



KENYA PLANT HEALTH INSPECTORATE SERVICE

ANALYTICAL CHEMISTRY LABORATORY AND FOOD SAFETY

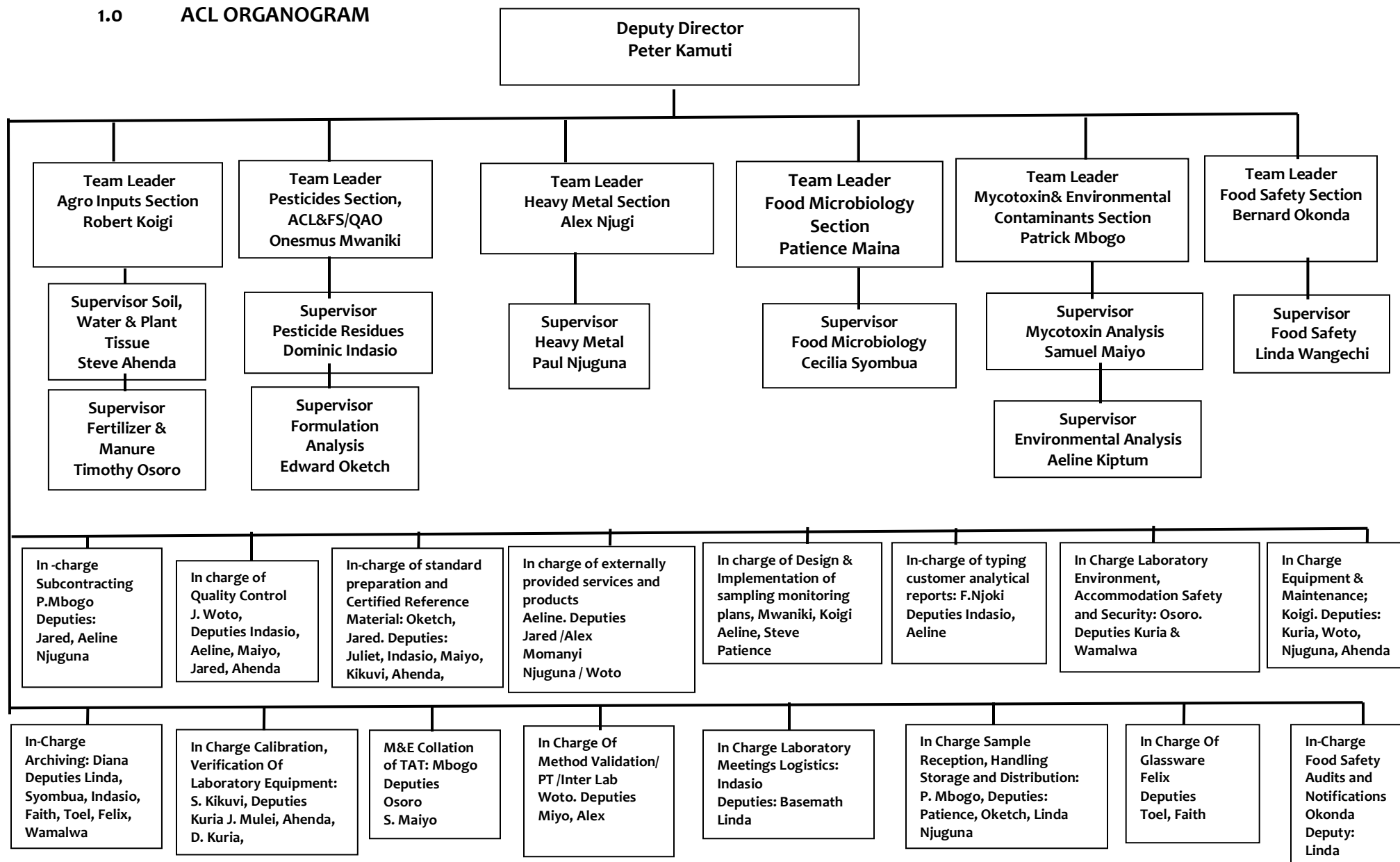
QUALITY MANUAL PART 1B: ORGANISATIONAL STRUCTURE (ISO/IEC 17025:2017)	
Compiler Name: Onesmus Mwaniki	Compiler Signature:
Approver Name: Peter Kamuti	Approver Signature:
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KEPHIS Headquarters, Oloolua Ridge, Karen. P.O. Box 49592, Nairobi 00100.
TEL: 020-6618000, 0709891000 E-mail1: director@kephis.org, E-mail 2: laboratories@kephis.org, E-mail 3 kephisinfo@kephis.org

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1.0 ACL ORGANOGRAM



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1.1 ACL STAFF INITIALS

STAFF INITIAL	FULL NAME	TERMS OF EMPLOYMENT
1. PMK	Peter Mwangangi Kamuti	Permanent
2. OMK	Onesmus Kyalo Mwaniki	Permanent
3. RNK	Robert Njuguna Koigi	Permanent
4. PMN	Patrick Njeru Mbogo	Permanent
5. DWK	Diana Wambui Kamau	Permanent
6. BOO	Bernard Opasi Okonda	Permanent
7. TOO	Timothy Ondieki Osoro	permanent
8. PN	Paul Mureithi Njuguna	Permanent
9. JMM	Juliet Mutindi Mulei	Permanent
10. EOO	Edward Otieno Oketch	Permanent
11. AJK	Aeline Jerotich Kiptum	Permanent
12. DLI	Dominic Indasio Linani	Permanent
13. JW	James Njenga Woto	Permanent
14. JON	Jared Onyango Nyang'au	Permanent
15. GMK	Gerald Mwangi Kinyua	Permanent
16. SOA	Steve Ouma Ahenda	Permanent
17. ANW	Alex Njugi Wangechi	Permanent
18. SMK	Samwel Maiyo Kipchirchir	Permanent
19. CSN	Cecilia Syombua Ndunyo	Permanent
20. SKK	Samuel Kikuvu Kikumu	Permanent
21. LWM	Linda Wangechi Maina	Permanent
22. SMW	Stanley Mukanda Wamalwa	Permanent
23. FKM	Felix Kinyua Mutethia	Permanent
24. DOT	Douglas Onchieku Toel	Permanent
25. PWM	Patience Wambui Maina	Permanent
26. EM	Edmond Momanyi	Permanent
27. FM	Faith Njoki	Permanent

1.2 RESPONSIBILITIES AND JOB DESCRIPTIONS

The various responsibilities are outlined in the ACL&FS Organogram as depicted in Section 1.1 and 1.2. The summary of responsibilities are also outlined in this manual and in the procedure. Financial or political considerations do not influence the labs testing work and this is communicated to all staff through policy by the Organisation's top management. The ACL&FS top management ensures that appropriate communication processes are established within the laboratory for implementation of the management system and that communication takes place regarding the effectiveness of the management system. This is through laboratory staff meetings and memo communications from management.

The job descriptions are as follows:

1. HEAD, ANALYTICAL CHEMISTRY LABORATORY AND FOOD SAFETY DEPARTMENT

a) Job function/description

- Provides leadership in delivery of analytical chemistry services.
- All officers in ACL&FS report to this function
- Assigns laboratory Staff duties using set targets as elaborated in the performance contract of the Corporation in line with its Strategic Plan, taking account of Service Charter commitments.
- Authorize personnel responsible for issuing statement of conformity or opinions and interpretations.
- Authorization of analytical results
- Coordinating the day to day activities of the laboratory and ensure maintenance of accreditation, management of workflow in the laboratory including but not limited to sample monitoring as well as control of all aspects of good laboratory practices and working environment
- Monitor work output, identify bottlenecks and corrective measures
- Provide leadership in verification of reports to ensure quality of results
- Keep up with technological advancements in relevant laboratory methods and applications to relevant standards.
- Oversee staff training and analyst assessment.
- Perform risk assessments for the laboratory and ensure that Health and Safety guidelines are observed.
- Evaluate for authorisation changes in existing procedures or new procedures.
- Coordinating the functions of ACL including planning and execution of method validation and expansion of the scope of accreditation, supervision of ordering and delivery of new supplies, calibration and maintenance of equipment.
- Providing linkage between the department and the clientele in terms of:-Customer inquiries, Customer complaints/compliments
- Design and implementation of corrective actions and solutions to customer complaints.
- Planning, coordinating section meetings and directing activities assigned to the laboratory staff based at the Head Office.
- Ensuring that: The performance contract reports are made promptly for collation into departmental reports at the end of every quarter. The departmental annual/reports are completed on time after the end of each financial year.

- Ensuring that the departmental staff performance targets are set and delivered before the beginning of a new financial year and are reviewed every quarter.
- Ensure that the activities of ACL are carried out in a cost effective way (viz. ensure that the staff are working within the budgetary allocations).
- Identifying and promoting strategic partnership with collaborators in pesticide analysis to ensure effective service delivery to the horticulture industry.
- Undertake any other duty that may be assigned to you from time to time.

b) Competence requirements (Qualification, Knowledge, Experience and Skills)

- Bachelor of Science Degree in Chemistry, Analytical Chemistry, Biochemistry from a university recognized in Kenya.
- Masters in Chemistry, Analytical Chemistry, Biochemistry, Food Safety, Environmental Chemistry or its equivalent from a University recognized in Kenya
- Twelve (12) years' experience in analytical work and quality management systems or related field with five (5) years in a supervisory role.
- Training skills and implementation in laboratory management systems, Audits and Assessment(ISO/IEC 17025)
- Laboratory Test Method development, validation and verification skills
- Uncertainty of Measurement budgeting, estimation, computation and reporting skills
- Statistical Analysis and Decision Rule skills
- Information, communication and technology skills

2. TECHNICAL TEAM LEADERS

a) Job function/description

- Carry out development, modification, verification and validation of methods
- Carry out analysis of results and issuing statements of conformity or opinions and interpretations.
- Reports and reviews results
- Responsible for the technical operations in the laboratory and ensure adequate provision of the resources needed to ensure the required quality of laboratory operations is maintained.
- Collate progress on analysis of all samples in the laboratory and update the sample tracking register, in collaboration with the sample supervisors.
- Report to the Head of laboratory on delays of service delivery to customer(s).
- Develops work schedule/batching and followed in all day-to-day operations.
- Ensure that analysts assigned to carry out test work are competent personnel to undertake the said tests.
- Follow-up on complaints in liaison with Head of laboratory.
- Communicate causes of delays to the Head of Laboratory.
- Responsible for reporting of food safety audit findings to the head of laboratory
- Identify, develop and implement preventative or other actions required to improve the responsibility and monitor the action taken to reduce the likelihood of occurrence of non-conformities in future.

b) Competence requirements (Qualification, Knowledge, Experience and Skills).

- Bachelor of Science Degree/ Diploma in Chemistry, Analytical Chemistry, Biochemistry, plant nutrition, microbiology, food science, food technology and any other related field from a university recognized in Kenya.
- At least 8 years' work experience in ISO/IEC 17025 compliant testing laboratory or food safety service and must have served for at least 4 years as a Senior laboratory analyst
- Training skills in laboratory management systems and Audits in ISO/IEC 17025
- Laboratory Test Method development, validation and verification skills
- Technical skills
- Uncertainty of Measurement , estimation, computation and reporting skills
- Advanced Statistical data Analysis skills
- Good analytical skills and data handling skills.
- Knowledge in international standards and good laboratory practice.
- Information communication and technology skills.
- Good communication, data analysis, report writing and presentation skills.

3. SAMPLE SUPERVISORS

a) Job function/description

- Ensure samples are analysed as soon as possible and report any developments that may affect the analysis to the team leaders.
- Carry out development, modification, verification and validation of methods
- Carry out analysis of results and issuing statements of conformity or opinions and interpretations.
- Reports , reviews results
- Raw data management – ensure that all chromatograms and other raw data relating to analytical work is appropriately stored.
- Evaluate accuracy of data transfer and advise accordingly.
- Follow-up on analysis progress and report bottlenecks of the progress in liaison with team leaders
- Planning and coordination of food safety audits to be carried out
- Identification of risks in the various laboratory processes
- Identify, develop and implement preventative or other actions required to improve the responsibility and monitor the action taken to reduce the likelihood of occurrence of non-conformities in future.

b) Competence requirements (Qualification, Knowledge, Experience and Skills).

- Bachelor of Science Degree/ diploma in Chemistry, Analytical Chemistry, Biochemistry, plant nutrition, food science, food technology, microbiology and electrical and electronics instrumentation and any other related field from a university recognized in Kenya.
- At least 4 years' working experience as a laboratory analyst
- Advanced statistics and data analysis
- Test method development, validation and verification skills

- Test result computation, validation and assessment skills
- Equipment maintenance, troubleshooting skills.
- Reference material preparation and maintenance skills
- Technical skills
- Implementation skills in laboratory management systems and Audits in ISO/ IEC 17025
- Uncertainty of Measurement, estimation, computation and reporting skills
- Good analytical skills and data handling skills.
- Knowledge in international standards and good laboratory practice.
- Good communication, data analysis, report writing and presentation skills.

4. IN-CHARGE DESIGN AND IMPLEMENTATION OF SAMPLING AND MONITORING PLAN

a) Job function/description

- Designing of and monitoring programs
- Coordinating sampling and inspection visits.
- Coordinate reporting of monitoring findings
- Availing of sampling procedure and plans.
- Prepare billing scheduling for sampling as appropriate.
- Identify, develop and implement preventative or other actions required to improve the responsibility and monitor the action taken to reduce the likelihood of occurrence of non-conformities in future.

b) Competence requirements (Qualification, Knowledge, Experience and Skills).

- Bachelor of Science Degree/ diploma in Chemistry, Analytical Chemistry, Biochemistry, plant nutrition, food science, food technology, microbiology and any other related field from a university recognized in Kenya.
- At least 4 years' working experience as a laboratory analyst
- Test method development, validation and verification skills
- Test result computation, validation and assessment skills
- Technical training skills
- Implementation skills in laboratory management systems and Audits in ISO/ IEC 17025
- Uncertainty of Measurement, estimation, computation and reporting skills
- Statistical data Analysis skills
- Good analytical skills and data handling skills.
- Knowledge in international standards and good laboratory practice.
- Good communication, data analysis, report writing and presentation skills.

5. IN-CHARGE STANDARDS AND CERTIFIED REFERENCE MATERIAL

a) Job function/description

- Maintain stocks of valid analytical standards and advise on expiry of standards for purchase.
- Prepare and update analytical standard solutions and dispose as appropriate.
- Issue working analytical standards and certified reference materials.

- Verify the stability of standards and ensure appropriate storage of standards after purchase and during use.
- Prepare expired analytical standards and solutions for disposal and ensure appropriate disposal is done.
- Identify, develop and implement preventative or other actions required to improve the responsibility and monitor the action taken to reduce the likelihood of occurrence of non-conformities in future.

b) Competence requirements (Qualification, Knowledge, Experience and Skills).

- Bachelor of Science Degree/ diploma in Chemistry, Analytical Chemistry, Biochemistry, plant nutrition, food science, food technology, microbiology and electrical and electronics instrumentation and any other related field from a university recognized in Kenya.
- At least 4 years' working experience as a laboratory analyst
- Reference material and standards preparation and maintenance skills
- Technical training skills
- Skills in laboratory management systems and Audits in ISO/ IEC 17025
- Good analytical skills and data handling skills.
- Knowledge in international standards and good laboratory practice.

6. IN-CHARGE SAMPLE RECEPTION AND DISTRIBUTION AND MANAGEMENT

a) Job function/description

- Carry out the function of contract review with customers.
- Ensure samples are stored appropriately and maintain appropriate records pertaining to the samples.
- Receive complaints in liaison with Head of laboratory and sample supervisors; and report the same to the Head of laboratory.
- Follow-up with customers on progress.
- Identify, develop and implement preventative or other actions required to improve the responsibility and monitor the action taken to reduce the likelihood of occurrence of non-conformities in future.

b) Competence requirements (Qualification, Knowledge, Experience and Skills).

- Bachelor of Science Degree/ diploma in Chemistry, Analytical Chemistry, Biochemistry, plant nutrition, food science, food technology, microbiology and electrical and any other related field from a university recognized in Kenya.
- At least 4 years' working experience as a laboratory analyst
- Technical training skills
- Skills in laboratory management systems and Audits in ISO/ IEC 17025
- Good analytical skills and sample handling skills.
- Knowledge in international standards and good laboratory practice.
- Good communication and presentation skills.
- Risk management skills

7. IN-CHARGE OF CALIBRATION VERIFICATION AND MAINTENANCE

a) Job function/description

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- Verification of internal calibration of equipment such as analytical and top-pan balances, fridges, freezers, chillers, water baths and thermometers; and any such equipment that may require calibration.
- Monitoring of calibration verification done by analysts.
- Plan equipment requiring external calibration in consultation with officer-in-charge of procurement.
- Ensure the relevant records (forms) used in the monitoring are available and up-to-date.
- Keep in safe custody the master thermometers and weights, and ensure that they are calibrated periodically as required.
- Identify, develop and implement preventative or other actions required to improve the responsibility and monitor the action taken to reduce the likelihood of occurrence of non-conformities in future.

b) Competence requirements (Qualification, Knowledge, Experience and Skills).

- Bachelor of Science Degree/ diploma in Chemistry, Analytical Chemistry, Biochemistry, plant nutrition, food science, food technology, microbiology and electrical and electronics instrumentation and any other related field from a university recognized in Kenya.
- At least 4 years' working experience as a laboratory analyst/ instrumentation technician
- Equipment maintenance, troubleshooting skills.
- Technical skills
- Implementation skills in laboratory management systems and Audits in ISO/ IEC 17025
- Uncertainty of Measurement, estimation, computation and reporting skills
- Knowledge in international standards and good laboratory practice.
- Information communication and technology skills.
- Good communication, report writing and presentation skills.

8. IN-CHARGE OF ARCHIVING

a) Job function/description

- Archiving of all samples, documents and chromatograms, filled workbooks, filled up worksheet files, stock sheet files and files containing other sheets and library books, filled up contract review forms, filled up reports, filled up registers in consultation with the In-charge of standards and certified reference materials.
- Ensure all samples, standards and certified reference materials are disposed of appropriately and records of such disposal maintained.
- Identify, develop and implement preventative or other actions required to improve the responsibility and monitor the action taken to reduce the likelihood of occurrence of non-conformities in future.

b) Competence requirements (Qualification, Knowledge, Experience and Skills).

- Bachelor of Science Degree/ diploma in Chemistry, Analytical Chemistry, Biochemistry, plant nutrition, food science, food technology, microbiology and electrical and electronics instrumentation and any other related field from a university recognized in Kenya.
- At least 4 years' working experience as a laboratory analyst
- Technical training skills
- Implementation skills in laboratory management systems and Audits in ISO/ IEC 17025
- Knowledge in international standards and good laboratory practice.

- Information communication and technology skills.
- Good communication, report writing and presentation skills.

9. IN-CHARGE EXTERNALLY PROVIDED PRODUCTS AND SERVICES

a) Job function/description

- Ensure timely arrangements are made for the purchase of laboratory supplies and services.
- Ensure that goods and services received meet the quality requirements to the required specifications as appropriate and maintain records of the same, in cooperation with other analysts.
- Ensure appropriate records are maintained for the stock levels of laboratory supplies.
- Maintain records to ensure appropriate information on re-order levels is kept, in consultation with other analysts.
- Ensure that subcontracting of test work is done as per procedure
- Identify, develop and implement preventative or other actions required to improve the responsibility and monitor the action taken to reduce the likelihood of occurrence of non-conformities in future.

b) Competence requirements (Qualification, Knowledge, Experience and Skills).

- Bachelor of Science Degree/ diploma in Chemistry, Analytical Chemistry, Biochemistry, plant nutrition, food science, food technology, microbiology and electrical and any other related field from a university recognized in Kenya.
- At least 4 years' working experience as a laboratory analyst
- Technical skills
- Skills in laboratory management systems and Audits in ISO/ IEC 17025
- Good analytical skills and sample handling skills.
- Knowledge in international standards and good laboratory practice.
- Good communication and presentation skills.
-

10. IN-CHARGE LABORATORY ENVIRONMENT, ACCOMMODATION, SECURITY AND SAFETY

a) Job function/description

- Ensure safety of analysts through the use of appropriate protective gear
- Ensure extractors/fume chambers are in good working condition.
- Ensure minimal exposure of laboratory reagents to the environment.
- Ensure that sample storage areas are clean and in good working condition to maintain the integrity of the samples, in collaboration with sample supervisors and officer in charge of sample reception.
- Ensure that cleaning of laboratory is done satisfactorily.
- Identify, develop and implement preventative or other actions required to improve the responsibility and monitor the action taken to reduce the likelihood of occurrence of non-conformities in future.

b) Competence requirements (Qualification, Knowledge, Experience and Skills).

- Bachelor of Science Degree/ diploma in Chemistry, Analytical Chemistry, Biochemistry, plant nutrition, food science, food technology, microbiology and electrical and any other related field from a university/ institution recognized in Kenya.
- At least 4 years' working experience as a laboratory analyst
- Technical training skills
- Skills in laboratory management systems in ISO/ IEC 17025
- Good analytical skills and sample handling skills.
- Knowledge in international standards and good laboratory practice.
- Good communication and presentation skills.

11. IN CHARGE EQUIPMENT MAINTENANCE

a) Job function/description

- Ensure that equipment crucial for analytical work are in good working condition.
- Ensure maintenance of equipment log registers and follow-up on any deviations from normal operating conditions.
- Ensure periodic preventative maintenance is carried out and recorded as appropriate.
- Report any malfunctioning equipment to the Technical Officer.
- Initiate repair process and follow-up on the repairs carried out, in collaboration with the officer in charge of procurement and stores control.
- Evaluate and monitor the effectiveness of the equipment after repair and routine maintenance.
- Ensure availability of required equipment accessories and maintain appropriate records on these accessories.
- Maintain an inventory of equipment accessories and prepare updates to facilitate procurement of necessary accessories.
- Maintain file records on individual equipment as required.
- Identify, develop and implement preventative or other actions required to improve the responsibility and monitor the action taken to reduce the likelihood of occurrence of non-conformities in future.

b) Competence requirements (Qualification, Knowledge, Experience and Skills).

- Bachelor of Science Degree/ diploma in Chemistry, Analytical Chemistry, Biochemistry, plant nutrition, food science, food technology, microbiology and electrical and electronics instrumentation and any other related field from a university recognized in Kenya.
- At least 4 years' working experience as a laboratory analyst/ instrumentation technician
- Test result computation, validation and assessment skills
- Equipment maintenance, troubleshooting skills.
- Technical skills
- Implementation skills in laboratory management systems and Audits in ISO/ IEC 17025
- Uncertainty of Measurement, estimation, computation and reporting skills
- Knowledge in international standards and good laboratory practice.
- Information communication and technology skills.
- Good communication, report writing and presentation skills.

12. IN-CHARGE OF COLLATION OF CUSTOMER FEEDBACK INFORMATION

a) Job function/description

- Collect and collate customer feedback and file appropriately.
- Compile summary of feedback for the Head of laboratory.
- Identify, develop and implement preventative or other actions required to improve the responsibility and monitor the action taken to reduce the likelihood of occurrence of non-conformities in future.

b) Competence requirements (Qualification, Knowledge, Experience and Skills).

- Bachelor of Science Degree/ diploma in Chemistry, Analytical Chemistry, Biochemistry, plant nutrition, food science, food technology, microbiology and any other related field from a university/ institution recognized in Kenya.
- At least 4 years' working experience as a laboratory analyst
- Good analytical skills and data handling skills.
- Knowledge in international standards and good laboratory practice.
- Information communication and technology skills.
- Good communication, report writing and presentation skills.
- Knowledge and implementation in Laboratory Quality Management System ISO/ IEC 17025

13. IN CHARGE OF LABORATORY MEETING LOGISTICS

a) Job function/description

- Prepare agenda of laboratory meetings in collaboration with the Head of laboratory and other analysts, and circulate the same before meetings.
- Accurately record proceedings of the meetings (prepare minutes for meetings).
- Identify, develop and implement preventative or other actions required to improve the responsibility and monitor the action taken to reduce the likelihood of occurrence of non-conformities in future.

b) Competence requirements (Qualification, Knowledge, Experience and Skills).

- Bachelor of Science Degree/ diploma in Chemistry, Analytical Chemistry, Biochemistry, plant nutrition, food science, food technology, microbiology and any other related field from a university/ institution recognized in Kenya.
- At least 4 years' working experience as a laboratory analyst
- Good analytical skills and data handling skills.
- Knowledge in international standards and good laboratory practice.
- Information communication and technology skills.
- Good communication, report writing and presentation skills.
- Knowledge in Laboratory Quality Management System ISO/ IEC 17025

14. IN CHARGE OF TYPING CUSTOMER ANALYTICAL REPORTS

a) Job function/description

- Timely Typing of all customer reports in collaboration with analysts.
- Inform customers of completion of reports and advise them on amounts payable in collaboration with the Head of laboratory.
- Dispatch results to customers and maintain records of the same.
- Ensure appropriate payment for services rendered is done, in collaboration the Technical officer or sample supervisors if necessary.
- Maintain records of staff availability (in relation to leave) in collaboration with the Head of laboratory.
- Identify, develop and implement preventative or other actions required to improve the responsibility and monitor the action taken to reduce the likelihood of occurrence of non-conformities in future.

b) Competence requirements (Qualification, Knowledge, Experience and Skills).

- Diploma/ certificate in secretarial studies / business studies and any other related field from an institution recognized in Kenya.
- At least 4 years' working experience as an office administrator
- Good analytical skills and report handling skills.
- Knowledge in international standards and good laboratory practice.
- Information communication and technology skills.
- Good communication, report writing and presentation skills.
- Good organizational skills.
- Knowledge in Laboratory Quality Management System

15. QUALITY ASSURANCE OFFICER

a) Job function/description

- Initiate purchase of Certified Reference Materials.
- Maintain and review system documents and ensure the current version of system documentation is in use.
- Maintain records of quality control Charts, statistical data and other quality assurance schemes as appropriate, and analyse such data as appropriate.
- Co-ordinate issuance and evaluation of blind samples and proficiency test results and report to the Head of laboratory when results may cause doubt on the validity of results.
- Co-ordinates internal audits of the laboratory in accordance to the requirements of ISO/IEC 17025.
- Coordinates participation in relevant quality control programmes such as proficiency test and inter laboratory collaborative studies.
- Develop and propose implementation for improvement of the laboratory measurement capacity to meet the requirements of ISO/IEC 17025 and other laboratory customers; in consultation with the Head of the laboratory.
- Monitor the integrity of the management system after implementation of changes to the management system and advise the top laboratory management on necessary changes.
- Maintains the quality manual in consultation with the Head of laboratory.
- Monitoring the Implementation of the risk register action plan.

- Identify, develop and implement preventative or other actions required to improve the responsibility and monitor the action taken to reduce the likelihood of occurrence of non-conformities in future.

b) Competence requirements (Qualification, Knowledge, Experience and Skills).

- Bachelor of Science Degree/ diploma in Chemistry, Analytical Chemistry, Biochemistry, plant nutrition, food science, food technology, microbiology and any other related field from a university/ institution recognized in Kenya.
- At least 4 years' working experience as a laboratory analyst
- Test result computation, validation skills
- Good analytical skills and data handling skills.
- Knowledge in international standards and good laboratory practice.
- Information communication and technology skills.
- Good communication, report writing and presentation skills.
- Uncertainty of Measurement, estimation, computation and reporting skills
- Statistical data Analysis and Decision Rule skills
- Training skills in laboratory management systems, Audits and Assessment(ISO/IEC 17025
- Laboratory Test Method development, validation and verification skills
- Risk Management skills

16. IN-CHARGE OF MONITORING, EVALUATION AND COLLATION OF TURN AROUND TIME

a) Job function/description

- Collating of data for performance targets as stipulated in the institutional performance contract, for the laboratory.
- Compilation of evidence to support the data compiled.
- Collate the sample test turnaround time for sample types received in the laboratory and prepare summary of compliance with the Institutional Service Charter.
- Identify, develop and implement preventative or other actions required to improve the responsibility and monitor the action taken to reduce the likelihood of occurrence of non-conformities in future.

b) Competence requirements (Qualification, Knowledge, Experience and Skills).

- Bachelor of Science Degree/ diploma in Chemistry, Analytical Chemistry, Biochemistry, plant nutrition, food science, food technology, microbiology and any other related field from a university/ institution recognized in Kenya.
- At least 4 years' working experience as a laboratory analyst
- Good analytical skills and data handling skills.
- Knowledge in international standards and good laboratory practice.
- Information communication and technology skills.
- Good communication, report writing and presentation skills.
- Knowledge in Laboratory Quality Management System ISO/ IEC 17025

17. INCHARGE QUALITY CONTROL

a) Job function/description

- Perform trend analysis for certified reference materials and internal standards
- Carry out evaluation of proficiency test data
- Evaluate data generated by laboratory officers for evaluation of their competence
- Evaluate performance of analytical equipment
- Identify, develop and implement preventative or other actions required to improve the responsibility and monitor the action taken to reduce the likelihood of occurrence of non-conformities in future

b) Competence requirements (Qualification, Knowledge, Experience and Skills).

- Bachelor of Science Degree/ diploma in Chemistry, Analytical Chemistry, Biochemistry, plant nutrition, food science, food technology, microbiology and any other related field from a university/ institution recognized in Kenya.
- At least 4 years' working experience as a laboratory analyst
- Test method development, validation and verification skills
- Test result computation, validation skills
- Good analytical skills and data handling skills.
- Knowledge in international standards and good laboratory practice.
- Information communication and technology skills.
- Good communication, report writing and presentation skills.
- Knowledge in Laboratory Quality Management System, ISO/ IEC 17025
- Uncertainty of Measurement, estimation, computation and reporting skills
- Statistical data Analysis skills
- Knowledge on use of analytical equipment

18. INCHARGE OF GLASSWARE

a) Job function/description

- Washing glassware used in the laboratory
- Identify, develop and implement preventative or other actions required to improve the responsibility and monitor the action taken to reduce the likelihood of occurrence of non-conformities in future

19. INCHARGE OF METHOD VALIDATION/PROFICIENCY AND INTER LABORATORY TESTS

a) Job function/description

- Develop method validation plan for analytical methods used in the laboratory so as to deem the method fit for a specific purpose.

- Evaluate method performance characteristics established during method validation for the acceptance of the method.
- Coordinate discussion of proficiency test and inter laboratory results for acceptability in the laboratory.
- Identify, develop and implement preventative or other actions required to improve the responsibility and monitor the action taken to reduce the likelihood of occurrence of non-conformities in future

b) Competence requirements (Qualification, Knowledge, Experience and Skills).

- Bachelor of Science Degree/ diploma in Chemistry, Analytical Chemistry, Biochemistry, plant nutrition, food science, food technology, microbiology and electrical and electronics instrumentation and any other related field from a university/ institution recognized in Kenya.
- At least 4 years' working experience as a laboratory analyst
- Test method development, validation and verification skills
- Test result computation, validation skills
- Good analytical skills and data handling skills.
- Knowledge in international standards and good laboratory practice.
- Information communication and technology skills.
- Good communication, report writing and presentation skills.
- Knowledge in Laboratory Quality Management System, ISO/ IEC 17025
- Uncertainty of Measurement, estimation, computation and reporting skills
- Statistical data Analysis skills

20. ANALYSTS

a) Job function/description

- Carry out development, modification, verification and validation of methods
- To carry analysis of samples in the various categories
- Use of analytical techniques and instruments to carry out analysis of samples
- Interpretation of data, reviewing and reporting of results
- Liaising with customers, supplies and support staff
- Participate in review of the laboratory Quality management system
- Training of new analysts.
- Make sure that data is accurately recorded in accordance to guideline
- Keep up to date with scientific and technical developments
- Ensure that health and safety issues are adhered to
- Perform quality control checks and test
- Identify, develop and implement preventative or other actions required to improve the responsibility and monitor the action taken to reduce the likelihood of occurrence of non-conformities in future

b) Competence requirements (Qualification, Knowledge, Experience and Skills).

- Bachelor of Science Degree/ diploma in Chemistry, Analytical Chemistry, Biochemistry, plant nutrition, food science, food technology, microbiology and electrical and electronics instrumentation and any other related field from a university recognized in Kenya.
- At least 4 years' working experience as a laboratory analyst
- Sampling and Sample preparation skills
- Biological and Chemical Measurement skills
- Experimental design skills
- Test method development, validation and verification skills
- Test result computation, validation skills
- Equipment maintenance, troubleshooting skills.
- Reference material and standard preparation and maintenance skills
- Good analytical skills and data handling skills
- Knowledge in international standards and good laboratory practice.
- Information communication and technology skills.
- Good communication, report writing and presentation skills.
- Knowledge in Laboratory Quality Management System, ISO/ IEC 17025

The officers in charge of specific duties ensure that during their absence, they hand over the tasks to the deputy/deputies. All deputies of the in-charges shall assist in performing the duties outlined above and in case the in-charge is not available, take over the tasks for which they deputize/assist.