Impartiality and Operational Integrity
Procedure
1.0 PURPOSE AND SCOPE

1.1 Purpose
1.1.1 The purpose of this procedure is to define methods for ensuring Impartiality and Operational Integrity at our Company.

1.2 Scope
1.2.1 This procedure is applicable to all programs at ATS.

2.0 APPLICABLE DOCUMENTS

The following documents are applicable as specified here in:

Industrial/Commercial/Government Documents
ISO 9001     Quality Management Systems Requirements
ISO 17025:2005 General requirements for the Competence of Testing and Calibration Laboratories

Document(s)
ATS-HRP-1001 Training and Certification
ATS-QAP-1004 Quality Records
ATS-QAP-1008 Internal Audits

Form(s)
FORM ATS10-3002 Impartiality and Operational Integrity

3.0 RESPONSIBILITIES

3.1 General
3.1.1 Quality Assurance - is responsible for maintaining and performing the activities defined in this procedure.

3.1.2 All Other Functions - are responsible for ensuring that the requirements specified in this procedure are being followed.
4.0 **REQUIREMENTS**

4.1 **General**
4.1.1 All personnel within our Company shall avoid involvement in any activities that would diminish confidence in our Company’s competence, impartiality, judgement or operational integrity.

4.1.1.1 Such events as falsifying test and inspection data, altering test and inspection results to benefit the Company or other interested parties, not fully completing test and inspection activities, alternating test and inspection methods using non-standard techniques, etc. are not tolerated at ATS.

4.1.2 If a situation does occur, the person involved or who is knowledgeable about such an activities has the responsibility to report the information to the President as soon as possible. If the President is involved, the information shall be reported to the Executive Vice-President of ATS.

4.1.2.1 The President and/or Quality Assurance Management has the responsibility of notifying the ISO 17025 accreditation organization in writing when such an incident occurs.

4.1.3 All ATS laboratory records shall be traceable to the person recording the information and the date recorded. Laboratory records shall not be modified by persons other than the person recording the data, except by the Laboratory Manager, QA Manager or President. When changes/modifications/deletions/additions are made, they shall be traceable to the person recording the new information as defined in ATS-QAP-1004, Quality Records.

4.2 **Training Acknowledgement**
4.2.1 All personnel working within ATS shall sign an Impartiality and Operational Integrity form to indicate proof of training in accordance with this procedure. The training shall be conducted in accordance with this procedure and ATS-HRP-1001, Training and Certification.

5.0 **QUALITY ASSURANCE**

5.1 **Audits**
5.1.1 QA shall audit this procedure as scheduled per ATS-QAP-1008, Internal Audits.