

## **Procedure for Impartiality**

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### *QE Services International (Pvt.) Ltd.*



MR

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Prepared by



CEO QESI

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Approved by

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### List of Copy Holders

Sr. #	Designation
1	Chief Executive Officer
2	Quality Management Representative

## Procedure for Impartiality

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### 1. Purpose:

The purpose of this procedure is to eliminate or minimize the impartiality & describes the process for selection of a Committee for Safeguarding Impartiality, terms of references, duties, authorities, competence of members and responsibilities of this committee and to minimize/ eliminate impartiality or conflict of interest.

### 2. Scope:

This procedure shall apply to selection and removal of members of the IC Committee and Impartiality matters for the Halal Certification Body.

### 3. References:

Clause 5.2 of PS:4992-2022 OIC/SMIIC 2: 2019, Management of Impartiality  
Clause 6.2 of PS:4992-2022 OIC/SMIIC 2: 2019 Committee for safeguard impartiality

### 4. Definitions:

None

### 5. Procedure:

### 6. Impartiality Policy:

QESI Pakistan is independent third party Halal Certification body and don't provides any consultancy services for not outsourced audits to a management system consultancy organization. QESI Pakistan activities are not marked/ or offered as a linked with the activities of an organization that's provide halal food management system consultancy to safeguard impartiality.

All Halal Certification Activities are undertaken impartially in QESI Pakistan in accordance with the Islamic rules. QESI Pakistan does not allow any commercial, financial, or other pressure to compromise the impartiality & Confidentiality. QESI Pakistan maintains the impartiality as per the policy for Impartiality (HCB-PI-02), and ensures that all personnel's internal & external are aware of impartiality policy and need, QESI Pakistan policy for impartiality is also available on the QESI Website for the awareness of external parties.

### 7. Selection of Impartiality Committee

Nominations are invited from identified interested parties/stake holders through any suitable means (like email) & Nomination Form FMP06/01 is taken from the interested member. QMR reviews the nominations and recommends to CEO for approval. Members of Impartiality Committee shall be persons having renowned positions with minimum qualification of graduation & having good exposure of ISO Systems & Standards/ food management system.

The Composition of Committee consist of a minimum 5 persons, which may include the

- CEO QESI
- Certified Client

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- Representative of industry trade association/ shariah expert
- Representative of government or regulatory body
- Representative of non-governmental organizations including consumer organizations
- Shariah advisor

QESI ensured that no single interest dominates in impartiality committee. In case more than one nomination is received from one interest, priority is given to the person having more knowledge and experience of Halal Certification body systems/ Halal food management system. The members are selected for a period of 3 years, which may be extended for the next term on the willingness of the member and approval of CEO.

Composition of Impartiality Committee is maintained on Form FMP06/02.

In the event when a member is unable to continue his/her membership, due to retirement from work and/or professional activities, willful resignation, or any other reason, he/she informs QESI about the decision through any suitable means, which is documented and decision solicited from CEO. New members are selected as a replacement, through the process described above.

### 8. Agenda of Meeting:

Agenda of the meeting is as follows:

- Assist in developing the policies related to impartiality of its Halal certification activities,
- counteract any tendency on the part of a CB to allow commercial or other considerations to prevent the consistent objective provision of Halal certification activities,
- Advise on matters affecting confidence in Halal certification, including openness and public perception, and
- Review of decision-making processes of the Halal CB.
- Appeals received from clients
- Any other necessary item

Risks/ threats arising from Halal Certification activities are identified and evaluated as per the **procedure for Risk management**.

### 8.1 Meetings & Decision Making of Committee:

The meeting of Impartiality Committee is conducted on annual basis or as deemed necessary. Chairman of the Committee is selected at the commencement of each session through voting and is valid for 3 years cycle.

MR forwards a proposal to Chairman for approval, to hold meeting with proposed agenda. After approval, MR forwards a letter of invitation with all details (date of meeting, time, venue & agenda etc.) to all members via email on proposed notice for meeting FMP06/03. The notice is forwarded to all members at least one week before the date of meeting. Communication may be done through mail, e-mail, and fax or delivered in person, as per convenience.

The presence of the chairman of the Committee is required in all meetings. For voting on important issues if any, an voting of at least 80% is required. QMR conducts the meeting however he/she cannot participate in voting.

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Attendance is maintained on FMP02/02. Meeting minutes are recorded by the QMR on FMP02/03 and distributed after the Chairman's approval, for actions & follow-up via email. QMR/ DMR is responsible for follow-up activities.

During review of appeals, in special circumstances, an appellant committee may be formed consisting of 2/3 members appointed by the Chairman of the Impartiality Committee, to consider the appeal. This is described in the Procedure for Appeals and Complaints.

### 9. TORs of Committee:

The committee ensures that the policies, practices and operations of QESI shall be in accordance with PS: 4992-2022 and all guidance issued to this standard by QESI accreditation bodies.

The role of the committee to Safeguard Impartiality is:

- To assist in developing the policies relating to impartiality of QESI Halal Certification activities
- To counteract any tendency on the part of QESI to allow commercial or other considerations & to prevent the consistent objective provision of Halal Certification activities.
- To advise on matters affecting confidence in Halal Certification, including openness and public perception.
- To conduct a review at least once on annual basis, of the impartiality of QESI Halal Certification, and decision-making processes.

Other tasks and responsibilities on which the Committee could be consulted are as follows:

- Changes in Halal Certification criteria
- Changes in Auditors competency criteria
- Changes in Halal Certification procedures

The Committee for Safeguarding Impartiality is solicited for advice. However, if the advice of this Committee goes unheeded by Management to the detriment of the company, the Committee can take appropriate measures which may include informing the stakeholders or accrediting bodies. In the event such action is necessary, the Committee will respect the confidentiality requirements relating to QESI and/or its clients.

The main role of the Committee is to safeguard impartiality. QESI makes available to the Committee all information necessary to enable the Committee to fulfill the aforementioned functions. This Committee enables the participation of all significantly interested parties/stake holders, as determined by QESI.

### 10. Coding Mechanism for Traceability of Meetings:

For identification & traceability of ICM, the following mechanism is being followed for coding impartiality committee meetings minutes;



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Impartiality Committee Meeting (ICM)      Serial No      Year

For example, first meeting in 2019 will be written as follows:

- ICM-01/19

### 11. Quality Records:

Quality Record Number	Quality record Title:	Retention Time
FMP06/01	Nomination Form	03 years
FMP06/02	Composition of Impartiality Committee	03 years
FMP06/03	Impartiality Committee Meeting Notice	03 years
FMP02/02	Attendance Sheet	03 years
FMP02/03	Meeting Minutes	03 years

### 12. Revision History:

Issue #	Rev #	Date of Issue	Brief Description of change
01	00	1 <sup>st</sup> Jan 2024	New Document
01	01	19 <sup>th</sup> July 2025	Revision no updated & Date