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AltoMaxx Technologies Inc.

PROCEDURE FOR CONTROL OF IMPARTIALITY COMMITTEE (PROCEDURE)

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Altomaxx Technologies Inc.

1. PURPOSE

The purpose of this procedure is to assist in developing the methods relating to the impartiality of AltoMaxx certification activities by ensuring clear objective provision of certification activities and to discuss matters affecting the confidence of a certification with a body of qualified personnel. The committee safeguards the impartiality as well as other interests of the clients and the certification body.

2. SCOPE

This procedure is to establish the method of developing an impartiality committee which holds AltoMaxx Technologies responsible to act impartially. This procedure is applicable to all personnel involved in the Impartiality Mechanism who operate on the designated committee and those involved in the organization of the committee.

3. TERMS AND DEFINITIONS

All other applicable as defined in clause 3 of normative document.

4. PROCEDURE

4.1 ESTABLISHING THE COMMITTEE

The Impartiality committee is formed as per the requirement of the of the ISO standard. The committee contains three (3) significant members which may include:

- Clients
- Customers of clients
- Manufactures
- Suppliers
- Users
- Conformity assessment experts
- Representatives of governmental regulator bodies
- Governmental services
- Representatives of non-governmental organizations

Candidates for the committee are invited by the Scheme Manager or CEO. If additional people wish to participate in the Impartiality committee, they can inquire at iso@altomaxx.com or contact the CB through the website www.altomaxx.com. After receiving the request, the requestee is reviewed by Top management and the membership is confirmed on the condition that the person meets the criteria outlined 4.2 below. The member will be expected to sign a Confidentiality and Impartiality declaration and declare any potential conflicts of interests upon being successfully chosen for the role. The committee is then formed. The members are notified via the Impartiality Committee Agenda of when the meeting will take place.

Once the committee is formed a formal introduction meeting may be called with the purpose of explaining to the members the role of this Committee. Top Management, Quality Manager and/or the Scheme Manger will be present in the introduction meeting.

The committee must not have a more than one AltoMaxx representing a vote. If more than one person from AltoMaxx wishes to participate, the vote will be counted as a single vote and decided by the entire AltoMaxx party.

4.2 ROLES AND RESPONSIBILITIES

The committee members shall be free from any commercial, financial and other pressure that might influence decisions. Committee members must have an understanding of the requirements of ISO 21384-3 and 17065. An understanding can be developed through a review of the standard. Competence can be demonstrated by their profession (in the drone field), work experience (relevant to aerospace, engineering or technical) or education (post-secondary graduate).

There will be annual periodic reviews conducted by individuals on the committee of AltoMaxx's working procedures. The Impartiality committee meets during July every year, this maybe be subject to change if necessary. Meetings can be called at alternative dates by Top Management.

The notice is issued two weeks in advance to every committee member. Members have a formal responsibility and authority to oversee the activities undertaken by AltoMaxx. The committee ensures AltoMaxx acts in an impartial manner. Any suggestions to the certification body via the committee members shall be submitted through email at least one (1) business day before the meeting is scheduled. The topics of concern are recorded by the Quality Manager in the Impartiality Committee Agenda and Minutes form.

If top management doesn't follow the impartiality input, the members of the mechanism have the right to take independent action by informing authorities having jurisdiction, Standards Council of Canada and any stakeholders. The confidentiality requirements must be maintained when taking appropriate action.

If input conflicts with operating procedures and other mandatory requirements should not be followed, management should document the reasoning behind the opposing the input mechanism and maintain the document for review by appropriate personnel.

4.3 COMMITTEE STRUCTURE CHANGES

The appointment of the committee is for next three years from the date of establishment. If any changes are required, it must be granted by the members of the committee in meetings. New persons are to be accepted only through voting members on the condition that they meet the competency requirements. A vote will be considered the final decision for the restructuring of the Impartiality committee.

4.4 RESULTS OF COMMITTEE

The committee is established in odd numbers to eliminate the need for tiebreakers. For the validity of a committee meeting all members must be present in person or online.

To develop policies related to impartiality of its certifications activity the discussion results may review suitability of the current activities. A report of the Review meeting is submitted to Top management by the Quality Manager or by the Scheme manger. Additionally, if the procedure /policies are accepted by the members it is then finalised.

4.5 MEMBERS OF THE COMMITTEE

One representative for AltoMaxx Technologies

Josh Ogden

Craig Young

5. REFERENCES

- AMC Standard
- ISO/ IEC 17065

6. RECORDS

1. Impartiality Committee Agenda and Minutes form
2. Impartiality and Confidentiality declaration

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