

Regulation of the Impartiality Committee

This procedure is part of the quality management system (QMS) of ISACert B.V.

Article 1 General

1. The accreditation requirements 17021 and 45011 and the applicable guidance documents require the establishment of an Impartiality Committee with experts from parties concerned covering the scope of ISACert certification activities from primary production, processing till distribution, trade and catering of foodstuffs.
2. This regulation describes the constitution, the authority and the procedure of this Impartiality Committee.
3. This regulation needs the approval of this Impartiality Committee.
- ~~4. ISACert publishes yearly the list of members of the Impartiality Committee on it's website.~~
- 5.4. The MD of ISACert shall request the Impartiality Committee for advice regarding the tasks and authorities of the Impartiality Committee as mentioned in article 4.

Article 2 Constitution of the Impartiality Committee

1. The Impartiality Committee is constituted with representatives of the following branches or organisations:
 - Retail
 - Food Industry
 - Packaging industry
 - Feed materials industry
 - Consumer organisations
 - Transport sector
 - Agriculture (crops)
 - Operations ISACert
 - Personnel ISACert B.V.
 - Agriculture (livestock)
 - Enforcement
2. If additional expertise is required the Impartiality Committee as well as the MD can propose for extension of the Impartiality Committee. The MD shall organise that the Impartiality Committee will be completed with the required expertise.
3. Expertise on certification conformity can be asked on request from the ISACert QA Manager.
4. The chairman of the Impartiality Committee is chosen by the Impartiality Committee and shall be independent towards experts from parties concerned. In case of absence of the chairman, another independent member shall take the chairing seat.
5. The Impartiality Committee is supported by a secretary.
6. The members of the Impartiality Committee, including the chairman have voting power. The secretary has no voting power.
7. Members of the Impartiality Committee can be nominated by the parties concerned and will be appointed by the Impartiality Committee.
8. The Impartiality Committee can invite experts for a specific area to participate in a Board meeting. These persons have an advisory capacity.
9. The Impartiality Committee will draw up competencies for members of the IC. The competencies will be part of this regulation.
10. The minimum number of participants needed to hold a meeting is 50% of the members + 1. If the number of participants is lower, the meeting will take place anyway. The minutes, action points and preliminary advice will be send to the participants not present before the advice will be made definitive. Participants not present will give their approval within 2 weeks after receiving the documents.

Article 3 Duration of Membership

1. The members of the Impartiality Committee are proposed by the MD and accepted by the Impartiality Committee.
2. The termination of membership of the Impartiality Committee will be caused by:
 - a. death or custodial care;
 - b. voluntary retiring;

Regulation of the Impartiality Committee

- c. termination of capacity of expertise/representation of appointment according article 2.1 till 2.3;
 - d. sanction or termination of membership because of disfunctioning on advice of the Impartiality Committee or by request of the organisation, which has nominated the member concerned. The MD will decide after consultation with the chairman of the Impartiality Committee. If in case of sanction the MD does not terminate the membership within 4 months, the sanction is lifted.
3. Vacancies in the Impartiality Committee shall be fulfilled as soon as possible.

Article 4 Tasks and authorities

The tasks and authorities of the Impartiality Committee are:

1. to assist in developing the policies to impartiality of it's certification activities;
2. to counteract any tendency by the certification body to allow commercial or other considerations to guarantee the consistent objective provision of certification activities;
3. to advise on matters affecting confidence in certification, including openness and public perception;
4. to give compelling indications if the impartiality of ISACert is at stake.
5. to conduct a review, at least once annually, of the impartiality of the audit, certification and decision making processes of the certification body including the evaluation results regarding the financial & sources of income, the commercial, financial and other pressures/influences on impartiality (ISO 17021: 5.3.2)
6. to judge whether all parties significantly concerned in the system are able to participate (IAF GD5: G.4.2.14);
7. to assign any other tasks or duties as long as these do not compromise the essential role of ensuring impartiality.

Reference: NEN-EN 45011:1998 article 4.2n
 NEN-EN 17021: 2006 article 6.1.3 and 6.2