Organisation, Structure, Liability & Financing

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1 Organisation and Legal Structure

1.1(a) Local Organisation – Refer Roles and Responsibility of Local Organization

1.2 Legal Structure

Certification activities are delivered under legal entities:

1. Local legal entities operate locally under local accreditations.

1.2.1 Split of activities

Activities are managed and performed as described below: (ISO 17065:2012 5.1.1-4, 4.3.1-2)

Accreditation	Local
IB	BVIPL Local legal entity
Representative	TIQ Manager/ Certification Manager/ Product Owner
Managed by	Technical Manager (LTM) / TIQ

2 Duties and Responsibilities

Country CIF TIQ is responsible for:

- Defining, in liaison with Industry Certification Product Certification & the management system;
- Maintaining up-to-date Local Certification MS, the target processes documents, the tools and the trainings material;
- Supervising the implementation of Product Certification Scheme with respect to ISO 17065 requirement
- Management of accreditation schemes, including communication with Accreditation Bodies (AB's);
- Management of internal and external audits;
- Setting technical policy and supporting implementation in liaison with Scheme Owner;
- Evaluating the risks of certification activities and check insurance coverage is in place through Legal department.

2.1 Local level

2.1.1 Local certification entities

BVIPL shall apply the present rules in case of Local accreditation and define their local rules and organisation for local accreditations they are holding. Local accreditation for local schemes, granted by their national Accreditation Body. In that case, they shall apply the Certification management system for these purposes, providing additional local procedures as necessary to comply with local additional accreditation rules.

BVIPL shall:

1. Maintain compliance with Local Product certification Quality manual and standards;
2. Promote the certification;
3. Contact the client by issuing offers when authorized;
4. Schedule and perform audits;
5. Outcome of Evaluation information to AB
6. Perform stakeholder consultation process;
7. Monitor evaluators competence and qualification;
8. Maintain and update evaluator records on local Siebel, where applicable;

9. Perform its own internal audit during the year;
10. Record in I-Evaluate the complaints received;
11. Implement complaint process;
12. Allow third parties to attend audits in order to assess conformity with standards and Product certification quality system;
13. Ensure there is no claim suggesting that holds accreditation or misuse of trademark;
14. Perform yearly internal surveillance audit;
15. Ensure activities are covered during yearly Management Review and yearly Impartiality Committee review.

2.1.2 BVIPL India:

BVIPL undertake one or more of the key activities

- Application review
- Approval and competence review of evaluators
- Certification Evaluation decision
- Technical procedure development;
- Technical review and certification decision;

3 Liability and Financing

The risks arising from certification activities are periodically assessed depending on the scope of activities.

The outcomes of this assessment are used to update:

- Insurance coverage in liaison with BV legal department
- BVIPL General Terms and Conditions.

Financial stability of certification activity is assured by:

- Turnover generated by BVIPL delivering certification services to clients, in accordance with SL budget, and
- Fees collected by different SL from this turnover.

BVIPL turnover (finance) generated from below activities,

a. Inspection,
b. Testing &
c. Certification

4 Outsourcing & Subcontracting

BVIPL does not outsource activities. BVIPL uses services of contracted individuals, predominantly for provision of auditing services.

Contracted individuals sign Confidentiality and Conflict of Interest Agreement with BVIPL. Their records are maintained at the local level.

The responsibility for granting, refusing, maintaining, renewing, restoring or withdrawing certification as well as expanding or reducing the scope of certification remains wholly with BVIPL.

5 Product Certification organization management

The names of each legal entity organization are also registered;:

- BV Organisation chart
- List of all product certification contracts recorded on Siebel

Any changes is updated in the organization chart when the changes occurred – Refer Appendix A