



**REPUBLICAN UNITARY ENTERPRISE
«BELARUSIAN STATE CENTER FOR ACCREDITATION»**

P SM 4.4-2019

**PROVISION ON THE COMMITTEE ON ENSURING
IMPARTIALITY**

Developed by	Quality Manager
Person responsible for update	Quality Manager
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CONTENTS

1	Scope.....	3
2	References.....	3
3	Terms, definitions, designations and abbreviations	3
4	General provision.....	3
5	Tasks and functions of the committee.....	3
6	Composition and order of formation of the committee.....	4
7	Rights.....	5
8	Responsibilities.....	5
9	Order of operation of the committee	5
10	Forms to apply.....	6
11	Records control.....	6
	Amendments registration sheet.....	8

1 SCOPE

1.1 This Provision on the Committee on Ensuring Impartiality (hereafter – the Provision) is the management system document of the Republican Unitary Enterprise "Belarusian State Centre for Accreditation" (hereafter – BSCA) and is developed to implement clause 4.4 of the RK SM as well as the requirements of clause 4.4 of GOST ISO/IEC 17011. The Provision sets the tasks, functions, rights, responsibilities and the order of operation of the Committee on Ensuring Impartiality.

1.2 The requirements of this Provision are mandatory for application by the members of the Committee.

2 REFERENCES

This Provision uses the references to the following documents:

GOST ISO/IEC 17011 (ISO/IEC 17011, IDT) Conformity assessment. Requirements for accreditation bodies accrediting conformity assessment bodies;

RK SM BSCA Quality Manual.

3 TERMS, DEFINITIONS, DESIGNATIONS AND ABBREVIATIONS

3.1 The Provision applies terms and definitions established in RK SM.

3.2 The Provision applies the following designations and abbreviations:

BSCA, accreditation body	Republican Unitary Enterprise «Belarusian State Centre for Accreditation»
NPA	Regulatory legal act;
Committee	Committee on Ensuring Impartiality;
TNPA	Technical regulatory legal act;
EA	European co-operation for Accreditation;
IAF	International Accreditation Forum;
ILAC	International Laboratory Accreditation Cooperation;
IDT	Identified degree of compliance with the international standard (identity of the technical content and structure).

4 GENERAL PROVISION

4.1 The Committee is an independent permanent advisory body of the BSCA, created by the BSCA Director for the purpose of balanced and effective participation of a wide range of interested parties in ensuring the impartiality and objectivity of accreditation activities carried out by the BSCA, as well as participation in the development and maintenance of principles and policies in the field of accreditation in the Republic of Belarus.

4.2 The Committee is guided by the NPA, TNPA, regulatory activities for accreditation, documents of European and international organizations for accreditation EA, ILAC, IAF, international agreement in the field of accreditation and conformity assessment, this Provision.

4.3 The Committee is not a legal entity and performs its activities on a voluntary basis.

5 TASKS AND FUNCTIONS OF THE COMMITTEE

5.1 The main task of the Committee is to maintain and increase the level of confidence in the accreditation activities carried out by the BSCA by monitoring the compliance of the BSCA with the principle of impartiality, making decisions related to impartiality, and making recommendations to the BSCA Director.

5.2 The Committee shall perform the following functions:

5.2.1 Participate in the formulation of the BSCA Impartiality Policy.

5.2.2 Monitor compliance with the Agreement on Independence, Objectivity and Impartiality of the accreditation.

5.2.3 Monitor how BSCA implements fundamental principles in the accreditation activities, i.e.:

harmonization of legal regulation and approaches in the accreditation area with the international standards;

voluntariness;

objectivity, impartiality and competence of the accreditation body, its independence from accreditation applicants, conformity assessment applicants, owners of certificates, producers, persons authorized by producers, sellers (suppliers), consumers of goods, work and services;

availability and publicity of information concerning procedures and results of accreditation activities;

non-discrimination and ensuring equal conditions for accreditation applicants regarding accreditation – access to its services to all applicants, regardless of their size, membership in any associations or groups, the number of already accredited entities;

keeping confidentiality of the information received during the accreditation;

prohibition to limit business competition among accredited CABs;

prohibition to combine accreditation activities and conformity assessment activities and (or) control (supervision), except for surveillance;

compensatory nature of accreditation services.

5.2.4 Consider proposals from interested parties on the development of new and extending the applied accreditation schemes, participation in decision-making on the need for the development of new and expansion of the applied accreditation schemes.

5.2.5 Develop proposals and recommendations for improving the accreditation body activities.

5.2.6 Provide recommendations for introduction of measures to ensure impartiality of accreditation activities.

5.2.7 Monitor financial accreditation activities performed by the BSCA.

5.2.8 Participate in the risk analysis process for impartiality in the BSCA activities, including any conflict of interest related to its relationship or relationship of its staff, develop proposals and recommendations regarding risk management.

5.2.9 Consider other issues related to impartiality in the accreditation activities.

6 COMPOSITION AND ORDER OF FORMATION OF THE COMMITTEE

6.1 The Committee comprises representatives of the interested parties, delegated by the relevant organizations directly or indirectly involved in the accreditation process.

6.2 The core principle underlying formation of the Committee implies a balanced representation of interested parties with no single party predominating.

6.3 The Committee comprises representatives of the three interested parties in equal proportion:

regulators of the Republic of Belarus;

accredited entities;

consumers of services of accredited entities.

6.4 Information on personal data, education, professional experience of members of the Committee is sent to BSCA on form F 4.4-01. All members of the Committee are trained in the requirements of the National Accreditation System of the Republic of Belarus by BSCA.

6.5 The Chairperson of the meeting shall preside over the meetings of the Committee. The Chairperson is elected by open ballot, by a simple majority of votes from among the members of the Committee present at the meeting.

6.6 Secretary of the Committee (hereafter – the Secretary) is appointed by BSCA director from among BSCA personnel. The Secretary is not a member of the Committee.

6.7 The personal composition of the Committee (F 4.4-02) is approved by the Order of BSCA Director for a period of 3 years.

6.8 Member of the Committee terminates his/her authorities in one of the following cases:
voluntary rejection of membership;
termination of work in the organization that has delegated to participate in the work of the Committee;
on the proposal of the organization that delegated to participate in the work of the Committee;
absence from two or more meetings of the Committee.

6.9 All members of the Committee sign the Declaration on Confidentiality of Information (F 4.4-03). Membership in the Committee is indispensable.

7 RIGHTS

Members of the Committee shall have the following rights:
gain access to information necessary for effective performance of functions;
initiate consideration of issues in the field of accreditation;
introduce proposals and recommendations on measures to ensure impartiality in the accreditation activities, develop relevant NPA, TNPA in the field of technical regulation and standardization and amendments thereto.

8 RESPONSIBILITIES

8.1 Members of the Committee shall be obliged:
to attend meetings of the Committee and be fully engaged in its activities;
to promote implementation of the functions of the Committee;
to keep confidentiality of information received in the course of the Committee's activities;
to follow the requirements stipulated in this Provision.

8.2 The Chairperson of the Committee shall be obliged:
to carry out general management of the Committee;
to ensure consideration of issues in accordance with the Agenda of the meeting;
to keep confidentiality of information received in the course of the Committee's activities;
to control the implementation of decisions taken by the Committee.

8.3 Secretary of the Committee shall be obliged:
to form the agenda of meetings with the list of issues (F 4.4-04);
to prepare the report on implementation of decisions taken at the previous meeting of the Committee;
to notify members of the Committee of the date, time and place of the meeting of the Committee, send materials to the meeting;
to draw up the minutes of the meeting;
to prepare requests and responses to letters on behalf of the Committee;
to ensure accounting and storage of the Committee documents in accordance with the nomenclature of cases;
to provide certified copies of decisions and minutes of the Committee meetings (upon request);
to keep confidentiality of information received in the course of the Committee's activities.

8.4 In case of improper performance (non-performance) of the responsibilities established in this Provision, the decision on exclusion from the Committee is made.

9 ORDER OF OPERATION OF THE COMMITTEE

9.1 The main form of work of the Committee is meetings, which are held as necessary, but at least once a year.

9.2 A list of issues to be considered at the meetings of the Committee shall comprise impartiality safeguard; handing complaints (requests) from individuals, legal entities, state authorities; control, risk management analysis within activities of the accreditation body and proposals from the interested parties.

Notification of the members of the Committee on the date, time and place of the next meeting shall send out to the Members of the Committee on the roll at least ten working days before the meeting of the Committee by e-mail

9.3 The meeting of the Committee is held only if at least no less than two thirds of each group of representatives of the Committee are present at the meeting in accordance with clause 6.3 this Provision. Representatives of other interested parties may be invited to take participation in the meeting depending on the considered issues.

9.4 The Chairperson and the Members of the Committee shall have the right to vote at the meetings of the Committee. BSCA Director, secretary of the Committee and invited guests from outside the Committee shall not have the right to vote. Voting is carried out by representative offices on the basis of the consolidated opinion of the group of representatives.

Decisions on the issues of the agenda of the meeting are made by a majority vote of each group of representatives present at the meeting of the Committee members. If there are disagreements, a decision on the issue under consideration is not made, the question is removed from the agenda of the meeting to collect the necessary information and refine it. Repeated voting on this issue is carried out by members of the Committee by electronic voting via e-mail after considering additional information provided by the Secretary. If there are repeated disagreements, the discussion of the issue is submitted to the next meeting of the Committee.

9.5 Deliverables of the meeting of the Committee are formally established in the minutes of the meeting (F 4.4-05), which is signed by all members of the Committee present at the meeting.

The minutes of the Committee disclose invited representatives of the interested parties from outside the Committee.

9.6 In case the Chairperson makes the corresponding decision, the meetings of the Committee may be held on-line via up-to-date means of communications and transfer of scanned documents to Members of the Committee and interested parties in PDF format.

10 FORMS TO APPLY

- F 4.4-01 CV of the Member of the Committee;
- F 4.4-02 Composition of the Committee;
- F 4.4-03 Declaration on confidentiality of information;
- F 4.4-04 Agenda of the Committee meeting;
- F 4.4-05 Minutes of the Committee meeting.

11 RECORDS CONTROL

For information on records control in this procedure see Table 1.

Table 1

Title, type* of records	Place for records storage	Responsibility for update of records form/keeping records	Place for records form storage	Term for records storage
CV of the Member of the Committee on Ensuring Impartiality (BN)	Quality manager/ folder « Committee on Ensuring Impartiality»	Quality manager/ Quality manager	IPS Standard/Our documents/ P SM 4.4/Forms/ F 4.4-01	On a continuous basis
Composition of the Committee on Ensuring Impartiality (BN)	Quality manager/ folder « Committee on Ensuring Impartiality»	Quality manager/ Quality manager	IPS Standard/Our documents/ P SM 4.4/Forms/ F 4.4-02	On a continuous basis
Declaration on confidentiality of information (BN)	Quality manager/ folder « Committee on Ensuring Impartiality»	Quality manager/ Quality manager	IPS Standard/Our documents/ P SM 4.4/Forms/ F 4.4-03	On a continuous basis
Agenda of the Committee meeting (BN)	Quality manager/ folder « Committee on Ensuring Impartiality»	Quality manager/ Quality manager	IPS Standard/Our documents/ P SM 4.4/Forms/ F 4.4-04	On a continuous basis
Minutes of the Committee meeting (BN)	Quality manager/ folder « Committee on Ensuring Impartiality»	Quality manager/ Quality manager	IPS Standard/Our documents/ P SM 4.4/Forms/ F 4.4-06	On a continuous basis
EN - the document is stored on an electronic medium; BN - the document is stored on paper.				

Amendments registration sheet

No	Date of introduction of the amendment	No of notification of the amendment, date of approval	Paragraph amended	Signature of the person who introduced the amendment	Full name of the person who introduced the amendment
1	2	3	4	5	6