	<b>BUREAU OF ANIMAL INDUSTRY</b>	
	<b>QUALITY MANUAL</b>	
	Document Name: <b>Impartiality, Independence          And Confidentiality</b>	QM 5.1.1 Rev. No.: 04 October 31, 2022 Page: 1/1

The personnel of the BAI are free from any commercial, financial and other pressures which might affect their judgement. Procedures are implemented to ensure that persons or organizations external to the inspection body, cannot influence the results of the inspections carried out.

BAI identifies risks to its impartiality on an on-going basis and is independent to the extent that is required with regard to the conditions under which it performs its services. Risks are identified and evaluated using the GF BAI-174 Conflict of Interest Questionnaire and through the following means:



- a. Filling up of questionnaire on assumption to duty for new personnel
- b. Before undertaking any training on inspection
- c. Annual impartiality reviews
- d. Annual management reviews

All personnel are engaged to ensure independence, impartiality and confidentiality in the provision of conformity assessment services. Top management implements the Code of Conduct and Ethical Standards for Public Officials and Employees (ED BAI-25).

BAI ensures its senior managers and staff are free from any commercial, financial and other pressures which might influence the results of the certification process. They shall sign the Employee Non-Disclosure and Confidentiality Agreement (GF BAI-175).

BAI and its personnel are legally obligated to keep confidential all information supplied to it by the client as well as all data, records, and information obtained during performance evaluations, surveillance activities, and any other means except for information required or considered to be publicly available unless authorized by the client. BAI shall inform the client in advance of any information it intends to make publicly available, unless prohibited by law. All BAI personnel involved in inspection, testing, or evaluation activities shall sign an Employee Non-Disclosure and Confidentiality Agreement (GF BAI-175) that resides in their personnel files. Confidentiality is maintained by the use of computer passwords, locks on doors and filing cabinets.

BAI is dedicated to undertaking certification activities impartially and also eliminating risks to impartiality which arise from its activities and the activities of its personnel. Conflicts of interest cast doubt on the accuracy and validity of product certifications and cannot be allowed to influence certification activities.

Prepared by:	Reviewed/Approved by:
 FELIPE P. REOLALAS, JR. Quality Management Representative	 PAUL C. LIMSON, DVM Top Management