



IMAGING SERVICE ACCREDITATION SCHEME, ISAS

CODE OF CONDUCT FOR ASSESSORS

Assessors engaged by UKAS to provide services in connection with Imaging Service Accreditation Scheme, ISAS, are required to confirm formally their willingness to observe and be bound by the following code. While performing the duties of an assessor the individual named shall comply at all times with the administrative, professional and ethical requirements of UKAS as outlined below.

The individual named agrees:

- To treat as strictly confidential all information including documents received or obtained while performing any duties for UKAS and not to divulge such information to any other person or organization (including their employer) now and in the future unless authorized in writing to do so by both UKAS and the organization being assessed;
- To keep confidential the supporting commentary and evidence and sample outcome measures comprised in the ISAS Standards and to use them only for the purpose of UKAS assessment for ISAS.
- Not to use such information for personal advantage;
- To report the findings, or any part thereof, and provide any comments and opinions resulting from assessment to the organization being assessed and to UKAS, as instructed by UKAS unless authorized in writing to do so by both UKAS and the organization being assessed;

Note: This does not affect any other professional obligations to which you are subject.

- To store all documentation received from UKAS or from the organization being assessed in a safe and secure manner at all times, and on request, to return such documents to UKAS;
- To seek permission from UKAS before copying or reproducing any UKAS publication or any document supplied by UKAS and before transferring such documents to a third-party, unless these are already in the public domain;

- To assess strictly in accordance with UKAS standards and to refrain from making unsolicited comments on any other matter;
- To disclose to UKAS any relationships, consultancies or involvement with an organization to be assessed on behalf of UKAS. This is to be done before undertaking any form of assessment of the organization;
- Not to take advantage of their relationship with the client by accepting any inducement, gift, commission, discount or any other profit from the organization being assessed on behalf of UKAS or from representatives of the organization or from any other interested person, nor knowingly allow assessors that are members of the team of assessors to do so;
- Not to act in any way prejudicial to the interests of UKAS;
- Not to accept invitations to speak on behalf of UKAS or represent UKAS without prior agreement with UKAS;
- That in the event of any alleged breach of this code, to co-operate fully in any enquiry procedure.
- That the following circumstances may lead to immediate termination of your agreement with UKAS:

If you:-

1. commit any serious breach of this code or any gross misconduct or any wilful neglect of your duties;
2. commit any act of serious misconduct or serious incompetence;
3. repeat or continue (after warning) to breach any provisions of the agreement or fail to comply with any of your obligations to UKAS;
4. are guilty of any fraud, dishonesty or conduct tending to bring yourself or UKAS into disrepute;
5. are convicted of a criminal offence;
6. you become bankrupt or make arrangement or composition with your creditors.

I agree to comply with the code set out above:

Name (Block Capitals):

Signature:

Date: