

## **PESTICIDE SURVEY UNIT - REVISIONS POLICY**

This document describes the procedure that is followed on discovery of an error in Pesticide Survey Unit (PSU) output.

When addressing an error the appropriate SASA operating procedure is consulted and the error recorded formally within the quality assurance system.

Staff ensure that they have ascertained the full extent and nature of the error before issuing corrected data.

The response to errors is based on consideration of the following points:

- The importance of the statistic – whether it is a headline figure or being used in significant ways.
- The size of the mistake relative to stated levels of accuracy.
- The recipients of the data.
- The consequences of the mistake – whether it alters the main message of the statistics or their use.

The corrective action implemented is proportional to the above points. Minor errors may be corrected in the next edition of the publication or by email to the recipient if referring to a custom data request. In both cases the error will be made clear and the reasons for its occurrence explained.

For major errors the PSU will:

- Correct the materials on the website, making clear that this has been done in a revision statement.
- Notify any known users of the data of errors which could affect their work.
- In the case of major corrections issue a formal Statistical news release.
- Where errors have been identified that will take time to correct advance notice will be given if possible with the expected release data and indication of scale.

Following the occurrence of an error the affected procedures will be amended to ensure that the mistake does not recur.

If errors are substantial the PSU will consider publishing an explanation of the corrective action to assist public confidence in future avoidance of mistakes.

All nonconformities, including any associated corrective or preventative actions, will be reviewed at an annual Management Quality Review meeting.