

PR02 Skills Procedure

1. Purpose

London associati Ltd (Certifications) Fit and Proper Person procedure assists *London associati Ltd* Certifications to manage its workforce and staff in accordance with the PY09 Fit and Proper Person Policy. It also provides guidance to manage the potential risk when persons are not fit and proper to carry out the duties they are responsible for completing.

2. Scope

This procedure covers all aspects of *London associati Ltd* Certifications governance, operations, certification functions and activities and all persons authorized to enact those activities.

This procedure forms part of the *London associati Ltd* Certifications Risk Assessment Matrix and should be read in conjunction with LA01 Quality Manual.

3. Referenced Documents

IAF MD 10:2013	IAF Mandatory Document for Assessment of Certification Body Management of Competence in Accordance with ISO/IEC 17021 as below.
ISO/IEC 17021-1:2015	Conformity assessment–Requirements for bodies providing audit and certification of management systems–Part 1: Requirements
ISO/IEC 17021–3: 2013	Conformity assessment–Requirements for bodies providing audit and certification of management systems–Part 3: Competence for auditing and certification of quality management systems
LA01	Quality Manual

Table 1-Referenced Documents

4. Workplace Health & Safety

No identified workplace health and safety issues have been identified.

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5. Terms and Definitions

EM	Executive Manager
<i>London associati Ltd</i>	<i>London associati Ltd</i>
QMR	Quality Management Representative
Responsible Person	<ul style="list-style-type: none">• A responsible person is any person whose conduct is most likely to have a significant impact on <i>London associati Ltd</i> Certifications sound and prudent management;• For a certification body this may be a member of the Board, a manager, any contractor delivering evaluation or certifications services or a staff member with decision making authority or influence that impacts on the business;• <i>London associati Ltd</i> Certifications management may determine at any time any person as a responsible person at its discretion.

Table 2-Terms and Definitions

6. Commitment

- *London associati Ltd* Certifications will ensure that all persons engaged within its governance and operational functions and evaluation and certification activities will be persons who are assessed as fit and responsible for their position.

7. Fit and Proper Persons Assessment

- Responsible persons shall be required to complete a self-assessment;
- The completed self-assessments will be reviewed by the Quality Management Representative (QMR) who will make evidenced recommendations through the Management Review process to the Executive Manager (EM) for further action;
- Completed copies shall be retained in the individual personnel files. In addition to new appointees and contractors shall agree to hold or apply for a national police check.
- All responsible persons are required to inform *London associati Ltd* Certifications immediately.
- Where any changes affect the responsible person's ability to continue meeting the requirements of *London associati Ltd* Certifications, they will be required to cease any governance duties or operational evaluation or certification functions and activities;
- Where it is brought to the attention of the EM or QMR that a person(s) has become of concern in the matter of fit and proper this will be brought to the attention of the EM. The EM will review the evidence presented and address the concern in a proportionate and confidential manner;
- Responsible persons shall review their circumstances and declare annually through the F01 Fit and Proper and Impartiality and Confidentiality Declaration. This process will be documented and records managed by the QMR in the individual personnel file; and

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- Monitoring of annual Fit and Proper Person Declarations records is the sole responsibility of the Executive Manager (EM).

8. Revision History

Revision	Effective Date	Section	Change Description
1	20/09/2019	All	Initial document release.
2	10/09/2020	All	Review