



ISTA
Seed Quality Assurance

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Accreditation of Laboratories with Sampling Units at Multiple Sites

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AWG	AWG	ECOM

SCOPE

This document defines the requirements for the sampling units acting under the responsibility of an ISTA accredited laboratory.

RELATED DOCUMENTS

ISTA Accreditation Standard for Seed Testing and Seed Sampling
Acc-D-07, ISTA Accreditation and Scope of Accreditation Policy
Acc-D-01, Termination-Suspension-Withdrawal of ISTA Accreditation
Acc-P-02, Procedure for ISTA auditors for the on-site assessment
Acc-SOP-08, Audit visit arrangement
Acc-F-09, Application Form for (Re)Accreditation
PT-P-01, ISTA Proficiency Test Programme

RESPONSIBILITY

ECOM- Accreditation working Group: will decide the suitability of each request for the (re)accreditation of a laboratory with multiple sampling units

Head of Accreditation and Technical Department: will ensure that the requirements of this directive are applied.

ISTA Secretary General: will supervise the process.

DEFINITIONS

Site: a permanent location where an accredited laboratory carries out its activities listed in its accreditation scope.

Sampling unit: a unit where ISTA sampling is performed under the responsibility of an ISTA accredited laboratory belonging to the same international organization, which is not located in the same site where the laboratory is based.

PROCESS DESCRIPTION

GENERAL CONDITIONS

The laboratories (re)accreditation process follows the principles outlined in the documents listed as reference.

In the following, **accredited laboratory work** comprises all those activities covered by the laboratory's existing scope of accreditation or proposed addition to the scope of accreditation. It is assumed that all these activities are carried out at the laboratory's permanent facilities, except 'sampling from the seed lot', which is, by its nature, typically conducted outside the laboratory premises.

SAMPLING UNITS INSIDE OR OVER THE NATIONAL BORDERS UNDER THE RESPONSIBILITY OF AN ACCREDITED LABORATORY

In the case of laboratories accredited by ISTA for testing and sampling it is accepted that the sampling can be done by ISTA authorised samplers even if the sampling involves different locations in the same country or crossing of international borders if they are part of the same international organisation. This includes international seed companies with processing plants at several sites in the same country or different countries.

The condition is that the sampling must be done in the same geographical area or the same continent. There cannot be more than two sampling entities outside of the national borders of the ISTA accredited laboratory location.

On the application for the laboratory (re)accreditation the facilities where sampling is performed must be listed and their name and the address should be clear.

The Accreditation Certificate is issued with the main laboratory name and address. The local sites for sampling must be listed on that Certificate. There must be an unambiguous link between the main laboratory and the local sampling facilities falling under the same ISTA accreditation.

There will be only one single unique code assigned by ISTA for the testing laboratory and on the ISTA Certificates the unique code and the contact details of the accredited laboratory must be stated. A formal agreement between the accredited laboratory and the local sample units must be available.

An up-to-date list of sampling units and their sampling scope must be maintained.

(RE)ACCREDITATION PROCESS

The same process applies irrespective of whether a laboratory sample in the country where is located or has sampling units over the international borders.

At the initial accreditation audit of the laboratory each sampling unit is visited. Afterwards, the on-site assessment at the sampling unit is organized so at least one out of the two sites is assessed every three years as per the re-accreditation cycle.

Over the course of the (re)accreditation process the laboratory has to provide information concerning the organisational and legal setup. The laboratory's management system must be centrally controlled.

The audit fee will include the evaluation of the multiple sampling units.

The cost will be advised to the laboratory at the time of their application for multisite (re)accreditation.

Where the sampling units are part of a single international seed company, at a minimum, the following criteria have to be met:

- There has to be a single quality management system applicable in the fields relevant to ISTA accreditation,
- The laboratory has to provide evidence that it is able to implement its policies to the required degree in the sampling units,
- The laboratory's appointed technical person responsible for sampling assumes full responsibility for the work carried out in the sampling units,
- There must be one position assuming the overall responsibility for operating the quality management system and its compliance with the ISTA accreditation standard
- Key functions that have to be centrally managed:
 - Internal audits
 - Management review
 - Sampler's training and monitoring
 - Evaluation of corrective actions
 - Complaints
 - Changes to the system

