



## IQRA SAFETY CONSULTANCY

P.o.Box:234538, Dubai, UAE.

Tel # 04 225 9096, E-mail: [info@iqrasafety.com](mailto:info@iqrasafety.com)

### Procedure For Impartiality and Confidentiality

#### Prepared By:

Name: SUVITH JOSEPH

Design: DEPUTY QUALITY ENGINEER

Sign: [Signature]

Date: 25/05/2021

#### Reviewed By:

Name: Salma Sheerin

Design: Quality Manager

Sign: [Signature]

Date: 25/05/2021

#### Approved By:

Name: Nimmy paull

Design: CEO

Sign: [Signature]

Date: 25/05/2021

Document Amendment History			
Issue No	Revision No	Summary of changes from previous version of the document	Date
01	00	First version released for implementation.	17-05-2020
01	01	Updating Of New Address	25-05-2021

#### COPYRIGHT

No part of this document may be reproduced in any form by print, photocopy, microfilm or any other means wholly or partially, or disclosed to any person outside IQRA without a written permission.

**CONTROLLED COPY**  
Date: 25/05/2021

## Procedure For Impartiality and Confidentiality

### 1. PURPOSE:

To ensure that IQRA inspection body will remain as an impartial and independent inspection body and free from any pressures (commercial, financial, etc.).

### 2. SCOPE:

All IQRA staffs are responsible in carrying out direct and indirect inspection activity.

### 3. CROSS REFERENCE:

ISO/IEC 17020:2012 Standard: Clause 4.1: Impartiality and independence  
Clause 4.2: Confidentiality

### 4. RESPONSIBILITY FOR APPLICATION:

CEO /MR/ Technical Manager / Inspection Inspectors

### 5. PROCESS:

#### 5.1 Selection And Employment

The inspection body will not employ any staff or Lifting Inspectors with consanguinity or legal relation to the designer, manufacturer, supplier, installer, purchaser, owner user or maintainer of the items which they inspect, nor the authorized representative of any parties.

IQRA newly employed staff has to sign Independence, Impartiality and Integrity Agreement

#### 5.2 Staff Involvement

The inspection body will not allow any of its staff to be involved directly in the design, manufacture, supply, installation, use or maintenance of the items inspected.

#### 5.3 Financial Pressure

The inspection body will not tolerate any of its staff to have undue financial transaction or other condition to its clients that might affect judgment in the inspection activity.

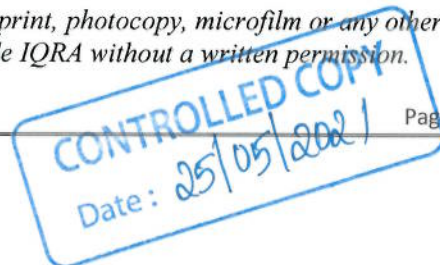
IQRA upholds the Code of Conduct policy for each of its employees whereby salary or remuneration will not affect the performance of an impartial inspection activity.

#### 5.4 Impartiality Committee

The Management Representative and two other managerial level staff will be appointed by the CEO to become part of Impartiality Committee for the purpose of safeguarding the reputation, independence and impartiality of IQRA.

### **COPYRIGHT**

*No part of this document may be reproduced in any form by print, photocopy, microfilm or any other means wholly or partially, or disclosed to any person outside IQRA without a written permission.*



## Procedure For Impartiality and Confidentiality

The committee will continually oversee and evaluate all aspects of IQRA business activity and will ensure that all inspection activity are carried out responsibly, independently and objectively in order to maintain IQRA high standards and integrity.

The Impartiality Risk identification and assessment log will be continually updated for possible threats to impartiality. This will be used as a tool to assess on how to reduce and totally eliminate the impartiality risks and safeguard the reputation and independence of IQRA.

### 5.5 Confidentiality And Protection Of Property Rights

IQRA ensures confidentiality of information obtained in the course of its inspection activities. Property rights of our clients will be protected. Company staff is abided by the undertaking of the confidentiality and conflict of interest through the agreement of Independence, Impartiality, Integrity and Confidentiality which is signed by every employee of the company. Confidential or sensitive documents and valuable patent rights, as classified by IQRA client as "non-disclosable information," will be protected in a safe place wherein the accessibility is limited to the CEO and authorized person only.

IQRA will inform the client, in advance, of the information it intends to place in the public domain. Except for information that the client makes publicly available, or when agreed between the IQRA and the client (e.g. for the purpose of responding to complaints), all other information is considered proprietary information and will be regarded as confidential.

When the company is required by law or authorized by contractual commitments to release confidential information, the client or individual concerned will, unless prohibited by law, be notified of the information provided.

Information about the client obtained from sources other than the client (e.g. complainant, regulators) will be treated as confidential by the organization.

### 6. RECORDS:

- IIIC Policy – IQRA-QF03-01
- Agreement - IQRA-QF03-02
- Risk assessment Plan- IQRA-QF03-03
- Risk assessment - IQRA-QF03-04

### **COPYRIGHT**

*No part of this document may be reproduced in any form by print, photocopy, microfilm or any other means wholly or partially, or disclosed to any person outside IQRA without a written permission.*