



CODE OF PRACTICE FOR APPROVED TRAINING
ORGANISATIONS

PD08 ANNEX F

REVISION STATUS

Issue	Revision	Prepared	Reviewed	Approved
01	B	2019-04-02 B Velan	2019-04-02 V S Pathy	2019-04-02 V S Pathy

AMENDMENT RECORD

Revision	Date	Pages	Reason for amendment

	<p>CODE OF PRACTICE FOR APPROVED TRAINING ORGANISATIONS</p>	<p>PD08 ANNEX F</p>
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Approved Training Organisations (ATO) approved by the Certification Body (CB) shall sign an undertaking to comply with this Code of Practice (CoP) and shall:

1. Maintain compliance with the standard(s) and specification(s) detailed on their certificate of Approval, notifying the Certification Scheme Manager (CSM) of any change in their status or of any actual or potential failure to maintain compliance with the applicable specification(s), i.e. the current edition of the CB requirements for ATO;
2. Promote recognition and acceptance of validated training courses and certificates of competence;
3. Keep all confidential assessment material, including questions and specimens, in secure conditions with strictly controlled access only to authorized individuals;
4. Immediately declare and notify to the CSM in writing any conflict of interest, as soon as it becomes apparent, that may adversely affect the delivery of training or the conduct of assessments;
5. Conduct business activities in a responsible manner and utilize fair and equitable practices in dealing with clients, trainees and candidates;
6. Perform professional activities with proper regard for the physical environment and the safety, health and well-being of clients and staff alike;
7. Protect to the fullest extent possible, consistent with the wellbeing of the public and the provisions of this CoP, any information given to them in confidence by an employer or user of certified personnel, by candidates and certificate holders, or members of the public;
8. Avoid conflicts of interest with employers of candidates or certified personnel but, when unavoidable, immediately disclose the circumstances to the employer or candidate;
9. Not falsify nor permit misrepresentation of Approvals held;
10. Refrain from making unjustified statements or from performing unethical acts which would discredit the Certification Scheme;
11. Immediately report to the CSM any actual or potential violation(s) of this code of practice.
12. The CB shall carry out formal audits as well as where required, the accreditation body witnessing audit on ATO. The CB shall also be permitted to carry out a surprise audit to verify the compliance to CoP. The CB shall be provided with unhindered access to a nominated representative of the CB, to investigate any alleged infringements of this CoP.

Disclaimer:

The Certification Body (CB) has contracted with its auditors to convey to auditees only failure(s) to conform to the specified requirements. However, when assessing sub-contractors and suppliers for CB approval or authorization, auditors may additionally offer recommendations or guidance (hereinafter referred to as “Additional Guidance”) beyond their remit. Any such additional guidance is provided by auditors for information and educational purposes only.

Whilst every effort shall be made to ensure the accuracy and reliability of the any such Additional Guidance, it is based upon information obtained from sources which they believed to be reliable and accurate at the time of audit.

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This disclaimer does not limit or exclude The CB's statutory liability for death or personal injury arising from its negligence, nor for fraudulent misrepresentation or misrepresentation as to a particular matter, nor any other liability which cannot be excluded or limited under applicable law.

We, the undersigned, confirm that we have read and agree to the above CoP and related disclaimer

Company name and address of signatory:

Name and position of senior responsible official signifying the organization's intention to comply with this CoP:

Signature:

Date: