

厦门广信隆技术服务有限公司

Al-Baqara Certification

公正性管理程序

Impartiality Management Procedure

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1	2026.4.5 (A1)	1) 原名称BQR-PF-001 A1, 修改公司简称为ABC。(Original name: BQR-PF-001 A1Revised company abbreviation to ABC) 2) 系统规范调整文件: 中英文对照版, 本次仅 为格式、表述、编号等系统规范调整, 文件要 求、核心内容、审核标准及适用范围均无实质 性改变。(Document on Adjustment of System Specifications: Chinese-English Bilingual Version; This is only an adjustment of system specifications including format, expression and numbering. There are no substantial changes to the document requirements, core content, audit standards and scope of application.) 3) 取消管理者代表的称谓, 相关职责由副总经 理或总经理承担。(The title of Management Representative is abolished, and the relevant responsibilities shall be undertaken by the Deputy General Manager or the General Manager.) 4) 文件由副总经理审核, 修改为评审组审核。 The document shall be reviewed by the review team.	韩锐	沙忠虎

公正性管理程序

Impartiality Management Procedure

1 目的 Purpose

规范公司 Halal 认证全流程公正性管理，识别、消除或降低公正性风险，确保认证活动独立、客观、无歧视、无利益冲突，满足法规、标准及公司《管理承诺》要求。

To regulate impartiality management throughout the Halal certification process, identify, eliminate or reduce impartiality risks, and ensure certification activities are independent, objective, non-discriminatory and free of conflicts of interest, in compliance with laws, standards and the Company's *Management Commitment*.

2 范围 Scope

适用于厦门广信隆技术服务有限公司（ABC）所有人员、活动、客户、分包方及关联方，覆盖受理、审核、决策、发证、监督全流程。

Applicable to all personnel, activities, clients, subcontractors and related parties of Xiamen Guangxinlong Technical Service Co., Ltd. (ABC), covering the whole process: application, audit, decision, certification, and surveillance.

3 引用文件 References

- ISO/IEC 17065 idt GB/T 27065 合格评定 产品、过程和服务认证机构要求
- 《管理承诺》Management Commitment

4 术语与定义 Terms & Definitions

- 公正性 Impartiality:

客观开展活动，不存在或已化解利益冲突，不受不当影响。

Objectivity in activities, with no conflicts of interest or resolved conflicts, free from undue influence.

- 利益冲突 Conflict of Interest:

人员或关系可能损害认证客观公正的情况。

Situation where personnel or relationships may impair the objectivity and fairness of certification.

- 公正性委员会 Impartiality Committee:

独立监督公正性、风险与合规的专门机构。

Special body independently overseeing impartiality, risks and compliance.

5 职责与权限 Responsibilities & Authorities

5.1 最高管理层 Top Management

对公正性负最终责任，保障资源、批准委员会组成，签署公正性承诺。

Bear ultimate responsibility for impartiality, ensure resources, approve committee composition, and sign impartiality commitment.

5.2 公正性委员会 Impartiality Committee

- 每季度全覆盖检查，识别公正性风险；

Conduct full-coverage inspections quarterly to identify impartiality risks;

- 审批利益冲突、回避申请、重大事项；

Review and approve conflicts of interest, recusal applications, and major matters;

- 发出整改通知并验证关闭不符合项；

Issue rectification notices and verify closure of non-conformities;

- 向管理评审报告公正性运行情况。

Report impartiality performance to management review.

5.3 各部门与全体员工 Departments & All Staff

主动申报利益冲突，执行回避与保密要求，配合监督检查。

Proactively declare conflicts of interest, implement recusal and confidentiality requirements, and cooperate with supervision.

6 公正性风险识别与控制 Impartiality Risk Identification & Control

6.1 风险识别范围 Risk Scope

- 商业压力、关联关系、财务资助、股权关系；

Commercial pressure, related relationships, financial funding, shareholding;

- 审核/决策人员与客户的雇佣、投资、亲属关系；

Employment, investment, kinship between audit/decision personnel and clients;

- 同时提供认证与咨询、培训、整改服务；

Provision of certification and consultancy, training, rectification services simultaneously;

- 分包方、关联机构的利益影响。

Interest influence from subcontractors and affiliated organizations.

6.2 风险控制措施 Control Measures

1. 机构独立：独立法人、独立财务、独立决策，不从事影响公正的经营活动。

Institutional Independence: Independent legal entity, independent finance,

independent decision-making; no business impairing impartiality.

2. 人员独立：审核与咨询分离；决策与执行分离；关键岗位轮岗。

Personnel Independence: Separation of audit and consultancy; separation of decision and execution; rotation of key posts.

3. 利益申报：全员每年申报；项目前专项申报；不符合立即回避。

Interest Declaration: Annual declaration by all staff; special declaration before projects; immediate recusal in case of conflict.

4. 回避制度：存在利益冲突必须主动/强制回避，审批留痕。

Recusal System: Voluntary/mandatory recusal in case of conflict, with documented approval.

5. 禁止行为：禁止商业贿赂、不当馈赠、利益输送、干预认证结论。

Prohibited Acts: Prohibit commercial bribery, improper gifts, interest transfer, and interference with certification results.

7 利益冲突管理 Conflict of Interest Management

1. 员工入职/年度必须签署《公正性与利益冲突承诺书》。

Staff must sign *Impartiality & Conflict of Interest Commitment* on entry/annually.

2. 项目分配前核查利益关系，存在冲突立即调整。

Check interest relationships before project assignment; adjust immediately if conflict exists.

3. 外部关系、兼职、投资必须向委员会报备。

External relationships, part-time jobs, investments must be reported to the

Committee.

4. 违规未申报按制度处理，造成风险的追究责任。

Violations of non-declaration will be punished; liabilities for risks caused will be pursued.

8 公正性委员会运作 Impartiality Committee Operation

1. 组成：含独立第三方、行业、宗教、客户代表，无内部人员主导。

Composition: Include independent third parties, industry, religious, client representatives; no internal domination.

2. 会议：每季度至少 1 次，评估风险、检查结果、整改情况。

Meeting: At least once quarterly; evaluate risks, inspection results, rectification.

3. 检查：每季度全覆盖检查认证全流程，形成检查记录。

Inspection: Full-coverage inspection of the whole certification process quarterly, with records.

4. 整改：对不符合项发出通知，限期整改，验证闭环。

Rectification: Issue notices for non-conformities, require rectification within a time limit, verify closed-loop.

9 培训与意识 Training & Awareness

1. 新员工及年度培训必须包含公正性、利益冲突、回避要求。

Impartiality, conflict of interest, and recusal requirements must be included in new employee and annual training.

2. 保存培训记录、考核结果、签到表。Keep training records, assessment results, and sign-in sheets.

10 记录与保存 Records & Retention

- 风险评估、检查、整改、回避、承诺、培训记录保存至少 3 年。

Records of risk assessment, inspection, rectification, recusal, commitment, training shall be kept for at least 3 years.

- 可追溯、可检索、防篡改。 Traceable, retrievable, and tamper-proof.

11 不符合与改进 Non-conformity & Improvement

- 对违规、风险、不符合项采取纠正/预防措施。

Take corrective/preventive actions for violations, risks, non-conformities.

- 持续改进公正性体系，每年纳入管理评审。

Continuously improve the impartiality system and include it in annual management review.

12 相关文件与表单 Relevant Documents & Forms

相关文件 Documents

- 《管理承诺》 Management Commitment
- 《申投诉控制程序》 Complaint and Appeal Control Procedure
- 《公正性委员会章程》 Constitution of the Impartiality Committee
- 《公正性风险排查制度》 Impartiality Risk Investigation System
- 《公正性委员会监督管理要求》 Supervision and Management Requirements

for the Impartiality Committee

记录表单 Forms

- 公正性监督检查报告 Impartiality Supervision and Inspection Report
- 公正性风险排查报告 Impartiality Risk Investigation Report

- 公正性委员会会议纪要 Impartiality Committee Meeting Minutes