

PROCEDURE FOR IMPARTIALITY COMMITTEE

1. Establishment of Committee

The Impartiality committee is formed as per the requirement of the of the standards ISO/IEC 17021. The basic intent of forming the committee is to safeguard the impartiality along with the other interest of the organization.

The committee is formed with the following members

- a) Director Certifications
- b) Operations Manager
- c) Marketing Manager
- d) Administration Manager
- a) Minimum Five of the following
 - Representative office bearer of the national level industrial organization.
 - Representative office bearer of the state level industrial organization.
 - Retired senior most gazetted departmental head from Government/Public limited Company.
 - Any administrative government officer of the rank of IAS or IPS.
 - Any Engineering Graduate with minimum 15 years of work experience in public sector units or in a unit with minimum 100 employee's strength.
 - A Registered Chartered Accountant
 - Manager of a Nationalized Bank
 - A Representative of Clients.
 - Development officer of Insurance Company.
 - Registered Lead Auditor with 15 years of experience.
 - Graduate Engineer with 5-8 years experience & Lead auditor and has to a member of CC committee.

The invitations are given to all the interested members who wish to become the member of Impartiality committee. After receipt of the form and scrutiny by the top management the membership is confirmed and committee is formed.

The form of membership consists of the formal responsibility, authority and guidelines for the working of committee.

Once the committee is formed the formal introduction meeting is called and the purpose is explained to the members. Any suggestions on the policies decided are asked to submit. If the procedure /policies are acceptable to the members it is finalised.

The appointment of the committee is for next three years from the date of establishment. For replacement of any member IQCS (I) has decided to take consent from the members of committee either in meeting or through e-mail in case of meeting is not possible.

2. Functioning

The Impartiality committee is meeting in the month of June every year. But the meeting can be called in-between if required by the Top management of the IQCS (I)

The meeting will be conducted at IQCS (I) Nashik office or the Venue as decided by the IQCS.

The notice is issued two week in advance to every committee member to plan their schedule.

QUORRUM OF MEETING

1. To assist in developing new policies related to impartiality of its certifications activity to be discussed along with the review suitability of the existing one.
2. Review & verification adequate arrangements and financial status.
3. To discuss the financial evaluation and source of income for the smooth operations of the IQCS (I) and promotional activities for improvements.
4. To review any financial crunch or lust should not pressure to compromise the impartiality of the certification ethics.
5. To counteract any tendency on the part of certification body to allow commercial or other considerations to prevent the consistent objective provision of certification activity.
6. To advice on matters affecting confidence in certifications, including openness and public perception
7. Review certification decision-making processes of the certification body.
8. Review of the implementation of the policies and procedure established for certification committee for certification committee.

For Changing the structure of the Committee a meeting will be called and voting will be done, only voting members will vote and select or reject the application of the new member. Maximum voting will be considered the final decision for restructuring of the Impartiality committee.

All members required for meeting shall be physically present; if it is not possible for anybody, the meeting details is submitted to him through mail or courier and he can submit his acceptance, comment or suggestion through mail to the management representative within 15 working days.

Records of the meeting will be kept in hard with by the Management representative; copies will be circulated either in soft or hard to each member.

Report of the Review meeting submitted to Top management of IQCS (I) by Management representative.

These committees shall be free from any commercial, financial and other pressure that might influence decisions.