



Number : **HAPL-QP-03**
Title : **Impartiality Management & Handling**

Impartiality Management & Handling

Procedure Index

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01	00	01.09.2020	Management Representative	Director	Director
Issue no.	Rev. no.	Document date	Prepared by	Reviewed by	Approved by

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1.0	Purpose				
	<ul style="list-style-type: none"> • The purpose of this procedure is to: <ul style="list-style-type: none"> ❖ To ensure that all certification activities are executed by HAPL in an impartial and objective way. ❖ Maintaining ongoing impartiality and avoiding conflict of interest for ongoing certification activities. 				
2.0	Scope				
	<ul style="list-style-type: none"> • Applicable for all certification activities executed by HAPL. 				
3.0	Definitions & Abbreviations				
3.1	Top Management	:	Governing body of the organization made of MD & EC		
3.2	MD	:	Managing Director		
3.3	HAPL	:	Hackizen Assessments Private Limited		
3.4	CAR	:	Corrective Action request.		
3.5	EC	:	Executive Committee		
4.0	Reference Documents:				
Sr. No.	Doc Name	Doc No	Rev No	Rev Dt.	Retention Period
1	Impartiality Undertaking	HAPL-QF-04	00	01.09.2020	03 Year
2	Minutes of CSI meeting	HAPL-QF-05	00	01.09.2020	03 Year
3	List of Impartiality Committee	HAPL-QF-06	00	01.09.2020	03 Year
4	CSI Appointment Letter	HAPL-QF-07	00	01.09.2020	03 Year

5. Procedure

- Director identifies potential business sources of impartiality and discloses a list of company (if any) not be covered under the scope of certification scheme.
- Director along with inputs from EC formulates the statement of impartiality.
- Director identifies the impartiality committee considering representatives from following sources
 - Certified client of HAPL
 - Customer of certified client of HAPL
 - Representatives of industry trade organizations, government & non government organizations.
 - Individuals with experience and proven track record in respective certification schemes
- Invitations are accepted from open market to get empanelled on impartiality committee through email. The details of email are available on website.
- Director finalizes and approves Impartiality committee and allocates Responsibilities and authorities.
- Empowerment is given to the impartiality team to interact with the accreditation board if they feel that management of HAPL is overlooking their observations.
- Minimum once in a year the impartiality committee will meet and discuss the performance of HAPL.
- Need based any impartiality committee can call for intermediate review. All necessary data will be made available to the impartiality committee.

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- During the Meeting the Agenda should be included by the Training and Inspection Activities and consider the Risk Analysis Review.
- The Number of CSI Committee Member should be 04 and During the Meeting this is mandatory that at least 03 Members should be present and if 01 member is absent then meeting will be possible but if more than 01 member is absent then meeting cannot be conducted.
- Every Impartiality Committee Members Should sign the Code of Conduct after appointing them and also Technical Director will responsible for the Verification for Signed Code of Conduct.
- In Order to Prevent the Impartiality all Auditors should sign the Impartiality Undertaking before going for the Audit.