



IAOIP Policy 1001 Management System Page 1 of 3	Version No: <u>1.1</u>	Effective Date: <u>10/4/2021</u>
	Approved by: <u>Frank Voehl</u>	
	Approved on: <u>10/4/2021</u>	Supersedes: <u>None</u>

Policy 1001 Management System

Version No: 1.1 Supersedes: None

Approved by: IAOIP Certification Committee

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This document is available to all employees and members on the IAOIP network at:
<https://iaaip.memberclicks.net/Policies>

Management System

Scope

The policies and procedures documented herein outline the IAOIP management system carried out in conformance with ISO/IEC 17024:12:12 Conformity assessment - general requirements for bodies operating certification of personnel for the following program(s)

IAOIP CPI Professional Certifications

IAOIP Continuing Education Credits

Location

This *Certification Policies and Procedures Manual* and all documents supporting them shall be available in Adobe PDF format on the network at: **TBD**. An updated and current print version shall be available from the Chief Innovation Officer. This document is available at TBD.pdf

Enforcement

The Certification Director shall be responsible for overall maintenance and updating of the *Policies and Procedures Manual*. The Certification Director shall be responsible to assure that the provisions of this Policies and Procedures Manual are followed by all certification personnel, whether staff, volunteers, or subcontractors. If the Certification Director is not available, the Certification Manager shall fulfill the enforcement functions of the Certification Director.

Personnel Training and Documentation

Upon adoption of this *Policies and Procedures Manual*, all personnel (paid, subcontracted or volunteer) with responsibilities specified shall be trained on the appropriate sections within 90 calendar days. New personnel shall be trained on the appropriate sections within 30 calendar days of either employment or assuming volunteer duties.

All personnel training required by the *Certification Policies and Procedures Manual* shall be documented and records of such training shall be kept in the *Certification Policies and Procedures Manual Modification and Training Log*.

Changes

The Certification Committee reserves the right to modify this Policies and Procedures Manual in full or in part. Modifications to the plan will be made in accordance with the policies established for document control.

If the proposed change is accepted, appropriate revisions shall be made to the *Policies and Procedures* and the changes shall be summarized on the *Policies and Procedures Modification and Training Log* to include:

- The person initiating the Change Action Request,
- The reason for modification.
- The section(s) of the *Policies and Procedures Manual* modified.
- Personnel and processes impacted by the proposed change,



- Effective date

Employees whose responsibilities are impacted by changes adopted in the *Certification Policies and Procedures Manual* shall be trained on the appropriate sections within fourteen (14) calendar days of adoption of the change. This training shall be documented and records of such training shall be kept in the *Policies and Procedures Manual Modification and Training log*.