



CCTP Statement of Impartiality

Risks to impartiality may exist based on ownership, governance, management, personnel, shared resources, finances, contracts or marketing (including branding). Impartiality threats to CCTPs can arise from any of its activities, from its related bodies, or from the relationships of its personnel.

1. The CCTP Board will meet regularly to evaluate the content and currency of the CCTP examinations. They will implement the requisite changes and submit their report to the CCTP Board Director as necessary.

2. The CCTP Board Director will oversee and regularly evaluate all aspects of business activity to ensure operations are carried out responsibly, openly, independently and objectively and that all applicant companies and individuals as well as those with previous certification are treated alike. This will guarantee that CCTP certification maintains its high standards and integrity.

3. At its yearly Board meetings the CCTP Board will, under the direction of the Representative, identify and analyse the possibilities of conflicts of interest arising from its relationships and the delivery of its assessment, verification and certification schemes.

4. Threats to impartiality that will be considered include but are not limited to:

4.1 Self-interest threats (those arising from a person or body acting in its own interest to benefit itself), such as: Companies assessing employees, Assessors assessing co-workers, crib sheets from examinations, repetition of examinations in order to achieve full set.

4.2 Subjectivity threats (those arising when personal bias overrules objective evidence), such as: Companies assessing competitors, Assessors assessing competitors or friends.

4.3 Familiarity threats (those arising from a person being familiar with or trusting of another person, eg. an examiner or certification body personnel developing a relationship with a candidate that affects the ability to reach an objective judgement), such as: Assessors coaching candidates or training potential candidates, instructors of co-workers.

4.4 Intimidation threats: such as those that prevent a certification body or its personnel from acting objectively due to fear of a candidate or other interested party;

4.5 Financial threats: the source of revenue for a certification body can be a threat to impartiality.

4.6 Threats arising from CCTP training. The risk to impartiality is limited. CCTP policies and procedure are designed by qualified and designated certification personal. All personal are required to follow policies and procedures which are designed to mitigate risks to impartiality. Certification personal and examiners exposed to confidential information such as examination materials are working in the location separate from other personal. Access to confidential data is limited to the person with restricted access who are not involved in training or developing training materials

5. Where threats of impartiality are identified, the provisions to eliminate or minimise such threats will be documented along with data demonstrating their on-going effectiveness.

6. These will be made available to the Board for their consideration as part of the ongoing review of impartiality of the audit, certification and decision making process of CCTP.