

Impartiality Policy

To ensure the impartial provision of testing and inspection data and results provided to our clients and enforcing bodies and to safeguard our customer's interest Bureau Technical Inspection Services Limited (BTIS), states as follows:

Being impartial and being perceived to be impartial is necessary for Bureau Technical Inspection Services Limited (BTIS) to deliver inspections and inspection reports that provide confidence. Impartiality is an absolute necessity to maintain professionalism and credibility of the inspection process. It is therefore the objective of Bureau Technical Inspection Services Limited (BTIS) as an organisation, that it remains impartial at all times.

Bureau Technical Inspection Services Limited (BTIS) will not accept applications for inspection from organisations who report directly to a person or group who also have operational responsibility for Bureau Technical Inspection Services Limited (BTIS). In addition, no company office, joint venture or wholly owned, will enter into any partnerships that provide any form of consultancy.

The following controls shall be implemented, maintained and complied with by all employees, contractors and sub-contractors, to ensure this policy is upheld at all times.

1. Inspection staff are prohibited from participating in the inspection of any organisation to which they have given assistance, by consultancy or training, other than professionally registered training.
2. Inspectors will not disclose or discuss any details, at any time during an inspection, to any other employee, other than direct management or other members of the team, as detailed in the Confidentiality Policy, which is signed by all employees and contractors.
3. Employees cannot offer themselves as a 3rd party consultancy or inspection service to any Bureau Technical Inspection Services Limited (BTIS) clients.

Bureau Technical Inspection Services Limited (BTIS) is a self-financed independent organisation, with a number of controls to ensure that impartiality is retained at all times. As such, all decisions are based on objective evidence of either conformity or non-conformity and any decisions made will not be influenced by other interests or parties.

Bureau Technical Inspection Services Limited (BTIS) recognises and aims to reduce all risks to impartiality, from the following sources:

- The risk of self-interest arising from a person or body acting in their own interest.
- The risk of self-review arising from a person reviewing the work that they have conducted themselves.
- The over-familiarity arising from a person becoming too familiar with clients and their inspection requirements.
- The risk of intimidation or threats, arising from a person having a perception of being coerced openly or secretly.

Instances of any threats to impartiality, including those listed above, should be reported immediately.

This policy will be distributed to all employees, contractors and sub-contractors. Additionally it will be made available to all other interested parties upon request.

Signed:



Position:

Managing Director

Date:

02/03/2025