

## 1 Purpose and Scope

- 1.1 This document is formulated to ensure the impartiality of accreditation with Top management commitment, and to safeguard the rights of applicants and accredited bodies regarding the confidentiality of information also This policy includes the importance of impartiality in carrying out its accreditation activities, managing conflict of interest and ensuring objectivity of its accreditation activities
- 1.2 This document specifies the principles and requirements for impartiality and confidentiality to be followed in accreditation operations, which are applicable for all *NACI* accreditation processes and activities.

## 2 Impartiality

- 2.1 *NACI* fully embodies and safeguards the impartiality of accreditation in its organizational structure, development of principles and policies, conduct of assessment and accreditation decisions and so on.
- 2.2 Anybody that voluntarily applies to *NACI* for accreditation, complies with relevant laws and regulations, and conforms to *NACI* accreditation requirements, is entitled to obtain accreditation, regardless of its size, affiliation and financial conditions. The accreditation of *NACI* is not conditional upon the number of conformity assessment bodies (CAB) already accredited.
- 2.3 *NACI* council, steering Committee, responsible for deciding the principles and policies of *NACI*, are composed of representatives from interested parties of accreditation with no single party predominating.
- 2.4 The accreditation decision and appeal ruling of *NACI* is carried out by impartial voting of competent personnel who have not participated in the assessment in question.
- 2.5 *NACI* and its personnel involved in accreditation are not engaged in any activity that may compromise the impartiality, such as those conformity assessment services that CAB performs and consultancy. *NACI*' activities have no link with consultancy etc. commerce activating, and *NACI* does not recommend in any way the use of any consulting bodies or personnel.
- 2.6 When *NACI* needs to cooperate with other legal entities through common ownership or contractual arrangement, *NACI* will require that the activities of these related bodies shall not compromise the confidentiality, objectivity and impartiality of accreditation.
- 2.7 *NACI* does not accept any financial assistance that compromises the impartiality of its accreditation.

- 2.8 NACI' personnel involved in accreditation, including Executive Committee, Review Committee, Appeal Committee and any special committee, staff of Secretariat, assessors and technical experts etc. shall, prior to participating in accreditation decision making, assessment or appeal or complaint handling, sign "Impartiality and Confidentiality Statement" to commit themselves to compliance with impartiality and confidentiality regulations, to report on their own initiative any existing or potential relationship of interest between themselves or their employers and their clients in administrative, economic, commercial and other aspects, and to assume legal responsibilities for their commitment to impartiality. Any person who may have conflict of interest shall withdraw on his own initiative.
- 2.9 NACI requires all the personnel who may influence the accreditation process and result to act objectively and be free from any commercial, financial and other pressures that could compromise the impartiality of accreditation. NACI president commitment to impartiality.
- 2.10 NACI's policies, processes and procedures are non-discriminatory and are applied in a non-discriminatory way. NACI makes its services accessible to all applicants whose application for accreditation falls within the scope of its accreditation activities as defined within its policies and rules. Access is not conditional upon the size of the applicant conformity assessment body or membership of any association or group, nor is accreditation conditional upon the number of conformity assessment bodies already accredited.
- 2.11 NACI and any part of its legal entity does not offer or provide any service that affects its impartiality, such as: conformity assessment activities covered by accreditation which include but are not limited to testing, calibration, inspection, certification of management systems, persons, products, processes and services, provision of proficiency testing, production of reference materials, validation and verification and consultancy

### **3 Confidentiality**

- 3.1 NACI is responsible for safeguarding the confidentiality of commercial or technical information on the applicant or accredited body which is obtained in accreditation process. NACI does not disclose the confidential information outside NACI without the written consent of the applicant or accredited body concerned, except where the law requires otherwise or there is a need to fulfill legal responsibilities.
- 3.2 NACI' personnel involved in accreditation, including members of all the committees, staff of Secretariat, assessors and technical experts etc., shall safeguard the confidentiality of information on applicant or accredited body obtained in the process of accreditation.



## policy for Impartiality and Confidentiality

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3.3 The information to be kept confidential by NACI includes:

- a) applicant's materials and documents of application for accreditation;
- b) Relevant information obtained in assessment or accreditation process;
- c) Applicant's file;
- d) Other information specially classified as confidential.

3.4 NACI may disclose confidential information under the following circumstances:

- a) The accredited body concerned has granted written consent;
- b) For the purpose of fulfill legal responsibilities.

3.5 Following information is not classified confidential by *NACI*:

- a) NACI-published information on the accredited body's accreditation status including granting accreditation to, or extending, suspending, withdrawing or reducing the accreditation of any CAB, facts on refusing to accredit or deferring accrediting any CAB, or detailed information on any CAB's accreditation scope;
- b) Information that has been or shall be disclosed by the applicant or accredited body.
- c) Other public available information on the applicant or accredited body obtained by *NACI* through other rightful channels.