



ALL ABOUT ESG SH.P.K.

R-IC - RULES OF THE COMMITTEE FOR THE SAFEGUARD OF IMPARTIALITY

ref. ISO/IEC 17021-1:2015 §6.2 · §5.2 · §5.3 · IAS AC477

Document code	R-IC		
Revision	3		
Date	7 September 2026		
Nature	Regulation - public document		
Replaces	R-IC Rv.2 of 31/08/2026		
Applies to	The committee for the safeguard of impartiality of ALL ABOUT ESG, its members and the bodies of the certification body that answer to it		
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Revision history

Rv.	Date	Description of the change	Chapters	Approved by	Prepared by
0	06/04/2024	First issue, in Italian, under the code R-CI.	all	G. Fortino	A. Madeo
1	04/08/2025	Change of company name. Issued in English under the code RC-I.	all	G. Fortino	A. Madeo
2	31/08/2026	Full rewrite under the code R-IC. Chapter 4.1 states the interests bearing on the accredited scheme.	all	G. Fortino	C. Volpe
3	07/09/2026	M-027, cited for the minute of the committee, was never issued as a form: the minute is M-055, which already exists and already serves any meeting. Chapters 2, 8 and 10 corrected.	2 · 8 · 10	G. Fortino	C. Volpe



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1 - Purpose and scope

This regulation constitutes the committee for the safeguard of impartiality of ALL ABOUT ESG, states who sits on it, what it does, how it is convened and how it decides.

The committee is the mechanism ISO/IEC 17021-1:2015 §6.2 requires of a certification body: a body composed of a balance of interests, such that no single interest predominates, which safeguards the impartiality of the certification activities.

It is not an advisory panel of convenience. Its opinions are recorded, the body answers to them, and where the body disregards them the committee may inform the accreditation body.

2 - References

Document	What is applied from it
ISO/IEC 17021-1:2015	§6.2.1 and §6.2.2, which require the mechanism, its balance of interests and its tasks; §5.2, on the management of impartiality, whose output the committee examines; §5.3.1 and §5.3.2, on liability and financing, which the committee reviews annually; §4.2, the principle
ISO/IEC TS 17021-7:2014	The competence of the accredited scheme, which at least one member is required to hold
IAS AC477 and the IAS Rules of Procedure	The right of the accreditation body to attend the meetings and the conditions of composition it requires
PRO-15	Analysis of risks and threats to impartiality, whose report the committee reviews
R-GR	General regulation, which the committee examines for compliance with the rules of impartiality
M-055	Minutes of the meeting of the committee
M-029	Appointment of a member of the committee
M-032	Tariff, which the committee reviews for uniformity and consistency
M-069	Analysis of the risks and threats to impartiality

3 - Terms and abbreviations

Abbreviation	Function or term
DG	Top management
RSQ	Quality manager
CI	Committee for the safeguard of impartiality
CT	Deliberating committee
UTE	Technical office

4 - Composition

4.1 - The balance of interests

The committee has between three and nine members and is composed so that the interests bearing on the certification are represented and none of them predominates. It carries at least one member for each of the categories below, and the number of interests represented for the purposes of the vote is odd.

Interest represented	Who represents it, for the schemes this body operates
Certified organisations and organisations seeking certification	Road transport operators of goods or passengers, and their trade associations
Users of the certified service, and the public affected by it	Road users and their associations; where the scheme concerns road traffic safety, this interest also stands for those exposed to the risk the system governs
Public authority competent for the sector	The authority responsible for road transport and road safety in the country in which the body operates, or a person with documented experience of that regulatory field
Technical and academic knowledge of the discipline	A university, a research body or a standardisation body, or a person with documented experience in road traffic safety

Where possible the composition is completed with representatives of standardisation, research and professional bodies. Where an interest cannot be represented by an organisation, it is represented by a person whose curriculum shows the experience of that interest, and the reason is recorded in the appointment.

The categories above replace the list of the previous revision, which named craft, building and commercial associations, contracting authorities, municipalities and property owners' associations. Those are the interests of another country and of other schemes. CONCERN 1 of the IAS initial assessment MSCB-393 was raised because the participation in the meetings was mainly of professionals trained in management systems and did not show the representation of the relevant interested parties.

4.2 - Competence of the members

Requirement	Applies to
A degree or diploma, preferably in a scientific, legal or economic field. At least one member holds one of the last two	The committee as a whole
Working experience relevant to the interest the member represents	Every member
Knowledge of ISO/IEC 17021-1 and of the certification scheme operated. Where the member does not hold it on appointment, the body provides at least sixteen hours of awareness training, divided equally between the certification standard and the accreditation requirements	At least one member, and the training within three months of appointment
Knowledge of road traffic safety, of its regulatory framework and of the competence requirements of ISO/IEC TS 17021-7:2014	At least one member
At least four hours of training a year on changes to the standards, to the accreditation rules and to the IAS documents	Every member

The curriculum of every candidate is examined and validated before the appointment, and is re-examined once a year. The curricula and the interest each member represents are recorded and are available to the accreditation body.

4.3 - Appointment, term and replacement

A member is appointed by DG on M-029, on the invitation of the body to the organisation representing the interest concerned, or directly where the interest is represented by a person. The appointment states the interest represented, the term and the obligations of confidentiality and of declaration of conflicts.

Members hold office for one year and may be reappointed. A member appointed during the year leaves office with the others, except the chairman, who stays in office until the first valid meeting after the renewal. Where a member ceases during the year, the interest concerned appoints a replacement.

DG or the chairman may ask for a member to be replaced where the member has breached confidentiality, has failed to abstain in a case of conflict of interest, or has missed more than two consecutive meetings without reason.

The committee is not open to shareholders of ALL ABOUT ESG, present or past, to its personnel, or to anyone who has taken part in any capacity in a certification process managed by the body. It is not open to employees or associates of consultancy firms, or to freelance consultants, who provide consultancy on management systems or on the development of what is certified.

5 - What the committee does

The committee carries out the tasks of §6.2.2 and the tasks the body assigns it. They are the following, and each of them is minuted.

Task	What it means in practice
Reviews the analysis of the threats to impartiality	Once a year it examines M-069 and the actions taken or planned, judges their adequacy and, where it finds them inadequate, prescribes corrective actions and verifies that they are carried out
Counteracts commercial pressure	It examines whether commercial or other considerations have prevented the consistent and objective provision of the certification activities
Reviews the insurance cover and the finances	After the annual approval of the accounts it examines the financial statements for the sole purpose of verifying that there is no impermissible source of income, and it verifies that the professional liability cover is in force at the date of the meeting, that its territorial extent reaches every country in which the body has certified clients, and that its limit is adequate to the liabilities the body can incur. This last verification is the corrective action of CAR 1 of the IAS initial assessment and is minuted by name
Examines the other services of the body	It examines the assessment, reporting and training services the body offers alongside certification, the threat each poses to impartiality and the safeguards applied, which is the part of CONCERN 1 of the IAS initial assessment concerning the risks of those services. It verifies that no such service is presented as accredited, and that no organisation has been certified within two years of receiving from the body a service designed on its own management system
Reviews the tariff	It verifies that the tariff is applied uniformly and consistently, and approves any change to it
Verifies the absence of conflicts of interest	It ascertains that the body has verified at least once a year that no conflict of interest exists between its own bodies, personnel and external personnel and the organisations it certifies
Examines the certifications issued	On the sample of chapter 6, from the point of view of impartiality alone
Reviews the documents intended for clients	R-GR, R-TM, the tariff and the advertising, for transparency and clarity
Reviews the handling of complaints and appeals	It assesses whether they were handled impartially

Task	What it means in practice
Advises on matters affecting confidence in certification	On its own initiative or at the request of the body

For the purposes of its control the committee has access to any document held by the body, and is bound to secrecy on what it learns.

Where the committee prescribes a requirement, the body complies and brings documented evidence of the action taken and of its result to the following meeting. Where the body does not comply, the committee informs IAS.

6 - The sample of certifications examined

The committee examines the certification files on a sample basis, on the deliberations of CT and on the documentation supporting them.

Files decided in the period	Sample	Minimum
up to 20	every file	all
21 to 100	10 %	4
101 to 200	5 %	10
over 200	5 %	14

The first band replaces the flat two per cent of the previous revision. A body with two certified clients that samples two per cent examines nothing, and the sampling becomes a formality. Below twenty files the committee examines them all.

Whatever the size of the sample, it includes: every file of an organisation that has brought an appeal in the period; every measure of withdrawal and of suspension; at least thirty per cent of surveillance, extension or reduction files; at least thirty per cent of the additional audits carried out in the period; and every file of an organisation involved in legal proceedings concerning the products or services covered by the certified system.

Where the examination of the sample shows even one file in which impartiality is lacking or in doubt, the committee draws a further sample until the total examined reaches fifteen per cent. Where the second sample shows another such file, every file is examined.

For a file in which impartiality is in doubt the committee may require, at the expense of the body: an interview with the auditor; written explanations from the auditor, from CT or from the person responsible for the file; a documentary supplement; or an additional audit.

7 - Meetings

The committee meets at least once a year and whenever DG or the chairman convenes it. The notice is sent by electronic mail or registered letter at least seven calendar days before the meeting and carries the agenda.

Documents to be approved at the meeting are sent at least ten calendar days before.

A meeting is valid when every interest of chapter 4.1 is represented by at least one member present. Each interest has one vote, whatever the number of its representatives present. The committee decides by majority.

A member unable to attend may delegate another member of the same category, who may not hold more than one proxy. A proxy is never given to a person outside the committee.

The meeting may be attended, without a vote, by DG and by RSQ or another person DG designates, to give explanations and to keep the members aware of the importance of their role. IAS is entitled to attend, at its own expense, in order to ascertain that the composition and the working of the committee comply with the accreditation requirements.

Every member declares in the minutes the absence of a conflict of interest for each decision taken, and abstains from the discussion and from the decision where a conflict exists.

7.1 - Approval between meetings

Where a minor change to the tariff, to the risk analysis or to another document within the committee's remit has to be approved urgently, RSQ may send it to every member in office by electronic mail with a summary of the change.

Approval may be given by the same means. Where no comment is received from any member within fifteen calendar days, the document is taken as approved, and the approval is recorded in the minutes of the following meeting.

8 - The minutes

Every meeting is minuted on M-055. The minute is not valid, and does not evidence the meeting, unless it carries all of the following.

- ☐ the place and the date of the meeting, in full;
- ☐ the name and the interest represented of every member present, and of every member absent;
- ☐ the name and the function of any person attending without a vote;
- ☐ the agenda, and for each item of chapter 5 what was examined, what was found and what was decided;
- ☐ the declaration of absence of conflict of interest of each member, and any abstention;
- ☐ the requirements prescribed to the body, with the person responsible and the date by which each is to be met;
- ☐ the state of the requirements prescribed at the previous meeting;
- ☐ the conclusions;
- ☐ the signature of the chairman and of the members present.

A minute with the date left as a placeholder, with the chairman's name left blank, with no conclusions and with no signature does not evidence that a meeting was held. The minute filed as evidence of the corrective action of CAR 1 was of that kind, and this chapter exists so that it does not happen again.

9 - Who is responsible for what

Activity	Responsibility
Legal responsibility for the certification	DG
Development of the operating policies of the body	DG, on the advice of CI
Supervision of the implementation of policies and procedures	RSQ, with the oversight of CI
Oversight of the financial resources and of the insurance cover	DG, with the annual review of CI
Development of the certification schemes and services	DG and RSQ
Audit	The audit team
Certification decision	CT
Verification of the impartiality of the certification process	CI
Response to complaints	RSQ
Response to appeals	DG or RSQ, provided neither has been involved in the subject of the appeal; where either has been, another competent person. CI verifies that the handling was impartial
Contractual arrangements	DG
Provision of adequate resources	DG, with the oversight of CI on impartiality

10 - Records

Record	Kept by	Retention
M-055 - Minutes of the meetings of the committee	RSQ	Kept without limit of time



R-IC - Rules of the Committee for the Safeguard of Impartiality

R-IC

Rv. 3 of 07/09/2026

Record	Kept by	Retention
M-029 - Appointments of the members, and their curricula	UTE	While in office, plus one full certification cycle
Declarations of absence of conflict of interest	RSQ	With the minutes
Requirements prescribed by the committee and evidence of the actions taken	RSQ	Current certification cycle plus the previous one