



IMPARTIALITY POLICY

AJA Registrars understand the importance of impartiality in carrying out management system certification activities, managing conflicts of interest and ensuring the objectivity of management system certification activities. The following controls shall be implemented, maintained and complied with by all audit and certification staff to ensure this policy is maintained throughout the audit process.

1. Audit/Inspection staff are prohibited from participating in the Audit/Inspection of any organisation to which they have given assistance, by consultancy or training (other than professionally registered auditor training), or where they have any financial or commercial interest for a minimum period of 2 years prior to the date of application of the organisation for registration.
2. When allocated to a particular contract, Audit/Inspection staff shall not disclose or discuss any detail; before or after the Audit/Inspection; to any member of staff other than their direct Management or other members of the team, as required by the Secrecy & Non-Disclosure agreement signed on commencement of employment.
3. All subcontracted Audit/Inspection staff or sector specialists used to support permanent staff of AJA Registrars shall sign a Subcontractor Agreement and a Secrecy & Non Disclosure Agreement and shall be included on the Office Potential Conflict Listing.
4. AJA Registrars direct employees are prohibited from engaging in consultancy activities, which involve the active design, generation or implementation of a Quality or Environmental Management System.
5. All directly employed Management and Staff are required to declare all financial interests or business activities on commencement and during the period of employment (details of which shall be shown on the Office Potential Conflict Listing).
6. AJA Registrars staff or subcontractors shall not suggest or imply to imply that certification would be simpler, easier or less expensive if consultancy or training services were used. In addition subcontract staff cannot offer consultancy or training services to AJA Registrars' clients that they have been assigned to audit, during or after the assigned task has been completed.