IMO Control Private Limited

IMO IN I 1.18 Pre-assessment and Training Services

IMO IN considers that it is capable of delivering the pre assessment and training services to the CHs or applicants that approach IMO and maintaining its neutrality, impartiality and integrity. The following work instructions provides definition to the process IMO IN has adapted.

A. Pre-assessment

1. Pre assessment is optional service and IMO IN is not obliged to perform this request from any persons or organisation. An applicant or existing Certificate Holder (CH) may approach IMO IN for providing the pre assessment services. This could be for scope expansion or new scope to analyse the level of preparedness and compliance in being certified for requirements of the applicable standards and to identify any gaps in the implementation,
2. At no time, IMO IN or any of its employees will promote this pre assessment services of as a tool for making certification easier or cheaper. Pre assessment does not replace any of the actual audit processes.
3. IMO IN does not provide consultancy in the form of pre assessment
4. IMO IN will identify and mitigate all the potential conflicts arising out of this service before offering to the applicants and /or CHs.
5. IMO IN will follow the steps below when a request is received.
    a) Send a cost estimate and the details of the scope of pre assessment
    b) Assign an auditor who will not be part of the any of the certification process in the same year
    c) Provide a report of gaps in the level of in writing using a checklist/template
6. IMO IN will maintain the relevant records of the request, plan of pre assessment, cost estimate, personnel deployed, content and final invoice and any other documents deemed necessary
7. IMO IN will follow the above procedures and the applicable RA fee structure for will be applied for pre assessment

B. Training service

1. IMO IN does not provide any consultancy services to its applicants, clients, Certificate holders (CH) or any other relevant parties.
2. IMO IN may provide generic training service to any interested applicants, clients CHs, public audience or any other relevant parties on the requirements of the standard, policies, assurance system and the certification process.
3. The training will not be tailor made to fit the requirements of individuals or any organisation specific solutions at any time. At no time, IMO IN or any of its employees will promote this training service as a tool for making certification easier or cheaper
4. The training will be open to all and will be announced in advance. IMO IN will charge applicable costs of the training to the participants
5. The materials intended for use in the trainings will be sent to RA for approval.
6. Any potential conflict of interest shall be checked before the trainers are selected for the programme. IMO IN will ensure that the trainers will not audit the organisation who they trained for next 2 years.
7. IMO IN will publish information on training services, the fee structure. IMO IN will maintain records of the training including the request, the costs, agenda and location of the training list of participants, results of the training, trainer, training materials