

COMMITTEE FOR SAFEGUARDING IMPARTIALITY REGULATION

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Rev.	Date	Type of Change	Controlled by (name and signature)	Approved by (name and signature)

COMMITTEE FOR SAFEGUARDING IMPARTIALITY REGULATION

1. Introduction

This regulation contains the ordinances to whom the members of committee must conform in carrying out of the certification activity entrusted to them by the executive body of the SMC Slovensko a.s. This committee should safeguard impartiality of the certification body in accordance with ISO/IEC 17021-1:2015.

This regulation defines the composition, the terms of reference, duties, authorities, competence of the members and responsibilities, authorized by the top management in order to ensure:

- a) representation of a balance of interest such as that no single interest predominates
- b) access to all the information necessary to enable it to fulfil its functions and
- c) if the top management does not respect the advice of the committee, the committee shall have the right to take independent action respecting the confidentiality requirements of the client and of the certification body.

2. Operative Modalities (composition, terms of reference, duties, authorities, competence of the members and responsibilities)

Duties

The members of the committee shall safeguard the impartiality of the activities of the certification body and shall :

- a) assist in developing the policies relating to impartiality of its certification activities;
- b) counteract any tendency on the part of the certification body to allow commercial or other consideration to prevent the consistent objective provision of certification activities;
- c) advise on matters affecting confidence in certification, including openness and public perception;
- d) conduct a review at least once a year, of the impartiality of the audit, certification and decision making processes of the SMC Slovensko a.s.

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- e) check the risks that the activities performed by agents, partners, franchisee pose to the competence, consistency and impartiality of SMC Slovensko
- f) perform a sampling control on the control activities performed by the appropriate function on processes, technical areas, competence of personnel, reporting and remote access.

Referring to activity d) the committee examines the files of some clients (sampling) and has the faculty of asking to the deliberating and suggesting committee explanations or integrations of documents, and if necessary, re-examines the dubious files. It examines also the report of the deliberating committee, and at the end of the activity , the president of the committee signs the report.

The sampling of files will be done according to this regulation:

For all IAF codes:

- At least 8% of new clients per year will be examined
- At least 3% of surveillance will be examined
- at least 2% of renewals will be examined
- Of the new clients at least 40% of samples should come from Quality management systems, 40% from Environmental management systems and 20% from other standards.

All information, data and confidential documents, that the committee acquires during its activity must be treated with reserve and not revealed to thirds. Except in case of laws ordinances required by the accreditation body and the authorizations of the organizations owners of the privacy right. Confidentiality is regulated by a legally enforceable agreement (Mod.7.28).

Members of the committee are informed two weeks before the date of the committee and they should inform SMC Slovensko a.s. management of their presence. This information can be given via telephone, e-mail or written communication. Meetings will be held at least once a year but can be held more frequently, and can be done in any place indicated by SMC Slovensko a.s. (its office or other) or in video conference. At the end of each meeting committee members will be informed of the possible date of the following meeting. This date will be in any case confirmed two weeks before.

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Authorities

If the top management does not respect the advice of the committee, the committee shall have the right to take independent action respecting the confidentiality requirements of the client and of the certification body.

Responsibilities

Main responsibility of the committee is to ensure the impartiality of SMC Slovensko a.s. Each member of the committee will sign a declaration of impartiality in which declares that neither commercial, financial nor other pressures compromise his impartiality.

Each member declares also to reveal any situation known to him that may present himself or the certification body with a conflict of interest.

Composition and competence of the members

Although this committee cannot represent every interest, SMC Slovensko a.s. has identified and invited key interest. The members were chosen considering the following interests: clients of certification body, customers of organizations whose management/product systems are certified, representative of industry trade associations, representative of governmental regulatory bodies or other governmental services, or representatives of non-governmental organizations including customer organizations.

The Committee of SMC Slovensko a.s. is composed by the following interests:

N° of member	Interest	<u>Name</u>
1	Architects/engineering body	Buffa
1	Public body	<u>Guercia</u>
1	Client	<u>Bonomonte</u>