

## **Rothamsted Research Quality Statement**

Rothamsted Research is committed to complying with the standards of the Joint Code of Practice for Research (JCoPR). To this end, Project Leaders are responsible for the work of the Project, including that of sub-contractors. Project Planning involves risk management of the project. Staff and students on appointment are selected on the basis of how their skills meet the requirements of the project. Training is identified through the PPDR process. Responsibilities of staff involved in the project are formally set out in their written job description and forward job plan. The progress of projects is subjected to review by meetings, email interchange and phone calls. The action points from these are recorded with other key project information in an auditable project file.

RRes provides a quality-oriented environment and culture. In particular RRes provides:

- A well-defined training programme for graduate students, who keep a Personal Progress File;
- Experienced, professional staff providing scientists with support services for experimentation under field, glass and controlled environmental conditions;
- High quality academic support services (for example, Computing, Library, Statistics, Bioimaging, Contracts and Finance, Quality Assurance)

Monitoring and improvement of quality standards is achieved through the operation of internal and external procedures:

- There is a Quality Assurance Team, which has a Quality Assurance Manager and staff who act as contact points for Quality Assurance in scientific divisions.
- The Quality Assurance Team conducts a programme of internal audits of science projects against the standard of the Joint Code of Practice for Research and other RRes internal Quality Policies.
- Internal scrutiny procedures are in place to ratify the statistical design, management and output for all field, glasshouse and CE experiments.
- Laboratory notebook procedures are in place ensuring all records and operations are signed and dated, to allow primary data to be linked to secondary data and for sample location to be easily identified and for recording in-house training.
- There is an Institute-wide database of Standard Operating Procedures, Risk Assessments and COSHH forms, which are subject to annual review.
- Electronic data are maintained and backed up on networked servers. Every week a full copy is cycled to a separate physical location.
- There is an Institute database of staff CVs.
- There is regular calibration and maintenance of equipment.
- There is an internal procedure whereby senior management review of all publications prior to submission and a policy that emphasises submission to peer-reviewed journals.
- Outputs from projects are designed to meet customer needs.
- Rothamsted Research is officially recognised as an efficacy testing facility in the UK for Agriculture/Horticulture Biologicals and Semiochemicals; ORETO number 249, expiry 26 March 2013.