

Quality manual Guidelines for seed companies

BY; Stellamaris N. Mulika

**KENYA PLANT HEALTH INSPECTORATE SERVICE
(KEPHIS)**

**SEMIS-SEED QUALITY ASSUARANCE, MANAGEMENT AND
CONTROL PROCESSES COURSE**

3RD APRIL, 2017



Introduction

- ▶ The quality manual commits the organization to the implementation of the ISO 9001:2008 standard requirements
- ▶ The quality manual describes;
 - the scope.
 - Interaction between processes and services
 - Reference to documented procedures established for the quality management system
- ▶ Major components of the quality manual are as follows



Management commitment

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

SEEDS UON
Seed Enterprises Management Institute
University of Nairobi



CONTRACT REVIEW

- ▶ The 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 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.
 -



DOCUMENT CONTROL

- 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.



PURCHASING

- The company should have a system to evaluate and select suppliers, based on background and capabilities to meet the requirements.
- Maintain a record of suppliers

SEMLS UoN
Seed Enterprises Management Institute
University of Nairobi



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 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



CONTROL OF EQUIPMENT THAT COULD AFFECT THE QUALITY OF SEEDS

- ▶ 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.

SEEDS UON
Seed Enterprises Management Institute
University of Nairobi



CONTROL OF NON-CONFORMING 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.

SEMISSUON
Seed Enterprises Management Institute

University of Nairobi



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



RECORDS OF QUALITY MAINTENANCE

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 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.



CUSTOMER COMPLAINTS

The company should:

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

Seed Enterprises Management Institute

University of Nairobi



CONTINUOUS IMPROVEMENT PROGRAM

Seed Enterprises Management Institute
University of Nairobi



END

SEMI S U O N
THANK YOU

Seed Enterprises Management Institute
University of Nairobi

