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**Operation Regulation Impartiality Committee SERMI**

**1. Purpose**

This regulation defines the composition, responsibilities, operating rules, and authority of the Impartiality Committee established by VALIDX AND ICDQ PARTNERS SRL in accordance with ISO/IEC 17020 requirements, specifically for ensuring impartiality in SERMI-related inspection activities.

**2. Scope**

This document applies to all activities of the Impartiality Committee related to the oversight of impartiality in inspection operations under the SERMI scheme.

**3. Applicable References**

* ISO/IEC 17020:2012 – Conformity assessment — Requirements for the operation of various types of bodies performing inspection
* SERMI Scheme Rules
* QMM – Quality Management Manual
* F.11 – Independence Declaration
* F.09 – Confidentiality Declaration
* Bexel automation

**4. Composition**

* The Committee shall consist of at least three (3) members representing different interests relevant to the SERMI scheme (e.g., technical experts, user representatives, legal advisors).
* Members must be independent from the inspection operational staff and shall not be involved in day-to-day inspection activities.
* At least one member must be external to VALIDX AND ICDQ PARTNERS SRL.
* Members shall be appointed by the Technical Director and approved by the Managing Board.

**5. Responsibilities**

* Monitor compliance with the principles of impartiality as defined in ISO/IEC 17020.
* Evaluate potential risks to impartiality in the conduct of SERMI inspections.
* Review independence declarations and conflict of interest records.
* Provide recommendations to top management regarding impartiality.
* Report serious impartiality concerns or breaches to the Managing Board.
* Participate in the annual impartiality risk analysis.
* Provide consultation in cases where conflicts of interest are flagged during contract or application review.

**6. Operating Rules**

* The Committee shall meet at least once per year, or ad hoc in the event of a potential impartiality threat.
* Meetings can be held remotely via secure video conferencing.
* A quorum is reached with the presence of 2/3 of the members.
* Minutes of each meeting shall be formally recorded and signed.
* The Committee shall elect a Chairperson who will coordinate meetings and represent the committee.
* Members must sign the F.09 Confidentiality Declaration and F.11 Independence Declaration before participation.

**7. Access to Information**

The Committee shall have access to:

* Relevant inspection records,
* Internal impartiality declarations,
* Complaints or appeals related to conflicts of interest,
* Internal audit results and management reviews related to impartiality,
* Documentation and communications related to contract/application review involving high-risk impartiality cases.
* Bexel automation – to ensure that prevents inspectors from accessing assignments where potential conflicts are registered, ensuring compliance with ISO/IEC 17020 clause 6.1.5.

**8. Review and Reviision**

This regulation shall be reviewed every two years or whenever significant changes occur in the SERMI scheme or ISO/IEC 17020 requirements.

**9. Records**

* Meeting agendas and minutes
* Attendance records
* Annual impartiality report
* Risk analysis reports
* Consultation opinions related to contract review impartiality checks

**10. Amendments**

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| **Edition** | **Chapter** | **Cause & signs of modification** | **Drafted by** | **Approved by** | **Date** |
| v.1 -> **v.2** | Overall | Format Change and Group Structure Information Showcasing the relationship with the new entity VALIDX and the IMS Implementation | Athanasios Arvanitis (Quality Manager) | Angelos Koulouridis  Stergios Zarifidis  Sara Pellegrino | 13/05/2025 |