STANDARDISATION & CERTIFICATION SOP



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Details of SOP		Details of SOP owner	
SOP no.	**S&C 101**	**SOP owner**	**Your organisation**
Revision no.		**Approval date**	
Implementation date		**Approved by**	
Last reviewed/ updated		**Reference no.**	

PURPOSE

This document serves to establish and ensure the consistent application of robust standardisation practices within and across units of your organisation, providing evidence of adherence to these standards and ensuring their comparability across units. Your organisation's standardisation policy and procedures are designed to ensure that standards are comparable:

- within units (including satellite sites and third parties)
- between different types of providers (universities, colleges, employers)
- across different subject areas.

STANDARDISATION

One of the main objectives of standardisation is usually that everybody adheres to the same standards, i.e. the same procedures or product specifications. Your organisation is encouraged to adopt the ISO definition of standards which "*are the distilled wisdom of people with expertise in their subject matter and who know the needs of the organisations they represent – people such as manufacturers, sellers, buyers, customers, trade associations, users or regulators.*

Standards are defined by ISO as

... documented agreements containing technical specifications or other precise criteria to be used consistently as rules, guidelines or definitions, to ensure that materials, products, processes and services are fit for their purpose

CERTIFICATION

Certification can be a useful tool to add credibility, by demonstrating that your product or service meets the expectations of your customers.

SCOPE

Regulated qualifications and units.

PROCEDURE FOR WORK

- **Pre-Verification**

  Internal quality assurance processes to pre-verify proposed assessment tasks before they are delivered.

- **Internal standardisation**

  Assessment held for staff at the various units. Internal standardisation ensures that assessment decisions and recommendations for deliveries are based on common understanding and practices.

- **External Standardisation**

  Standardisation events to run by your organisation to which multiple approved centres participate. These events will provide opportunity to ensure the consistency of procedures between units/agencies.

- **External Quality Assurance**

  Procedures for monitoring ongoing quality and compliance of each unit. This process is to ensure all YOUR ORGANISATION's units and qualifications are subject to robust standardisation, and approved centres contribute to the external standardisation of its qualifications.

- **YOUR ORGANISATION internal standardisation**

  Standardisation of internal practice and procedures that ensure all external quality assurance of YOUR ORGANISATION are working to the same standard.

Procedure for reporting

A comprehensive report indicating steps in the process

Procedure for work

A) Preparing or amending a standard

- Prepare a proposal for a new standard or amendment of the existing standard.
- Preliminary examination of the proposal by directorate of the standardisation organisation.
- Approval of the proposal by the division council of the standardisation organisation.
- Preparation of the draft standard by the technical or sectional committee.
- Review and editing of the draft standard.
- Widely circulate the draft standard inviting critical review and comments.
- Examination of the comments and incorporation of the accepted comments in the draft.
- Approval of the draft by division council and general council.
- Publish approved standard and disseminate.

B) Metrology programme

Should be done in line with the national standardisation authority procedures. In instances such as:

- Verification of weighing and measuring instruments and equipment.
- Calibration of weighing and measuring instruments and equipment.
- Pattern Approval of weighing and measuring instruments and equipment and
- Inspection of weighing and measuring instruments and equipment.

C) Testing Programme

YOUR ORGANISATION will refer to a range of testing services including physical, chemical, and microbiological analysis in case they come about to the standard authority for testing, standardization, and certification. These covers.

- Food,
- Chemical,
- Materials,
- Engineering,
- Drugs,
- Cosmetics,

- Forensic samples.

D) Quality Assurance programme

All quality assurance processes will be done in line with the national standard authority procedures. Including;

- Product Certification,
- System Certification,
- Factory/Consignment/Fish Inspection,
- Import and Export Certification,
- Destination Inspection.