

APPENDIX 4

GLP-R005
Issue 2, 21-March-23

DEPARTMENT OF STANDARDS MALAYSIA

CODE OF ETHICS FOR INSPECTORS

In the context of their inspection activities under GLP, the inspectors undertake to comply with the rules below, which concern the actual activity of inspection as well as the inspections' attitude to the test facilities inspected, third parties and the Department of Standards Malaysia (JSM). They must:

- a) present the facts objectively, honestly, equitably and accurately to all the parties concerned.
- b) constantly maintain an attitude that welcomes dialogue, avoid arbitrary or authoritarian behaviour and keep their language courteous.
- c) inform JSM of any relation that may exist or have existed in the past two years with the organisation to be assessed and which might cause doubt concerning the independence of their judgment.
- d) neither accept, nor authorise any member of the inspection team under their responsibility to accept for themselves or their entourage any payment, gift, commission or other advantage, even if it is non-pecuniary, from the Test facility/ies inspected, their representative or any other party involved or otherwise, to avoid casting doubt on their independence during the inspection.
- e) take every precaution to avoid informing third parties, whether directly or indirectly as a result of their actions or those of the people under their responsibility, of documents or information which may come to their knowledge in the context of their inspection activities without written authorisation from the parties concerned.
- f) share their experience with the members of the inspection team with whom they may be called upon to work.
- g) behave in a manner that does not damage the reputation or interests of the client of the GLP inspection or the organisation inspected.
- h) act to preserve a positive image of the JSM and the quality of inspection.
- i) cooperate with any requests for information or formal examination procedure if violation of this code is alleged.
- j) not take part in any inspection which exceeds GLP purposes /their professional abilities.
- k) make every effort to improve their own expertise and the effectiveness and quality of their services.
- l) keep a record of the inspections performed and the training courses attended and to transmit copies of these to their files at JSM.
- m) know the rules of GLP compliance and contribute to maintaining the reputation of the GLP compliance system.
- n) accept that the JSM's staff or authorised representative observes their performance during an inspection carried out after being informed by JSM and with the agreement of the Test facility concerned.

I hereby understand and undertake to comply with the above code of ethics:

Name: Signature:

Date:

To be filed by JSM:

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