Governance Structure and Independence

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Document	BFS-GOV-01 · Governance Structure and Independence
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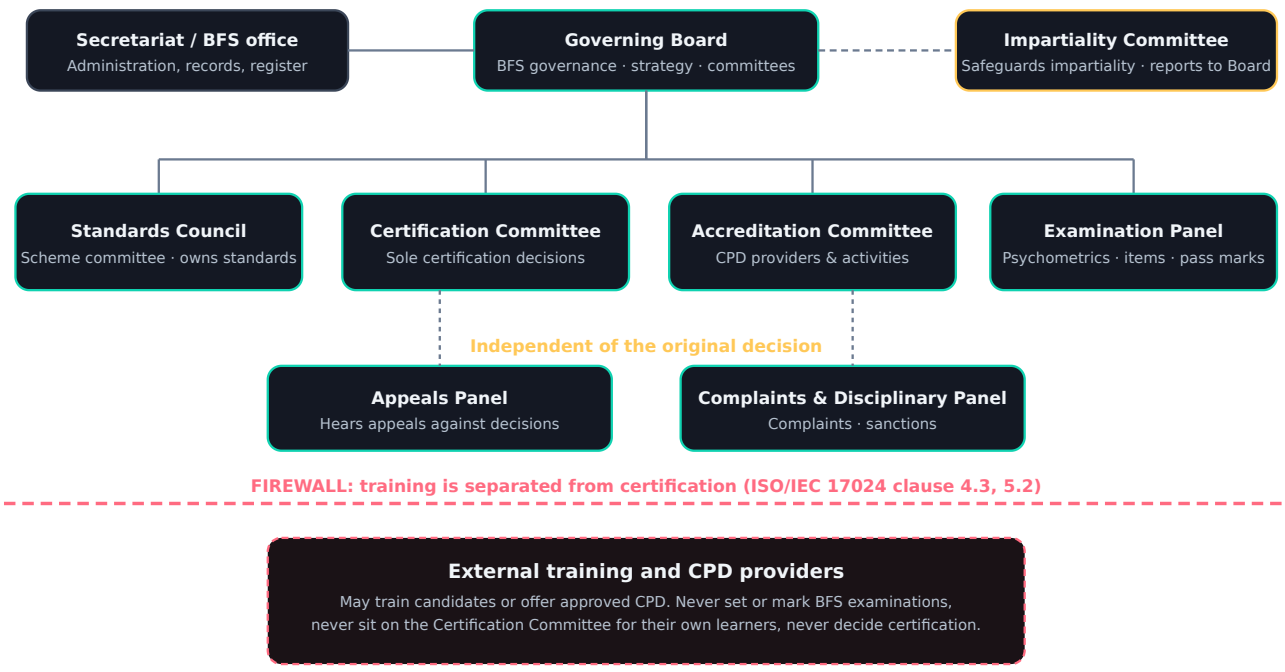
Owner	Governing Board
Review	Every 3 years, or sooner if requirements change

> Issued by BFS management as an interim edition. It will be reviewed and ratified by the Governing Board at its first meeting after the committees are constituted.



Legal status

BFS is an independent initiative of Active India Health and Fitness Trust, a registered public charitable trust established in 2008 (New Delhi).

The Trust is the legal owner of BFS. BFS operates with its own independent committees, website, email, branding and ring-fenced accounts. Decisions on BFS standards, certification, accreditation, complaints and appeals are taken only by BFS committees, not by the Trust’s other activities or any partner organisation.

The Trust's own health and fitness services are a separate activity. People involved in delivering those services must not take part in any BFS decision involving that activity. All conflicts are declared and managed under BFS-POL-01 Impartiality and Independence Statement.

Structure

- **Governing Board** (BFS-TOR-01): The Governing Board is the governing body of BFS. It sets strategy, approves policies and budgets, appoints the committees, and holds management to account. It does not take individual certification decisions.
- **Standards Council (Scheme Committee)** (BFS-TOR-02): The Standards Council owns the BFS competency standards and certification schemes. It acts as the scheme committee: it develops, validates, approves and reviews each scheme so that it reflects real practice and the public interest.
- **Certification Committee** (BFS-TOR-03): The Certification Committee takes, or authorises named certifiers to take, every decision to grant, renew, extend, reduce, suspend or withdraw a certification. It is the only body that can do so. Decisions are never taken by a trainer, a training provider or the person who assessed the candidate.
- **Accreditation Committee (CPD and Providers)** (BFS-TOR-04): The Accreditation Committee decides on the approval of CPD providers and CPD activities against the published Accredited Provider Quality Standard. Assessors review applications; the committee, not the assessor, decides.
- **Examination and Psychometrics Panel** (BFS-TOR-05): The Examination and Psychometrics Panel makes sure BFS examinations are valid, reliable, fair and secure.
- **Impartiality Committee** (BFS-TOR-06): The Impartiality Committee safeguards the impartiality of BFS. It represents the parties with an interest in certification, with no single interest predominating, and it can act on its own if its advice is ignored.
- **Appeals Panel** (BFS-TOR-07): The Appeals Panel hears appeals against BFS decisions: certification, recertification, suspension, withdrawal, examination results, CPD audit and provider decisions.
- **Complaints and Disciplinary Panel** (BFS-TOR-08): The Complaints and Disciplinary Panel investigates complaints about certified persons, approved providers and BFS itself, and decides on sanctions under the Disciplinary and Sanctions Procedure.

Structural safeguards

- **Separation of training and certification.** BFS does not train candidates for its schemes; providers never set or mark examinations or decide certification (ISO/IEC 17024 cl. 4.3).
- **Balanced committees.** Every committee has seats by stakeholder category, an independent chair and a public or consumer member; no category may hold a majority.
- **One decision-maker.** Only the Certification Committee or its authorised certifiers decide certification, and never for someone they trained or assessed.
- **Impartiality Committee with teeth.** Reviews risks at least yearly, sees every conflict declaration, and can publish its concerns if the Board ignores its advice.
- **Annual declarations.** Every member, examiner and staff member declares conflicts every year and before each decision.

- **Independent appeals and complaints.** Handled by panels with no part in the original decision.
- **Valid exams.** Blueprints come from a job task analysis of working professionals; pass marks are set by modified Angoff; statistics are reviewed every window.
- **Openness.** Terms of reference, policies, the register, fee schedule and the annual impartiality report are public.

Status

47 seats defined; none filled at the date of issue. BFS operates its personnel certification schemes in alignment with the requirements of ISO/IEC 17024:2026. BFS does not currently hold accreditation to ISO/IEC 17024. Formerly accredited by NABET (QCI), No. PCB007, for certification of persons under ISO/IEC 17024:2012 (2018 to 2021).