



COMMITTEE FOR SAFEGUARDING IMPARTIALITY

1. Introduction:

This regulation contains the rules to whom the members of committee must conform in carrying out the certification activity entrusted to them by top management of CQAL Certifications.

The committee should safeguard impartiality of the certification body in accordance with 17021:2015

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

- Representation of a balance of interest such as no single interest predominates
- Access to all the information necessary to enable it to fulfill its functions and
- 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 clients and certification body.

2. Operative Moralities:

a. Composition & Competence of members :

Although this committee cannot represent every interest, CQAL Certifications has identified and invited key interest. The members were chosen considering the following interests

- Representation from Government Organization
- Representative from consulting community
- Representative from Auditor Community
- Representative from Industry Trade association

The committee of CQAL Certifications is composed by following interests

Interested Are	Organization Name	Member Name
Government Organization	NSIC Technical Services Center	Soma Sekhar M
Auditor Community	ISO 9001 : 2015 Lead Auditor	PVLN Sarma
Industry Association	Hyderabad Software Process Improvement Network (HYD SPIN)	UmaMahesh P
Social Welfare Organization	Vidya Jyothi Educational & Welfare Society	Prasanna Kumar M
Industry Association	Software Process Improvement Network	Nischala Kodali
Auditor Community	ISO 9001 : 2015 Lead Auditor	Madhu Parole

b. Duties

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

- Assist in developing the policies relating to impartiality of its certification activities
- 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
- Advise on matters affecting confidence in certification, including openness and public perception
- Conduct a review at least once a year, of the impartiality of the audit, certification and decision making processes of the CQAL Certifications.

Referring to activity d) the committee review the files of some clients (sampling) and has the ability of asking to the deliberating and suggesting committee explanations or integrations of documents, and if necessary, re-examines the dubious files.

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

- At least 10% of new clients per year will be examined
- At least 5% of surveillance will be examined
- Of the above percentage at least 50% of samples should come from Quality management systems and 10% 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.

Members of the committee are informed two weeks before the date of the committee meeting and they should inform CQAL Certifications 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 CQAL Certifications. (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.

c. Authorities

Committee for Safeguarding Impartiality

In case 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.

d. Responsibilities

Main responsibility of the committee is to ensure the impartiality of CQAL Certifications. 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.