

# A138 – CALA IMPARTIALITY POLICY

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# TABLE OF CONTENTS

**1.0 SCOPE.....1**

**2.0 BACKGROUND.....1**

**3.0 POLICY .....1**

## 1.0 SCOPE

This Policy applies, as appropriate, to all personnel involved in the CALA accreditation processes, including all CALA staff and all CALA Officials such as assessors, Advisory Panel members, Accreditation Council members, technical experts, and any other person acting on CALA's behalf to undertake a specific accreditation activity.

The President and Chief Executive Officer has overall responsibility for the implementation of this Policy across all of CALA's accreditation activities. All individuals are responsible to report all incidences or activities, past, present or proposed, that may affect, or be seen to affect, the impartiality of the CALA accreditation process.

## 2.0 BACKGROUND

*ISO/IEC 17011 Conformity assessment – Requirements for accreditation bodies accrediting conformity assessment bodies, Section 4.4.3 requires that accreditation bodies document and make public an impartiality policy...*

This document formally documents CALA's policy on impartiality. While it is a 'new' document, the principles and concepts are not 'new' at all: many CALA policies and procedures were developed and implemented over the years to ensure that the assessment and accreditation process were carried out in a transparent, impartial, and objective manner.

## 3.0 POLICY

3.1 CALA shall conduct its accreditation activities in an impartial manner.

3.2 CALA shall identify risks to the impartiality in its accreditation activities and take appropriate action to eliminate or minimize such risks.

3.3 CALA shall require all personnel involved in CALA accreditation activities to sign Q14 – CALA Conflict of Interest and Confidentiality Code, which contains a requirement on impartiality.

3.4 CALA shall require all personnel involved in CALA accreditation activities to annually sign F52 – Annual Conflict of Interest and Impartiality Form and declare real or perceived conflicts of interest, or other risks to their impartiality.

3.5 Conflicts of interest are taken into account when assigning assessors to assessment teams and when forming panels to make decisions on accreditation.

3.6 Any stakeholder – a laboratory, regulator, CALA volunteer or member of the public – who

feels that a risk to impartiality has been identified are encouraged to submit this risk to CALA in writing. CALA is committed to investigating such risks, and putting procedures in place to minimize or eliminate such risks.

3.7 As CALA does share office space with Proficiency Testing Canada, CALA will ensure that there are mechanisms in place to ensure that the requirements of ISO/IEC 17011 *Conformity assessment – Requirements for accreditation bodies accrediting conformity assessment bodies* are fully met.

3.8 CALA shall ensure a balance of interests when developing key policy and operational decisions that affect the accreditation process. For example, Committees reflect a wide, diverse group of technical disciplines and sectors of the industry.