

Internal Quality Requirements for Seed Companies

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AND SEED QUALITY REGULATORS COURSE**

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Management committment

- ▶ Management Policy statement.
- ▶ Owning up by staff management objectives.
- ▶ Designate people responsible for each step of the process.
- ▶ Designate a representative of the quality system
- ▶ Periodically review the quality system
- ▶ Provide the necessary resources (material and human) to achieve the objective

DOCUMENTED QUALITY SYSTEM

- ▶ The entity/company should have a documented quality system that describes its regulations, organizations, working procedures and seed standards.
- ▶ The quality system should have a quality manual.



CONTRACT REVIEW

- ▶ The entity/company shall:
 - Have documented procedures to assure that the requirements for certified seed production and testing contracts can be carried out, before their approval
 - Define and document the contract requirements



DOCUMENT CONTROL

- ▶ The entity/company should have procedures to control the documents related to quality system (either internal or external).
- ▶ These documents should be:
 - Approved and reviewed by authorized personnel.
 - Identified in a way that assures their validity.
 - Include in a list of references to indicate the latest versions and who has copies.
 - Subject to controlled modification
 - Replaced when needed
 - Copied and distributed in a controlled manner



PURCHASING

- The seed company should have documented procedures to control purchases that could affect the quality of certified seeds.
- The supplier should have the capability to meet the requirements specified by the seed company.
- The entity/company should have a system to evaluate and select suppliers, based on background and capabilities to meet the requirements.
- Maintain a record of suppliers.



IDENTIFICATION, TRACKING AND SEED LABELLING

- ▶ Tracking of each seed lot from harvest through conditioning
- ▶ Records of all field activities from planting of the initial/parent seed through to harvest
- ▶ Results of each sampling and inspection event –field through final seed lot sample testing.
- ▶ Conformity status of each lot
- ▶ Conformity to seed certification requirements for labeling
- ▶ Destination of non-conforming lots



CONTROL OF PROCESSES

- procedures for cultivating, inspecting, transporting, storing, sampling, analyzing and labeling of certified seeds.
- These procedures should include maintenance of necessary equipment.
- The procedures should output meet the criteria and minimum standards of certification regulations:



CONTROL OF EQUIPMENT THAT COULD AFFECT THE QUALITY OF SEEDS

The entity/company shall:

- ▶ Identify the critical equipment in the production process (field, processing, laboratory)
- ▶ Identify the conditions of the equipment's in calibration
- ▶ Keep records of the calibrations
- ▶ Establish the frequency of the calibration for the equipment
- ▶ Keep records of the lots of seeds affected by equipment not calibrated, and verify when this equipment has been calibrated.



CONTROL OF NON- CONFORMITY SEEDS

- documented procedures to indicate how the non-conformity lots are kept separated.
- Records of non-conformity lots must indicate their causes, and final destination of these lots.

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CORRECTIVE ACTIONS

- ▶ Detect problems in the products and processes
- ▶ Keep records of problems
- ▶ Investigate their causes
- ▶ Implement effective solutions
- ▶ Keep records of actions adopted to prevent repetition of the problem



MOVEMENTS, STORAGE, BAGGING AND DEPARTURE OF SEEDS

procedures to:

- ▶ Assure that the seed is maintained in good conditions from its harvest to its departure
- ▶ Control quality periodically
- ▶ Control and record seed movements



RECORDS OF QUALITY MAINTENANCE

- ▶ records of training,
- ▶ calibration,
- ▶ corrective actions,
- ▶ evaluation of contracts,
- ▶ and internal audits).
- ▶ Management reviews



Cont

The records should be:

- ▶ Filed for the time period established in the procedures
- ▶ Corrected in a controlled way
- ▶ Easily accessible



INTERNAL AUDITS

- The internal audit program that covers all the stages of the production process
- The audits should be programmed to function at critical moments of each activity
- carried out by persons independent to those tasks.
- The results of these audits must be recorded
- the corrective actions should be implemented.



TRAINING

The entity/company should have:

- ▶ A training program, which covers technical aspects and regulations of seed certification systems.
- ▶ Records of training.
- ▶ A system that allows training needs to be evident.

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CUSTOMER COMPLAINTS

The entity/company should:

- keep records of complaints related to: seed quality,
- suggestions provided to the customers,
- and corrective actions/responses.

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Continuous improvement program

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END

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