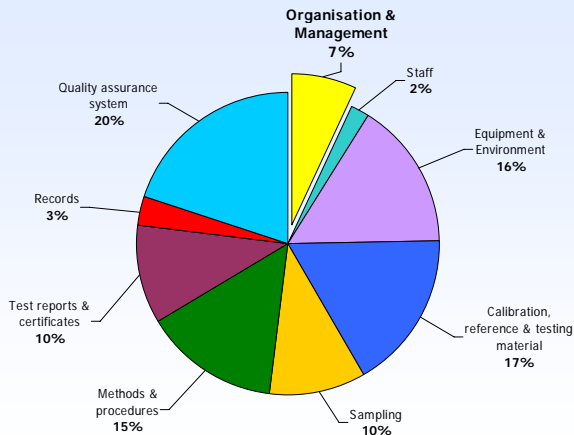
## Summary





# Evaluation of non-conformities

## Organisation & Management





## **Evaluation of non-conformities**

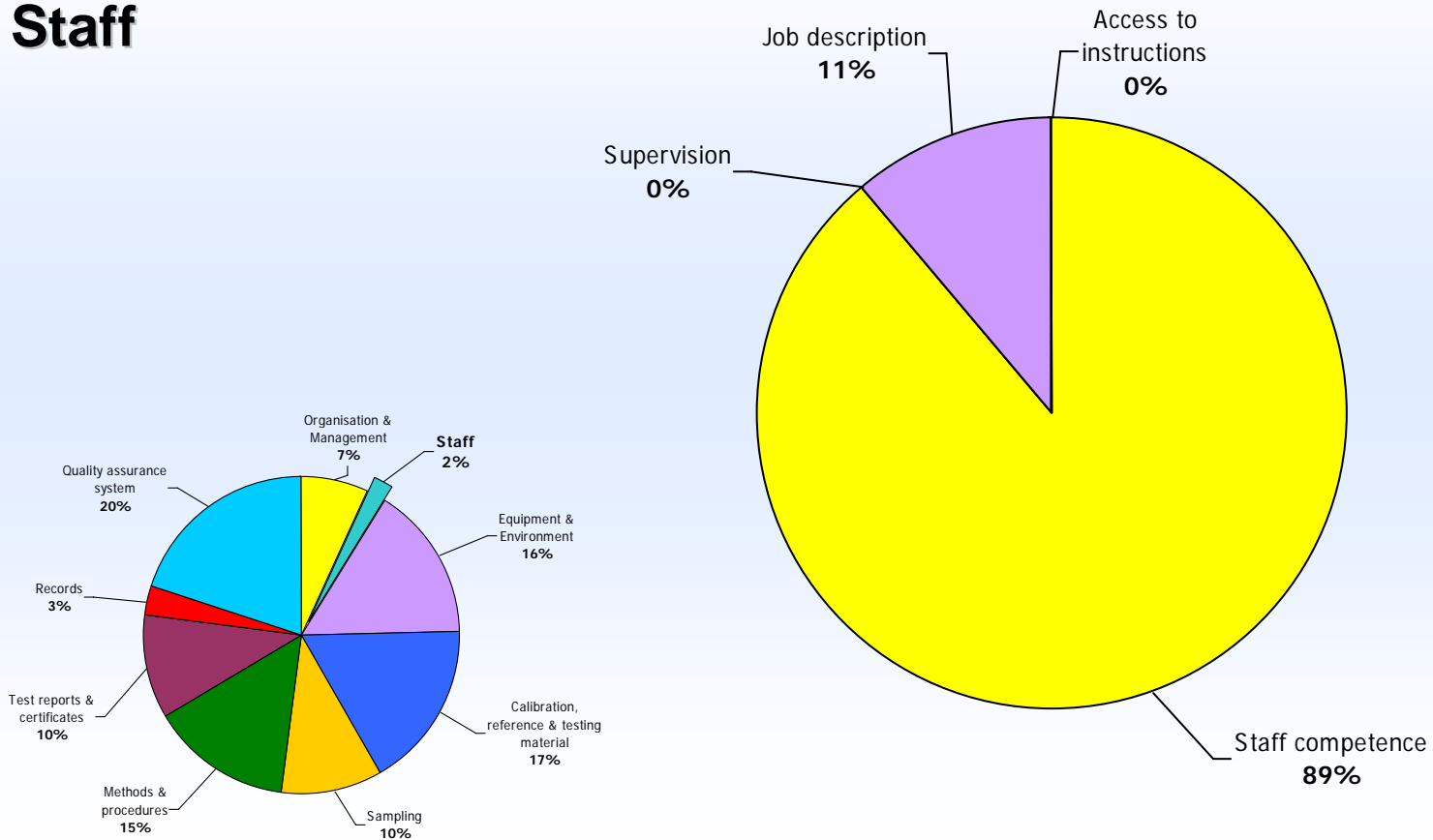
### **Organisation & Management**

Scope of accreditation	Incomplete
	Not documented in sufficient detail
Organisational chart	Incomplete
Subcontracting	Policy not documented
Training of staff	No written procedures available



# Evaluation of non-conformities

## Staff





## Evaluation of non-conformities

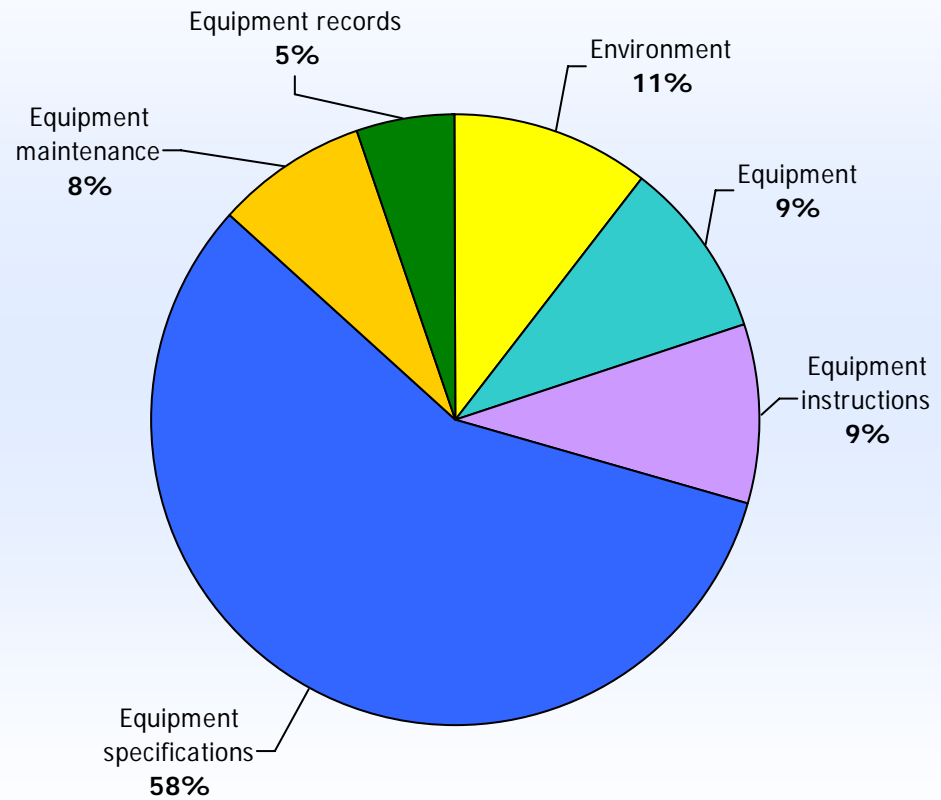
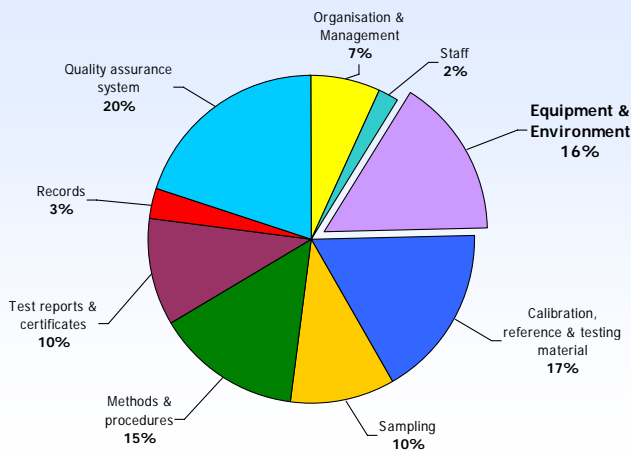
### **Staff**

Training	Not recorded
	Insufficient regarding recent Rules changes
Job description	Not available
Monitoring	Not performed



# Evaluation of non-conformities

## Environment & Equipment





## Evaluation of non-conformities

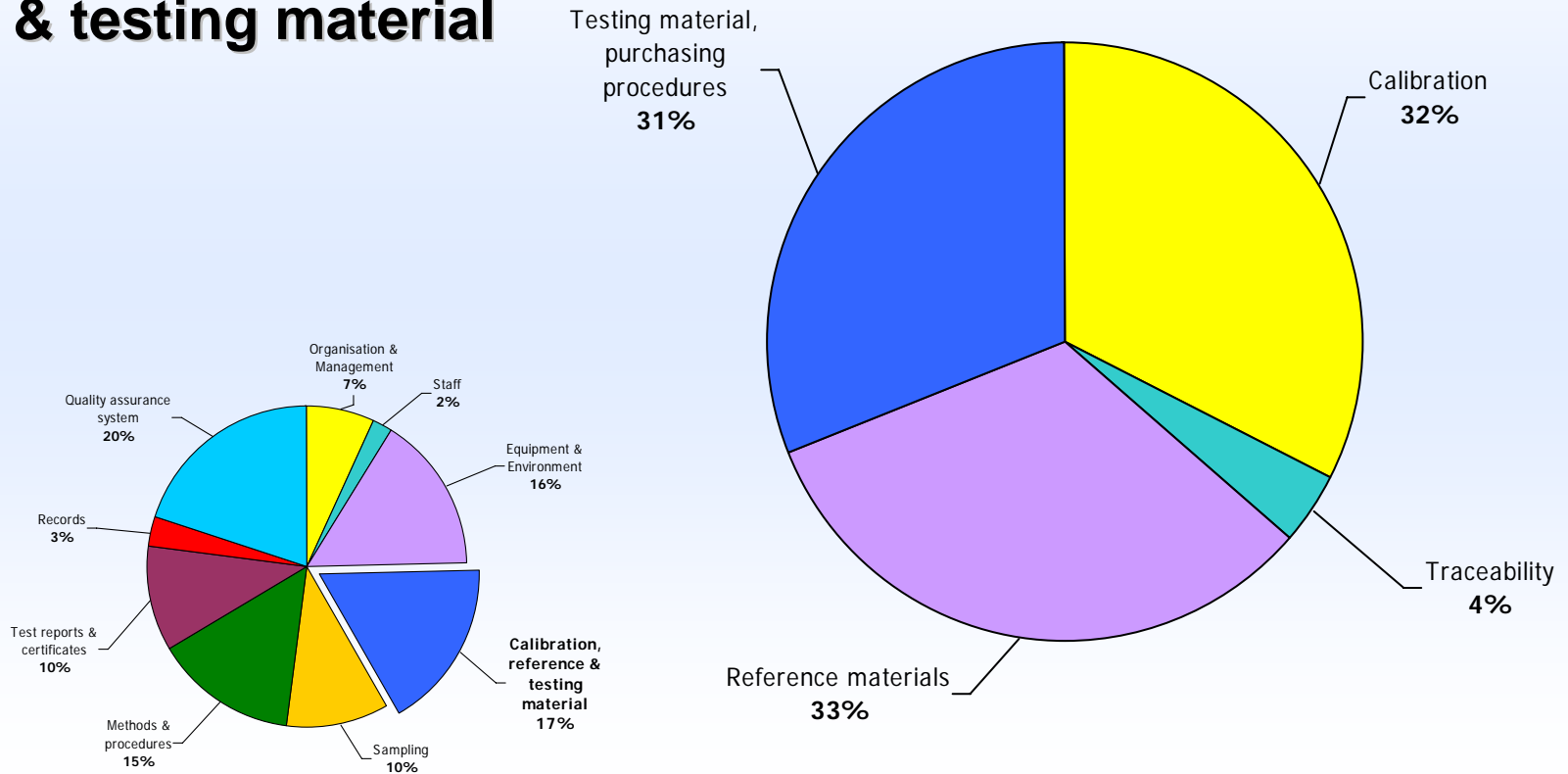
### Environment & equipment

Equipment	Missing recording of equipment verification
	No verification of temperature distribution in germinators or moisture ovens
	No verification of dividers
	Missing identification of equipment
	Required equipment not available (e.g. sieves)
Environment	No records on sample storage conditions



# Evaluation of non-conformities

## Calibration, reference & testing material





## Evaluation of non-conformities

### Calibration, reference & testing material

Calibration of balances	No balance control limits
	No records of calibrations kept
	No reference weights available
Seed reference collection	Verification not documented
	Incorrect labelling
	Important species missing
Temperature	No reference thermometers
	No calibration records kept



## **Evaluation of non-conformities**

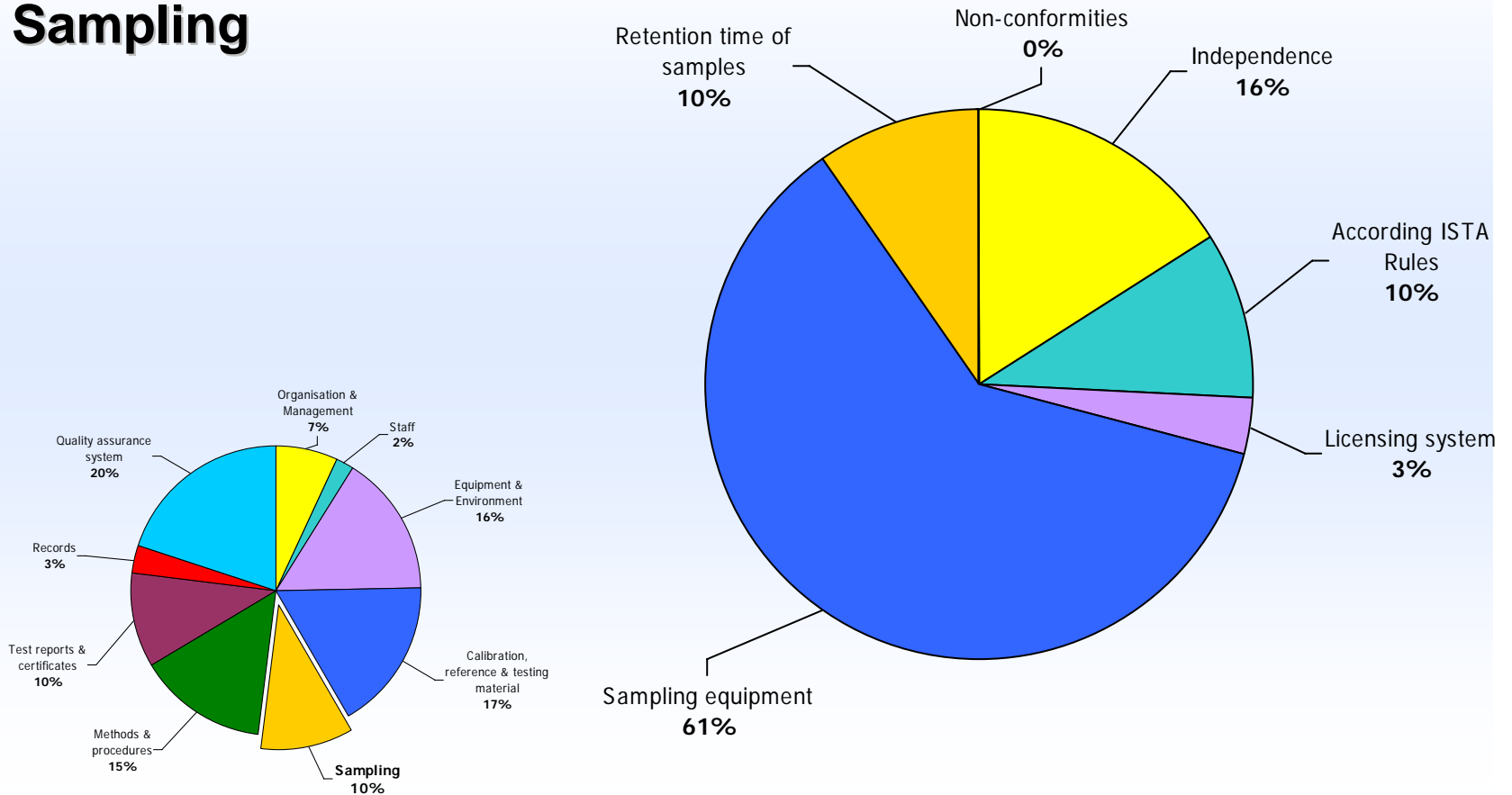
### **Calibration, reference & testing material**

Blower	Old calibration samples
	Blower calibration not in accordance with ISTA Rules
Testing material	Not checked prior to use
	Does not meet the relevant specifications
	Missing labelling of chemicals



# Evaluation of non-conformities

## Sampling





## Evaluation of non-conformities

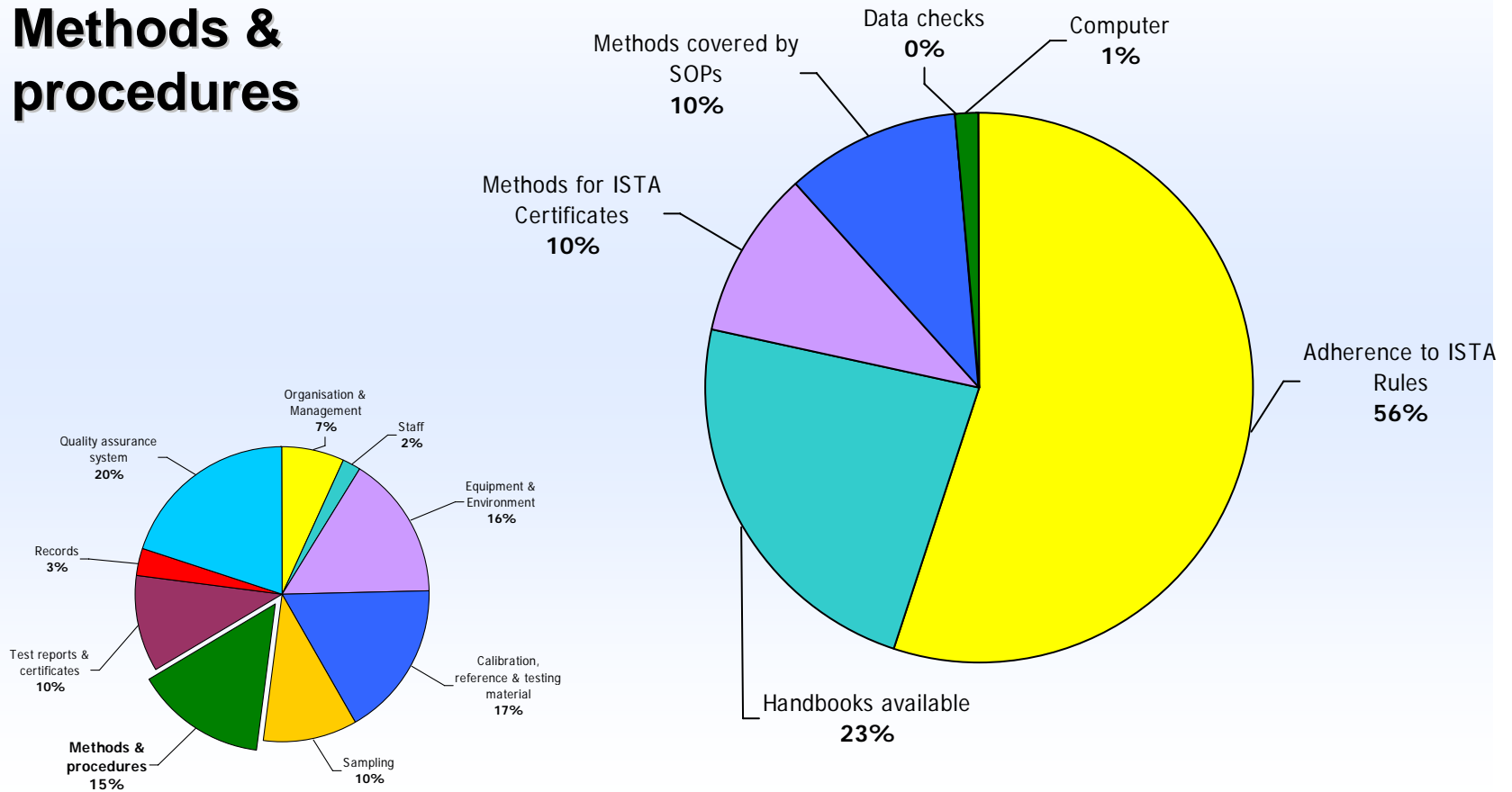
### Sampling

Automatic sampling	No documented procedures for approval of automatic sampling
	No records on automatic sampling approval
Equipment	No verified prior to use
	Incorrect use
	Does not meet ISTA requirements
Licensing of samplers	No procedures in place
	No records on monitoring
Sealing of the lot	No procedures in place
	Inadequate
Sampling procedure	Not in accordance with the ISTA Rules



# Evaluation of non-conformities

## Methods & procedures





## **Evaluation of non-conformities**

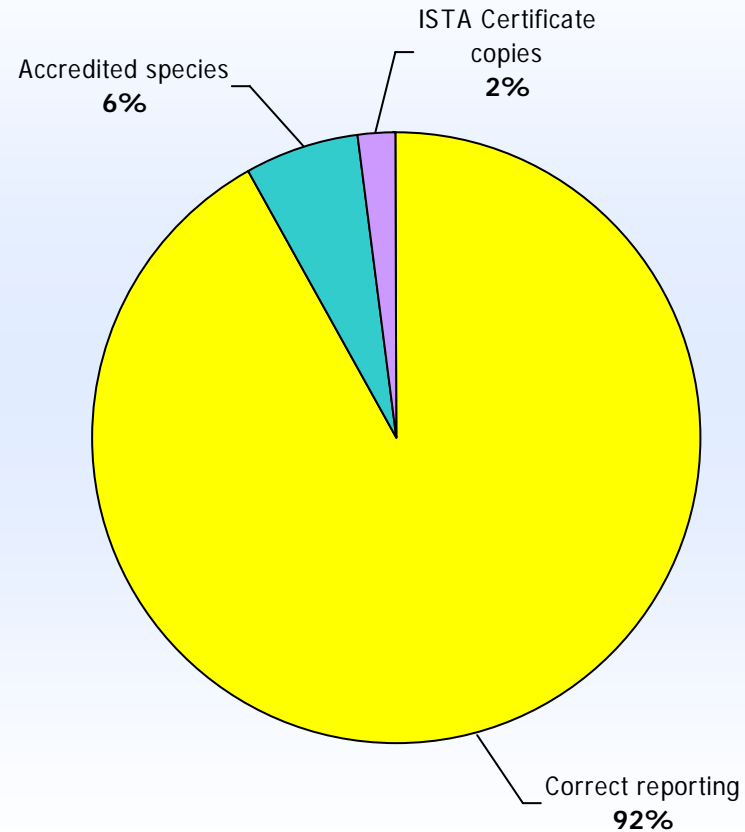
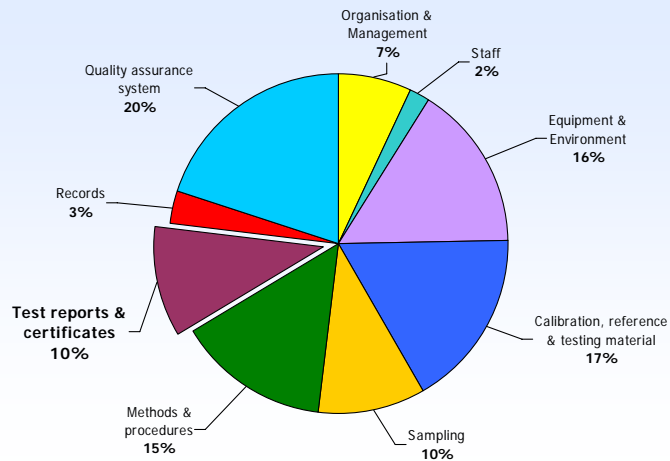
### **Methods & procedures**

Methods	No implementation of Rules changes
	Incorrect seedling evaluation
	Test procedure description incomplete



# Evaluation of non-conformities

## Test reports & certificates





## **Evaluation of non-conformities**

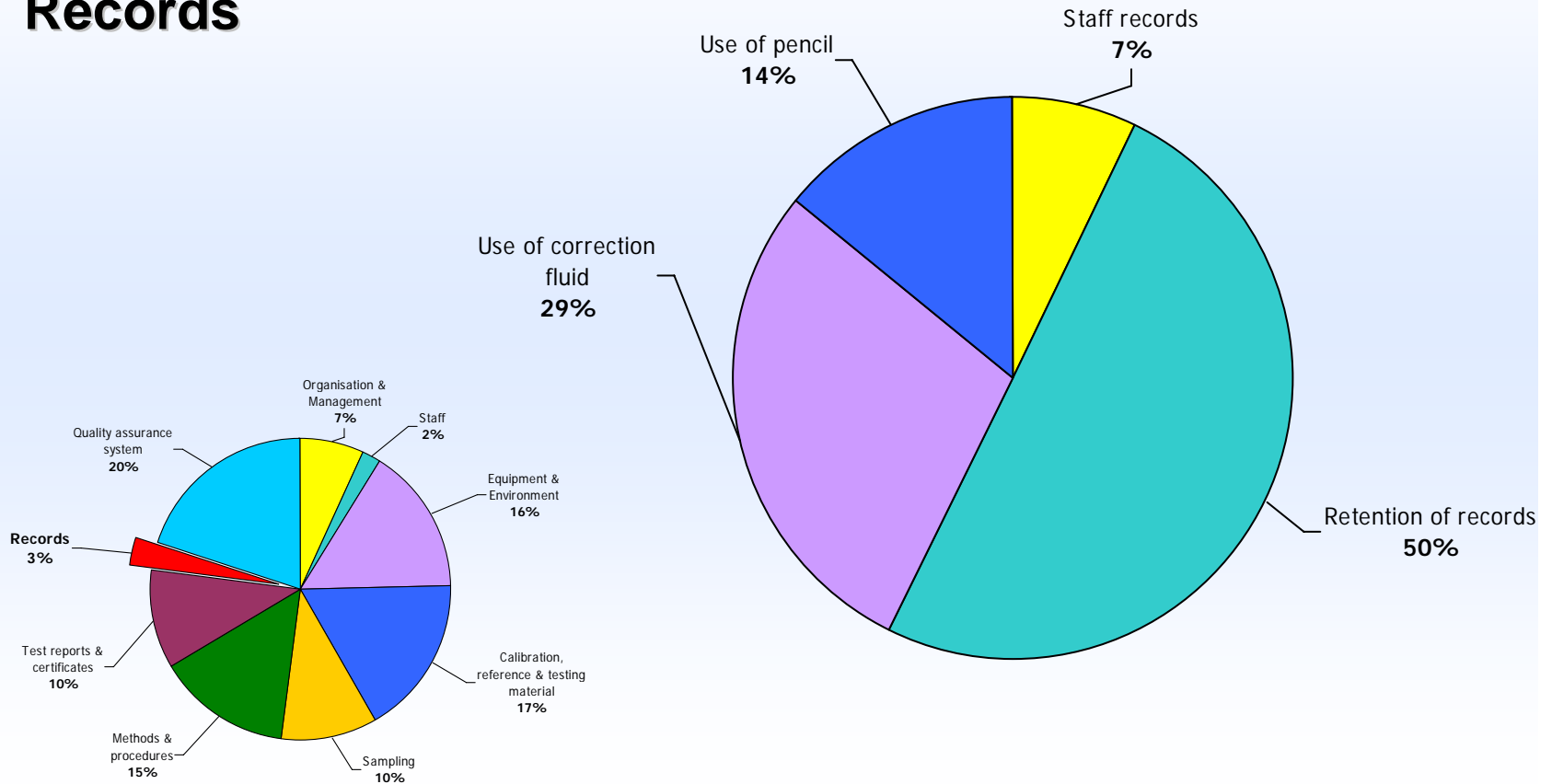
### **Test reports & certificates**

ISTA Certificates	Reporting to species level where only the genus level is possible
	Actual weight of other seed count sample not reported
	Omissions
	Missing pre-treatment information
	Issued on species not included in the laboratory's scope of accreditation



# Evaluation of non-conformities

## Records





## **Evaluation of non-conformities**

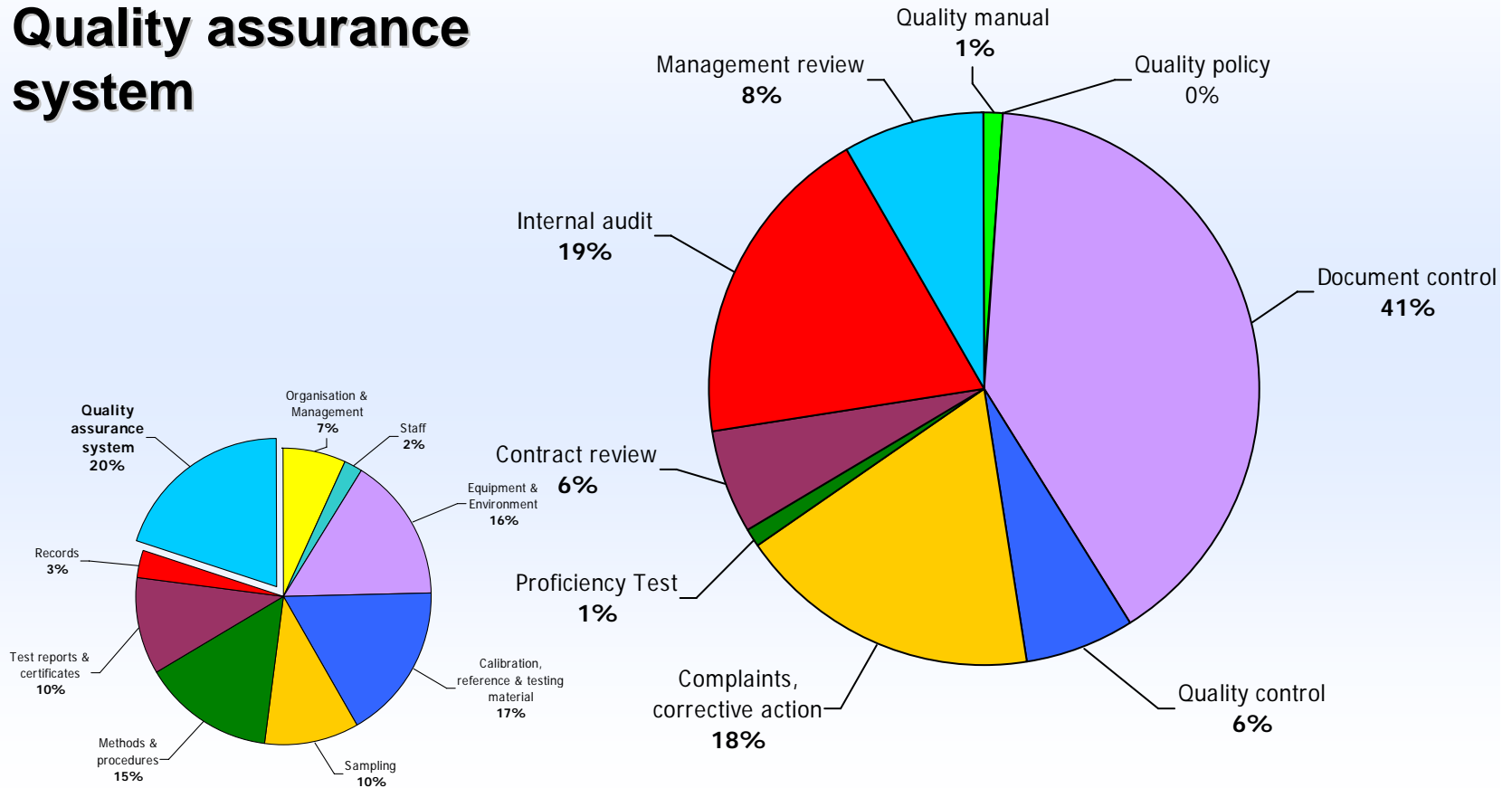
### **Records**

	Recording in pencil
	Corrections made by using correction fluid
	No initials on original results



# Evaluation of non-conformities

## Quality assurance system





## Evaluation of non-conformities

### Quality assurance system

Internal audits	Not comprehensive
	Not performed annually
Management review	Not addressing relevant topics
	Not performed according prescribed interval
	No minutes
Quality control	No procedures in place
	Not recorded



## Evaluation of non-conformities

### Quality assurance system

Document control	Outdated references
	Uncontrolled documents available
	Procedures not applied
	No master list or equivalent document
	No periodic review
Proficiency Testing	No corrective action following unsatisfactory results
Contract review	No procedures
	No records on communication with client



## **Evaluation of non-conformities**

### **Quality assurance system**

Complaints, non-conforming work, corrective action	No systematic follow-up
	No records kept
	No procedures
	Responsibilities not defined
	No verification of effectiveness
	Procedure does not follow the accreditation standard



## **Evaluation of non-conformities**

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### **Conclusion**

- **On-site assessments help to detect inconsistent application of the ISTA Rules -> increase uniformity in seed testing**
- **Improvement potential also with experienced laboratories**
- **Non-conformities in data base may used by Technical Committees**



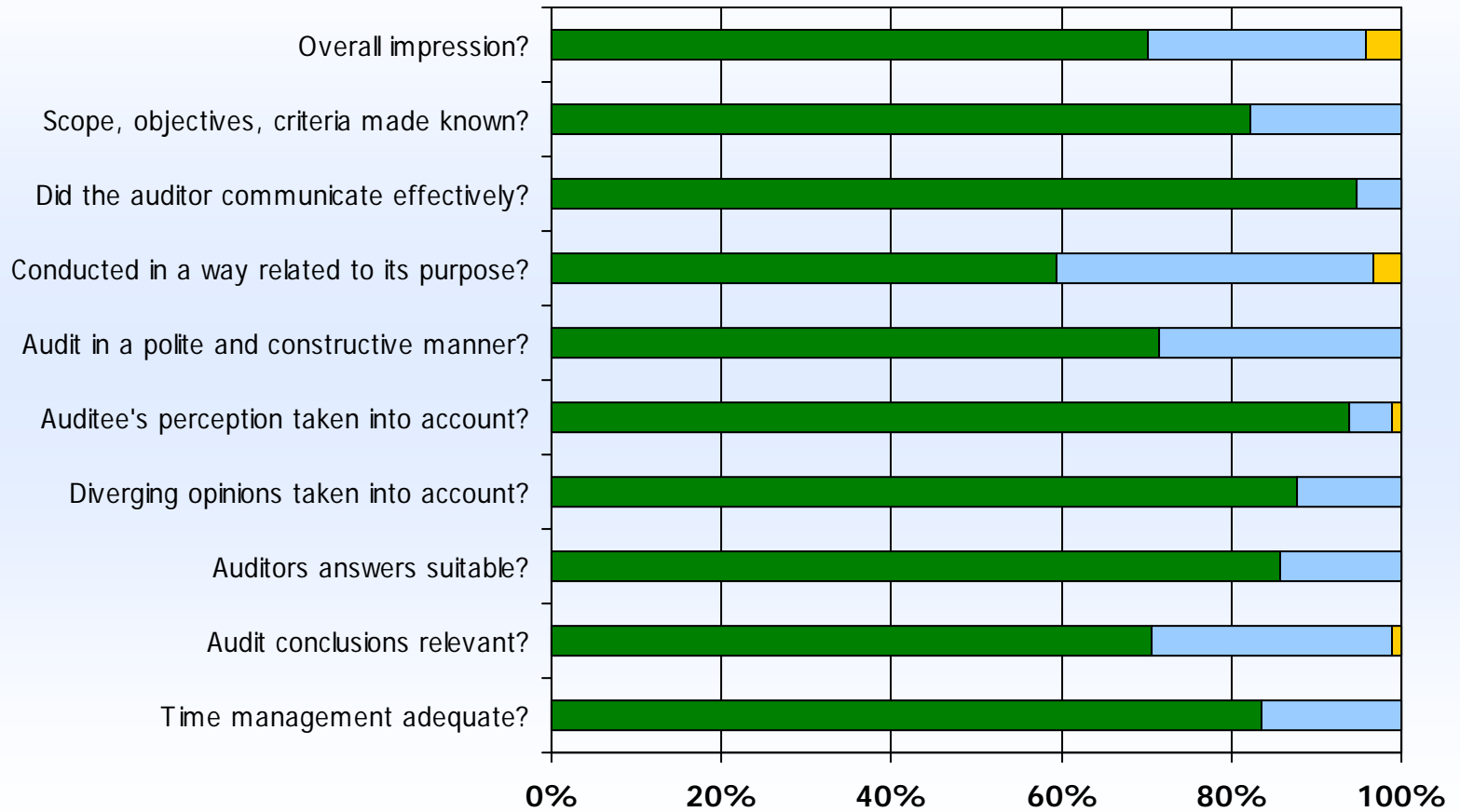
## **Evaluation of accreditation process**

### **Feedback from accredited laboratories**

- ➔ **Audit feedback form handed to lab after the on-site assessment**
- ➔ **One form per auditor**
- ➔ **96 answers available since 2002**



## Evaluation of accreditation process



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## **Evaluation of accreditation process**

### **Improvement**

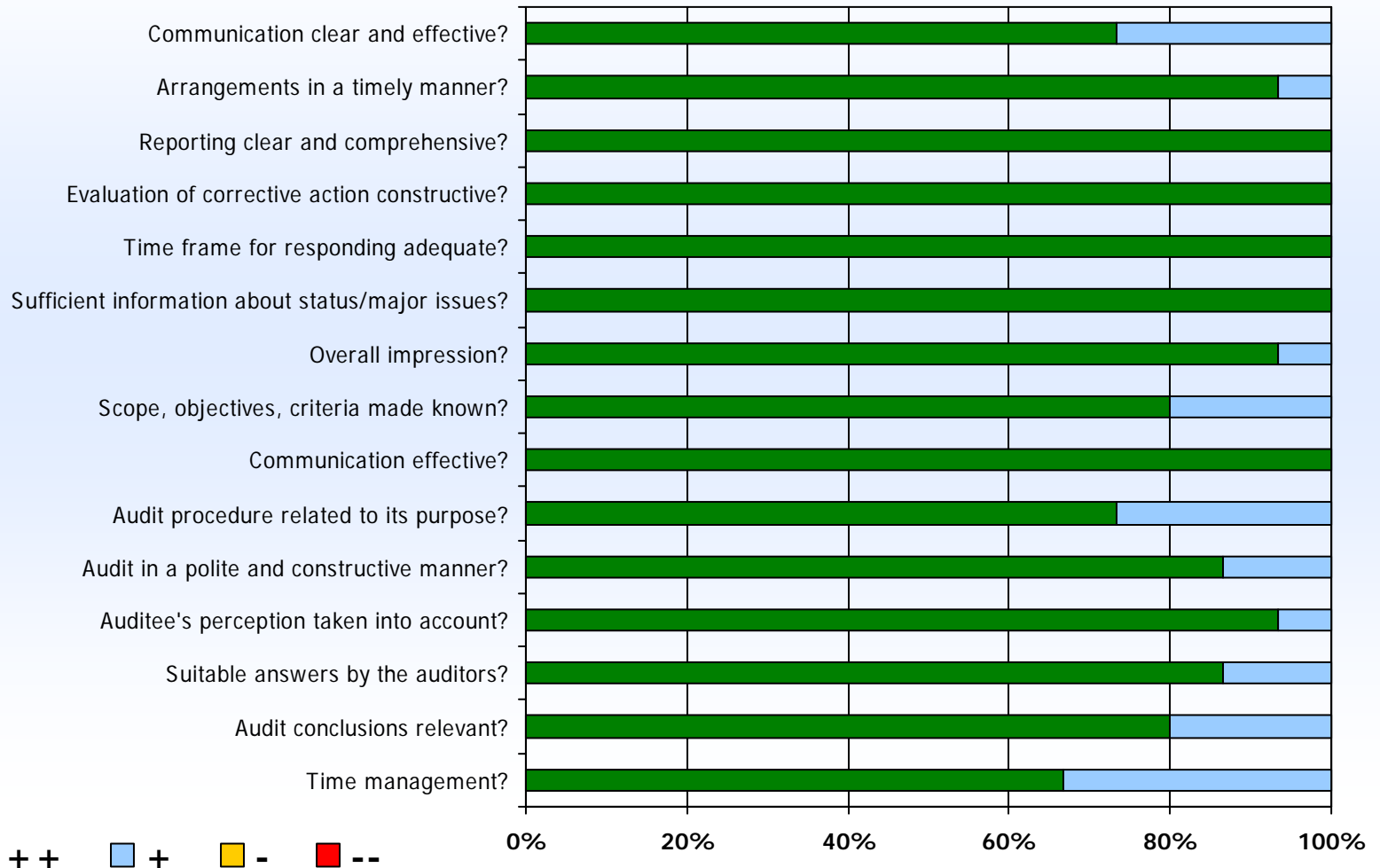
- **Change of feedback form in order to also allow feedback on audit preparation and follow-up**
- **Guidance documents in order to accelerate the audit process**

### **New Audit feedback form**

- **Accommodate the entire audit process**
- **No distinction between auditors**
- **Introduced in July 2005, 15 completed feedback forms available**



# Evaluation of accreditation process



**Thank you for your attention!**

