

IMAGE



Quality management system

Auto-diagnostic tool

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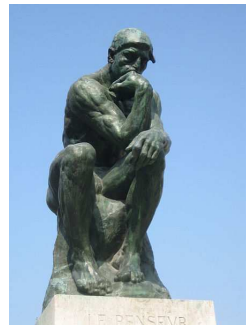


IMAGE


What is it ?


- Quality management system 'QMS'
- Standards
- ISO
- Certificates
- Documents
- Audits
- ... time costs

Is it worthwhile?



More work ?






A closer look

- Not only technical quality
- ➔ Quality of organisation
 - Say what you do, do what you say
 - Define your objectives and those of your partners
 - Anticipate needs, avoid problems
 - Continuous improvement

the 'Plan, Do, **Check**, Act' method

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Is it so complicated ?

- An autodiagnostic tool to help you on www.imageh2020.eu



The screenshot shows the IMAGE website header with the logo, title 'Innovative Management of Animal Genetic Resources', and the European Union flag. Below the header is a navigation bar with links: Objectives, Project overview, Consortium, Work Plan, Case studies, Deliverables, Social media, and Contacts. The main content area features a 'Data Portal' link and a prominent 'QMS Self diagnosing tool' button.

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IMAGE


- General management
- Quality management
- Equipment
- Human resources
- Data
- Genetic material acquisition
- Material collection
- Introduction of processed material
- Storage
- Distribution

10 sections

2 to 8 questions each
3 scores per question

not done
in progress
done !!

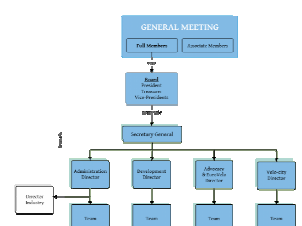



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IMAGE

General management

- Is there a document formally describing your structure ? flow chart
- Have you described, published your cryoconservation goals ?
- Have you undertaken a stakeholder analysis, made a survey ?
government, hosting institution, farmers, companies, general public ?
- Do you have a communication plan ?
To whom, what for, when, how ?
- Have you identified your major risks ?
ex : loss of samples, loss of data, loss of expertise
- Have you identified mitigation measures for these risks ?
ex: duplication, database, training

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IMAGE

-

For each process: objectives, steps, risks, indicators

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IMAGE

-

-
- CEPOL
- EUROPEAN LAW ENFORCEMENT RESEARCH BULLETIN
- Specialised in Law Enforcement
Innovations for justice, education and law enforcement
- Volume 1, Number 1, 2014
- Authors: [illegible]

- ex : a dedicated software ? a shared folder of files ?**

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IMAGE

Equipment



1. Have you identified the critical equipments

critical as regards your objectives

as regards your risks

2. Have you established SOP to monitor and maintain the critical equipments

3. Do you have a system to record controls, maintenance, calibration ?



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IMAGE

Human resources




1. Have you identified the key personnel ?

For all activities: management, equipment, data verification

2. Is there a gene bank manager well identified ?

3. Do all key personnel has a formal job description ?

4. Do you have a training programme?



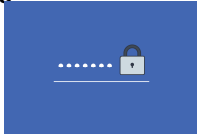


10


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IMAGE

Genetic material database

1. Do you have an information system to record and trace the stored material ?

2. Is access to the database restricted for writing

3. Is the database backed up according to a regular schedule ?



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IMAGE


Introduction of material

- **Acquisition:**
 1. do you use formal contract (MAA) ?
- **Collection**
 1. Do you use SOPs for processing and freezing ?
 2. Do you have a quality control of the material at collection ?
i.e. volume, concentration, motility ?
 3. Do you use a labelling procedure providing a unique ID for each unit of material ?



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IMAGE

Introduction of material

- Introduction from previously processed material:
 1. Is there a specific policy for receiving genetic material for the bank ?
i.e; oriented sampling ?
 2. Do you have a specific area dedicated to reception of the material
 3. Is there a system to ensure quality of material collected by other providers
"externally provided services", critical to control them
 4. Is there a set of required quality control tests to be performed on all material from outside sources prior to being stored





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IMAGE


Material storage

1. Is access to the storage area restricted ?
2. Do you have a system to record the entry of persons into the storage area ?
3. Does the gene bank have a system to store separately different types of material ?




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Distribution of material

1. Do you have a formal policy and procedure for providing access to stored samples for use by other persons or organizations ?
[request form : what, why, who ?, i.e. MTA](#)
[decision process](#)
[minimal stock to preserve...](#)
2. Do you have a SOP for preparing and shipping samples for distribution to users ?
[temperature](#)
[safety](#)
[tracking number](#)

[Click to go to form](#)

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Assessment on 37 questions

- Total score : 0 for No, 1 for 'in progress' and 2 for 'Done'
Target : 74 points
Average : 37, could be 18 'done' and 1 in progress, or all in progress !
Better to have some 'Done' and minimize the number of 'No'
Generally, you should have at least 3 'Done' for the equipment and 3 'Done' for the collection (if you perform it) and if possible 3 'Done' for 'storage'
9 'Done' \Rightarrow 18 points + 28 'in progress' = 46, you are on the good track !

Good to repeat once a year

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IMAGE

Worthwhile effort

- Helps to ask the important questions, what for, how, who..
- Requests time more than cash
 - A one-day audit costs about 1500 euros
- Everyone in the team has to contribute, including the manager
 - need to convince your institution ?**
- Facilitates continuity of operations
- Builds trust with users
- Satisfies your funders (someone else than you says you are doing well)

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