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_	Project planning:	2a. Up-to-date study plans with milestones
2.		2b. Statistical validation of experimental plan &
	ISO Ref 4.2, 4.3, 4.4, 5.4, 5.6, 5.8	procedures for data analysis
		2c. Approved procedures for sampling
		2d. Ethical approval documentation and licence
3.	Staff competence: ISO Ref 4.1.5	3a. CV's
		3b. Training records
4.	Health & Safety:	4a. Safety policy
		4b. Documentation (e.g. pathogenic organisms, toxic chemicals)
5.	Facilities & equipme	ent:
	ISO Ref 5.4, 5.6	<ol> <li>Maintenance and calibration records of equipment used in research project</li> </ol>

6.	Documentation of	6a. Approved Standard Operating Procedures		
0.	procedures & methods: 6b. Document control procedures ISO Ref 4.2, 4.3, 4.4, 5.4			
7.	Research or work records:	7a. Signed laboratory notebooks or indexed computer data files		
	ISO Ref 4.12	7b. Archiving schedules & retrieval processes		
8.	Handling of samples & materials:	8a. Procedures for receiving, labelling and tracking samples		
	ISO Ref 5.8	8b. Storage log-books, sample register or LIM system		
9.	Quality Control:	9a. Internal project reviews and auditing		
	ISO Ref 4,13, 4,14,	procedures for the research		
	5.4, 5.6, 5.9, 5.10	9b. Approved publication policy with authorisation procedures		
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