

Annex 9: Example, Review of Steps Taken by a Laboratory Looking for Accreditation

<p>LABORATORY: Parasitology-Mycology Reference Biologist : MAR P (RQ)</p>	<p>Reference Manager : ICA S Reference Technologists: CHA E, BON L</p>	<p>Evaluation of the year: 2007</p>
<p>Review of the approach regarding the action plan What has been done:</p> <ul style="list-style-type: none"> - Review of non conformities - Reagents and stock management - Specimen tracking - Maintenance procedures of the laboratory (establishment of a schedule for bio-cleaning) - Reorganization of animal room - Writing of technical procedure - Daily temperature recording. <p>Deadlines for achieving planned:</p> <ul style="list-style-type: none"> - Management review March 2008 - Codification of documents to validate mid-2008 - Internal audit to be set up mid-2008 - Job description and validation of analytical techniques end 2008 - Updating of equipment: end 2008. 	<p>What remains to be done: Organization and management, quality system management</p> <ul style="list-style-type: none"> - Organised a management review - Codification of documents to validate - Internal audit - Develop job description and empower the entire staff for the new year - Updating validation of all our analytical techniques according to COFRAC recommendations - Updating of equipment: inventory, sheets lives, balances procedures, centrifuge, pH meter. 	
<p>Measures introduced</p> <p>A quality control process is in place in our laboratory with willingness of all staff. Several actions are undertaken, but still need to be finalized.</p> <p>Training of personnel, defining our objectives.</p> <p>Training on external quality are done.</p>		
<p>Difficulties</p> <p>Lack of time, resources and staff.</p> <p>Lack of equipment: storage cabinet suitable for solvents, acids and bases, device for continuous monitoring the temperatures.</p> <p>Non-adapted premises, quickly to restructure.</p>		
<p>Action planned or desired improvements for 2008</p> <p>See what remains to be done and deadline.</p>		
<p>Your opinion on the Quality Accreditation Commission</p> <p>Recontacting accreditation body is essential.</p> <p>There is no longer a representative in the Commission.</p> <p>“Xxx” could not take part in the Commission meetings because of her training.</p>		