

	QUALITY PROCEDURE- PROFESSIONAL EVALUATION & CERTIFICATION BOARD	DOC : SOP-PECB-01 Issue NO-01 DATE :01/05/2017
	PROCEUDRE FOR IMPARTIALITY	

1. PURPOSE

To be committed to impartiality in our Management system Certification Activities

2. SCOPE

This procedure covers the importance of Impartiality.

3. RESPONSIBILITY

Head Authority (President) is responsible to maintain impartiality in management system Certification Activities

Manager HR is responsible for identify, analyze, and record those cases where there arises a risk of a conflict of interest, and perform periodic reviews.

4. DESCRIPTION

S.No.	Activity	Responsibility	Ref. Doc
4.1	Professional Evaluation & Certification Board is fully committed to impartiality in management system certification activities	President	
4.2	Understand the importance of impartiality; we manage conflicts of interest and ensure the objectivity of our system certification activities	Operation Team	
4.3	Identify, analyze, and record those cases where there arises a risk of a conflict of interest, and perform periodic reviews.	Operation Team	
4.4	Record these reviews and present them, along with issues of principle and detailed queries, to the Committee for Safeguarding of Impartiality, an independent advisory board, for whatever action they deem necessary.	President	
4.5	Withhold certification in cases where lack of objectivity or conflict of interest is suspect.	President	
4.6	Will not provide certification in cases of unacceptable threat to impartiality	President	
4.7	No offering of certification when relationships that threaten impartiality cannot be eliminated or minimized.	President	

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4.8	Will make sure that all our personnel act impartially and not allow commercial, financial or other pressures to compromise impartiality	Operation Team	
4.9	<p>Professional Evaluation & Certification Board is fully committed to Threats arise from Ownership:</p> <p>a) Loss of autonomy: the challenge of shared decision - making processes; the need for building consensus with partners before action can be taken and the implications of wider accountability (to other partners and to wider beneficiaries).</p> <p>b) Conflicts of interest: where a decision or action that is right for the interests of the partnership but may be at odds with the individual organization's interests.</p> <p>c) Negative reputation impact: when partnerships go wrong causing damage to the reputation or track record of individual partners by association.</p> <p>d) Drain on resources: commitment (often significantly greater than anticipated) of time and energy of key staff in partnership building and project development in addition to any additional financial or other resource contributions.</p> <p>e) Implementation challenges: the day-to-day demands of delivering a partnership programmed as a collaborative venture, with all the additional management, tracking, reporting and evaluation requirements that entails.</p>	President/Operati on Team	
4.10	<p>Professional Evaluation & Certification Board is fully committed to Threats arise from Personnel: From Invigilators on Examination Centers:</p> <p>a) Loss of information related to Question banks</p> <p>b) Potential Conflict of Interest arises with the candidates</p> <p>c) Impartiality with Candidates</p> <p>d) Chances of Malpractice on examination centre</p> <p>e) Allow the candidates to take seats without identifying there Identiv</p> <p>f) Can allow the candidates to take electronic Communications or storage devices inside the examination centre</p> <p>g) Can take electronic devices like Tabs with them and never reach the centre on the day of examination</p> <p>h) Can threatens the integrity of the examination process</p> <p>i) Can also take electronic communication of their own along with them</p>	President/Operati on Team	PECB/D/02

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	<p>j) Can do tampering with the Marks</p> <p>From Examiners on Examination centers:-</p> <p>a) Not abiding the checklist as laid down by society in which its mention what the examiners have to do on examination centre</p> <p>b) Potential Conflict of Interest with the candidates</p> <p>c) Impartiality with Candidates</p> <p>d) Chances of Malpractice on examination center</p> <p>e) Candidate should be awarded higher Marks thendeserved with out checking his performance during practical tasks</p> <p>f)Not abiding the checklist as laid down by society in which its mention what the examiners have to do on examination centre.</p> <p>From Employees of Society:-</p> <p>a) Lost of information through Downloading unauthorized software</p> <p>b) Use of personal computing devices for business purposes</p> <p>c) Use of unauthorized copying of files to portable storage devices</p> <p>d) Using P2P Programs may introduce Malware into the organization leading to theft of information</p> <p>e) Use of personal email accounts from within the corporate network to be moderate or major threats</p> <p>f) An employee using his own laptops or drives for business purposes may inadvertently take confidential information home at night or retain the information when he leaves the organization</p> <p>g) Not following the Procedure laid down by the society as per society rules</p>		<p>PECB/D/01</p> <p>PECB/D/06</p>
4.11	<p>Threats related to the Impartiality from From Its Related Bodies (Testing Centers):</p> <p>a) Do not provide the correct statistical data related to the equipments</p> <p>b) Don 't have proper working stations where practical tasks to be performed</p> <p>c) Don 't provide the correct background of its organization</p> <p>d) Chances of potential conflict of interest between the examiner/Invicilator and the testing centre</p> <p>e) Moving the time or Date of fixed examination without the permission from awarding body</p> <p>f) Promoting candidates by providing the Answers</p> <p>g) Try to obtain unauthorized access to assessment materials prior to or following an Examination</p>	President/Operati on Team	
4.12	<p>Professional Evaluation & Certification Board is fully committed to Threats arise from Finances:- Some of the risks posed from Insider Threats in the Financial</p>	President/Operati on Team	

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	<p>Sector will be:</p> <ul style="list-style-type: none">a) Undesired disclosure of confidential customer and account data – jeopardizing an organizations most valuable relationshipb) Fraudc) Loss of intellectual propertyd) Disruption to critical infrastructuree) Monetary lossf) Regulatoryg) Embarrassment ,Public relations		
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