



ANQAS CERTIFICATION SDN. BHD.

201801028248 (1290274-U)

PC-04

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IMPARTIALITY REVIEW PANEL (IRP)
GOVERNING PRODUCT CERTIFICATION SCHEME FOR
ANQAS CERTIFICATION

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PREFACE

ANQAS Certification Sdn. Bhd., Malaysia based Product Certification Body, is a legal entity incorporated on 7th August 2018 with the Registrar of Companies Malaysia, having a registration number 201801028248 (1290274-U).

On 3rd October 2019, ANQAS Certification has been accredited by Department of Standards Malaysia (Standards Malaysia) as **Accredited Product Certification Body** with accreditation number **ACB 045** which operates **Product Certification Scheme Type 5** which includes testing of the products and assessment of the quality system involved based on International Standard ISO/IEC 17067:2013. This ensures our impartiality and competence to provide certificates to our clients that are credible to end users in the public and private sectors.

Product Certification Scheme operated by ANQAS Certification mainly involve Construction Products regulated under Construction Industry Development Board Malaysia (CIDB), Water and Sewerage Products regulated under Suruhanjaya Perkhidmatan Air Negara (SPAN) and Products which demanded by Malaysian to acquire third party attestation.

For product, system, or project that does not suitable for Product Certification Scheme Type 5 but demanded by purchaser or regulator to acquire third party attestation, has the option of **Third Party Inspection services** by ANQAS Certification, an **independent body**, to ensure quality and accuracy expected as well as regulatory requirements met.

This PC-04, as part of requirement in ISO/IEC 17065:2012 that requires a Certification Body to have mechanism for safeguarding its impartiality, provides process of Impartiality Review Panel (IRP) governing product certification scheme for ANQAS Certification Sdn. Bhd.

This PC-04 shall be the guide on operation of independent and impartial Impartiality Review Panel (IRP) which function to safe guard impartiality of ANQAS Certification and its operation.

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1. INTRODUCTION AND SCOPE

- 1.1 This document provides process of Impartiality Review Panel (IRP) governing product certification scheme for ANQAS Certification Sdn. Bhd.
- 1.2 This document shall be the guide on operation of independent and impartial IRP which function to safe guard impartiality of ANQAS Certification and its operation from:
- a) any commercial, financial and other pressures or inducement which might influence judgement.
 - b) influence on Certification Decision by person or organizations external to ANQAS Certification.
 - c) engagement in any activity that may endanger the trust in independence of judgement and integrity related to certification activities.

2. REFERENCES

The following references are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the normative reference (including any amendments) applies.

ISO/IEC 17065:2012 Conformity assessment - Requirements for bodies certifying products, processes and services.

PC-05 APPEAL PANEL (AP) GOVERNING PRODUCT CERTIFICATION SCHEME FOR ANQAS CERTIFICATION.

3. DUTIES OF IRP

- 3.1 To provide input on certification judgement of ANQAS Certification and its operation. ANQAS Certification did not allow any commercial, financial and other pressures or inducement influence certification judgement.
- 3.2 To provide input on Certification Decision of ANQAS Certification and its operation. ANQAS Certification did not allow any influence on Certification Decision made by person or organizations external to ANQAS Certification.
- 3.3 To provide input on trust in independence of judgement and integrity related to certification activities of ANQAS Certification and its operation. ANQAS Certification did not allow any engagement in any activity that may endanger the trust in independence of judgement and integrity related to certification activities.
- 3.4 To provide input on ANQAS Certification policies related to impartiality and certification activities.
- 3.5 To provide input on ANQAS Certification way of conduct related to impartiality and certification activities.
- 3.6 To provide input on matters affecting confidence in ANQAS Certification product certificate, including openness and public perception.

- 3.7 To provide input in ensuring requirements for accreditation has been complied with and necessary measures to assure continuity compliance has been taken by ANQAS Certification.
- 3.8 To notify the accrediting body i.e. Standards Malaysia, should ANQAS Certification failed to heed input of IRP related to impartiality.
- 3.9 To involve in Appeal Panel (AP) as and when necessary when appointed by the Chairman of IRP. The process of AP is as describe in PC-05.

4. CONSTRUCTION OF IRP

- 4.1 Construction of IRP, as shown in Annex A, shall be established with balance of interest members with no predominant membership from section as follows:

Section 1 - ANQAS Certification

Section 2 - Government Agencies

Section 3 - Manufacturers / Materials Supplier Association

Section 4 - Professional Bodies

Section 5 - Contractors / Consumer Association

5. MEMBERSHIP OF IRP

5.1 Chairman

- 5.1.1 Chairman of IRP shall be the Managing Director or any person from Section 1 appointed by Managing Director of ANQAS Certification.

5.2 Deputy Chairman

- 5.2.1 Deputy Chairman of IRP, who shall act as chairman in the absence of IRP Chairman, shall be the QA Manager or any person from Section 1 appointed by Managing Director of ANQAS Certification.

5.3 Secretary

- 5.3.1 Secretary of IRP shall be any person from Section 1 appointed by Managing Director of ANQAS Certification.

- 5.3.2 Secretary shall be responsible for the conduct of IRP.

5.4 Members

- 5.4.1 Section 1 shall be permanent member of IRP.
- 5.4.2 Section 2 to Section 5 shall be based on appointment in writing by Managing Director of ANQAS Certification and shall be independent and free from influences from any parties.
- 5.4.3 Membership of IRP (Section 2 to Section 5) is based on agreement on the membership appointment for three (3) years membership term.
- 5.4.4 Members may propose any of interested parties for membership.
- 5.4.5 Members appointed at any point of a current membership term shall start from date of appointment and dissolve at the same date of a current term dissolve.

5.4.6 Members shall observe IRP declaration on confidentiality and impartiality at all time.

5.4.7 Membership shall automatically dissolve at the end of the membership term. However, members appointed in previous IRP may be renominated for the subsequent term subject to agreement by both parties.

6. CONDUCT OF MEETING

6.1 Quorum

6.1.1 Quorum for IRP meeting shall be 3 out of 5 sections.

6.2 Meeting Frequency

6.2.1 Meeting shall be conducted at least once per calendar year. Meeting notice shall be circulated to IRP **not less than 7 working days** prior to the date of meeting.

6.3 Agenda

Agenda for IRP shall include but not limited to the followings:

- i. Welcome remarks by Chairman
- ii. Adoption of the agenda
- iii. Conformation of previous minutes of meeting
- iv. Matters arising
- v. Confidentiality & Impartiality Declaration as representative of IRP member
- vi. Information paper
- vii. Review on accreditation status
- viii. Review on certified product standard
- ix. Review on evaluation programme
- x. Review on ANQAS Certification impartiality
- xi. Review on complaints and appeal
- xii. Conclusion of ANQAS Certification impartiality as a certification body
- xiii. Discussion on membership in IRP
- xiv. Other matters
- xv. adjournment

6.4 Meeting documents

6.4.1 Meeting documents shall be circulated to IRP members **not less than 3 working days** prior to the date of meeting.

6.5 Voting

6.5.1 Each section is entitled to one (1) vote.

6.5.2 Each section shall nominate person to cast vote for that section.

6.5.3 Any motion that shows intention of voting shall be count as vote.

6.5.4 Any decision that requires voting shall be passed by a simple majority of the section present.

6.5.5 All voting shall be conducted in the meeting. Any absent section or representative shall lose the right to vote.

- 6.5.6 In all voting event, dissenting vote and reasons for dissenting from any section shall be recorded.

6.6 Honorarium allowance

- 6.6.1 IRP members shall be entitled to honorarium allowance of RM400.00.

7. DISCLAIMER

The certificate holder shall be fully responsible for the quality of the product stated in the product certificate. ANQAS Certification, its staff, board of Directors, representatives, members of Impartiality Review Panel (IRP), members of Certification Approval Panel (CAP), approving authorities including representatives of ANQAS Certification's Accreditation Bodies, their directors and staffs, and their assessors shall not be liable and disclaims all responsibility for any losses, damage to property or personal injury suffered directly or indirectly arising from the usage and application of the product supplied by the certificate holder.

8. MODIFICATION OF PC-04

ANQAS Certification reserves the right to modify or made any changes that is deemed necessary to this PC-04. Parties that may be affected by such modifications or changes will be notified accordingly and ANQAS Certification will endeavor to take steps to minimize inconveniences to affected parties.

