 **APPROVED**

**Director of “National Accreditation Body” SNCO**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_A. Obosyan (name, surname)

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**POLICY ON IMPARTIALITY, MANAGING CONFLICTS**

**OF INTERESTS AND ENSURING OBJECTIVITY IN ACCREDITATION ACTIVITIES**

**PL-08**

**Developed by:**

**Management System Manager**

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(name, surname, signature)

Valid from\_\_\_\_04.04.2022\_\_

**“*The present document represents the English version of the document under reference at the specified revision. In case of conflict, the Armenian version will prevail*”**

Yerevan 2022

**POLICY ON IMPARTIALITY, MANAGING CONFLICTS OF INTERESTS AND ENSURING OBJECTIVITY IN ACCREDITATION ACTIVITIES**

1. This document stipulates the Policy on Impartiality, Managing Conflicts of Interests and Ensuring Objectivity in Accreditation Activities of the National Accreditation Body SNCO (hereinafter ARMNAB).

2. The National Accreditation Body state non-commercial organization is a non-profit organization, which has the status of a legal entity. It aims to ensure trust towards accreditation activities.

3. The ARMNAB shall conform to all the requirements of the GOST ISO/IEC 17011-2018 Standard and ensure the objectivity and impartiality of accreditation activities through its organizational structure and management.

In the course of its activities, the ARMNAB:

* shall refrain from any influences that may compromise impartiality;
* shall not provide consultancy to conformity assessment bodies;

- shall not carry out conformity assessment activities and shall not have affiliation with the

bodies providing consultancy in the field of conformity assessment;

- shall organize trainings for all the interested parties eager to participate in them;

- shall not conduct special training for a specific conformity assessment body.

5. The Policy on Impartiality is available to all the personnel involved in the accreditation process, applicants and interested parties, and is posted on the website - [www.armnab.am](http://www.armnab.am). The assessors and technical experts involved in the accreditation process, as well as members of accreditation committees, commissions and the board sign a declaration on impartiality and confidentiality.

6. The ARMNAB’s accreditation procedures shall be developed so as to be non-discriminatory. The rules for the accreditation of the CAB and the amount and procedure for the CABs to pay the required fee are posted on the ARMNAB’s official website, [www.armnab.am](http://www.armnab.am), and are accessible to all interested parties.

7. The services rendered by the ARMNAB, the amount of the fee, and the timeline for the implementation of activities shall not depend on the size of conformity assessment bodies, their membership in any group or association, as well as the number of accreditations of conformity assessment bodies.

A prepayment of the fee for accreditation activities shall be made and the fee shall not depend on the assessment results.

8. In order to exclude the influence on independence, objectivity and impartiality in the course of assessment, while forming an assessment team, the ARMNAB shall carry out identification of potential conflicts of interests by soliciting from accreditation experts (assessors), technical assessors/experts and conformity assessment bodies that are accredited/seek accreditation information in writing on the availability/absence of conflicts of interests between them.

9. In order to ensure impartiality, the ARMNAB has stipulated a requirement for the personnel involved in the assessment team and accreditation committee. According to the requirement, in the last three years, the ARMNAB and conformity assessment body that is accredited/seeks accreditation, shall not have:

- joint contracts,

- common management,

- common real estate,

-friendship or kinship (family relation) with the management and personnel of the

conformity assessment body that is accredited/seeks accreditation. In addition, they

[personnel] shall not provide consultancy to a conformity assessment body that is

accredited/seeks accreditation.

10. The ARMNAB shall also ensure impartiality in the decision-making process. Taking into account the recommendations of the assessment team and the views of the accreditation committee, the decision shall be made based on the entire information connected with the assessment and shall be free of any influence. Decisions on accreditation shall be made by persons not involved in the assessment process.

11. The ARMNAB has developed PR 4.4 Procedure on Risk Management, according to which the ARMNAB shall identify, analyze, evaluate, monitor and document risks arising from its activities, including conflicts arising from the relations of its employees, which can compromise impartiality.

In case of identifying any risk affecting impartiality, the actions aimed at mitigation or elimination of the risks, as well as residual risks, shall be documented.

12. The ARMNAB’s top management shall review any residual risk to determine if it is within the level of acceptable risk.

If a risk to impartiality is identified as unacceptable and it cannot be mitigated to an acceptable level, the ARMNAB shall not provide accreditation or shall withdraw accreditation.

13. In case of identification of risks affecting the ARMNAB’s impartiality, which can be connected with ownership, governance, management, personnel, shared resources, finances, contracts, outsourcing, training, marketing and commission fee or other inducement for the referral of new clients, the ARMNAB shall present the results of risk analysis to the Accreditation Board in order to hold a meeting with the interested parties.

14. Impartiality shall be ensured jointly with adjacent bodies (Ministry of Economy, National “National body for standards and metrology” CJSC and conformity assessment bodies operating in other state bodies), in line with the following principles: complete disassociation and independence from any other body (including top management, decision-makers and technical personnel), application of effective mechanisms to prevent any influence on the results of any accreditation activity, as well as different names, logos and symbols.

15. The top management of the ARMNAB shall be responsible for ensuring impartiality stipulated by this policy.

16. The present policy shall be revised upon necessity.

**Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (initial, surname, signature)

**Deputy Director:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(initial, surname, signature)

**MS Manager:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(initial, surname, signature)

**Head of the Accreditation Department** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature, initials, surname)

**HISTORY OF REVISIONS**

|  |  |  |  |  |  |  |
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**DOCUMENT FAMILIARIZATION SHEET**

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| **No** | **Full name** | **Position** | **Date** | **Signature** |
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