



**INTEGRATED BIOREPOSITORY OF H3AFRICA UGANDA**

**MAKERERE UNIVERSITY  
COLLEGE OF HEALTH SCIENCES**

**POLICY**

TITLE: **QUALITY MANAGEMENT POLICY**

PAGE 1 of 5

POL #: **IBRH<sub>3</sub>AU-POL-006.1**

Effective Date: **06/01/2014**

Next Rev: **DEC 2015**

Prepared by:

Reviewed by:

Approved by:

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**VALIDATION AND RETIREMENT**

	NAME	DATE
Validated by:		
Retired by:		

**ACKNOWLEDGEMENT OF READING AND UNDERSTANDING**

**I have received and understood the training on this Policy. If I have not understood the training I have asked the trainer to retrain me to ensure that I completely understand all the requirements.**

	NAME	SIGNATURE	DATE
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## 1 PURPOSE

The purpose of this Integrated Biorepository of H3Africa Uganda quality management policy is to provide guidelines and show commitment by the IBRH3AU management that all procedures will be carried out with all the necessary quality control and assurance procedures so as to assure stakeholders that data and biospecimens integrity is maintained.

## 2 SCOPE

This policy applies to all personnel involved both technical and administrative activities of the Integrated Biorepository of H3Africa Uganda.

## 3 RESPONSIBILITIES

### 3.1 IBRH3AU Personnel are responsible for:

- 3.1.1 Abiding by all applicable Quality System requirements as stipulated in the quality manual (*Refer to IBRH3AU Quality Manual 001*).
- 3.1.2 Perform all activities following quality management and assurance procedures.
- 3.1.3 Developing/maintaining quality controlled procedures/protocols.

### 3.2 IBRH3AU Management is responsible for:

- 3.2.1 Ensuring that all processes are appropriate for their intended use
- 3.2.2 Ensuring that all personnel involved in any process are appropriately trained
- 3.2.3 Ensuring that discrepancies, deviations etc, related to any process are investigated, documented and resolved in accordance with Quality system requirements.
- 3.2.4 Implementing the necessary precautions to ensure a safe working environment for those employees who frequent the laboratory areas for which they are responsible.
- 3.2.5 Ensuring that all the necessary infrastructure requirements are in place for staff to execute their duties in an efficient manner.

### 3.3 The Quality Assurance manager is responsible for:

- 3.3.1 Review of documentation and records to assess conformity to quality manual guidelines and external regulatory policies. (*Refer to Governance policy IBRH<sub>3</sub>AU-POL-001*).



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#### 4 POLICIES

- 4.1 The biorepository shall establish, document, implement and maintain a quality management system as stipulated in the quality manual.
- 4.2 The biorepository shall comply with the requirements of the quality management system and strive to continually improve the effectiveness of its quality management system.
- 4.3 All biorepository personnel shall be familiar with the contents of the quality manual and all procedures relevant to their work. These documents shall be readily available to them (under document control).
- 4.4 The biorepository shall take a systematic approach to the improvement of quality services. There shall be evidence of regular review, audit, communication, and corrective and preventive actions.

#### 5 REFERENCES

- 5.1 *IBRH3AU Quality Manual (IBRH3AU-MAN-001)*
- 5.2 *IBRH3AU Governance policy (IBRH3AU-POL-001)*
- 5.3 *IBRH3AU Documents and records policy (IBRH3AU-POL-003)*
- 5.4 *IBRH3AU Material and information handling policy (IBRH3AU-POL-004)*
- 5.5 *IBRH3AU Education and training policy (IBRH3AU-POL-005)*



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### 6 REVISION HISTORY

Revision No	Effective Date	Description of Changes Made from Preceding Revision	Approved by/ Date

### ANNEX 1: DOCUMENTATION OF SUGGESTED CHANGES TO THIS SOP

CLAUSE	SUGGESTION	BY	DATE