Risk-to-Impartiality Register (template)

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Document	BFS-TPL-01 · Risk-to-Impartiality Register (template)
Edition	1.0 (interim)
Issued	19 November 2026
Owner	Impartiality Committee
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.

1. Purpose

ISO/IEC 17024 requires a certification body to identify, analyse, evaluate, treat, monitor and document risks to impartiality on an ongoing basis. BFS uses this register to do so. The Impartiality Committee reviews it at least once a year.

2. Columns

Field	What to record
Ref	R-YYYY-NN
Source of risk	Ownership, governance, management, personnel, shared resources, finances, contracts, training, marketing, relationships
Description	What could happen and how it could affect a decision
Likelihood (1-5) and impact (1-5)	Score before controls
Controls	What removes or reduces the risk
Residual score	Score after controls
Owner	Role, not name
Review date	When it will next be checked
Status	Open, controlled, closed

3. Risk categories to consider

Category	Example question for the review
Training and certification	Could anyone who trains candidates influence an assessment or decision?
Finance	Does BFS depend on income from any one provider or customer?
Fees and incentives	Is any payment linked to a pass, or could it look that way?
Personnel	Do assessors or certifiers know candidates personally?
Governance	Does any single interest dominate a committee?
Marketing	Could promotion by a provider imply BFS endorsement of its courses?
Related bodies	Could links with other organisations create pressure on decisions?
Examination content	Could item writers have access to candidates or preparation materials?

4. Download

Register template (XLSX) · PDF. The template contains column headings and risk categories only; BFS fills it in at each review.