



# Contract Form

<b>Date</b>		<b>Organization No</b>	
<b>Organization</b>			
<b>Head Office Address</b>			
<b>Production/Service/Site Address(es)</b>			
<b>Phone</b>		<b>e-mail</b>	
<b>Fax</b>		<b>Client's Representative</b>	
<b>Total Number of Employees</b>	<b>Effective Number of Employees</b>	<b>Number of Sites to be Audited</b>	<b>Number of Employees Working by Sites to be Audited</b>
<b>Number of Sites</b>	<b>Number of Employees Working by Sites</b>	<b>Number of Shift</b>	<b>Number of Employees Working by Shift</b>
<b>Number of Subcontractors Employees</b>	<b>Number of Personnel Carry Out Nearly Identical Activities</b>	<b>Number of Seasonal Product Workers</b>	<b>Part Time Employees</b>
<b>Scope</b>			
<b>Standard(s)</b>			

<b>Man/Days for Certification/Recertification</b>		<b>Man/Days for Surveillance</b>	
<b>Notes:</b>			

## 1. GENERAL CONDITIONS

- 1.1. All legal, financial, technical responsibilities about the certificate usages belong to organization.
- 1.2. Organization is obligated to inform Q-check within 1 month in the case there is any change in address or within corporate body.
- 1.3. Organization will carry out all regulations needed to perform audit including access to all fields, records (Internal Audit and Management Review Records included) in order to carry out the audits and to come up with a solution to complaints.
- 1.4. All of the available addresses above and all fields within legal responsibility of the Organization are subject to the terms of the contract within the defined scope.
- 1.5. Organization will not use the certificate in a way that will harm the reputation of Q-check and will not make declarations that will disable or mislead Q-check.
- 1.6. Organization will use the certificate only to specify compatibility of management system with designated standards or other standard type documents will not use the certificate to show that a product or service is approved by Q-check.
- 1.7. Organization cannot use any of certification document, report or logos, or a part of these in a misleading manner.
- 1.8. Organization, will abide by the rules Q-check designated, at attributions made in documents belonging to own certification or communication tools like brochures or advertisements. Organization is obligated to make applications for management review and internal audit clauses at least once in a year and to present these applications to audit team during audits.
- 1.9. Certificate is owned by the organization stated in the certificate and can not be assigned to any other corporation or incorporated body. Responsibility that rises from unjustified use of certificate by third parties belongs to organization.
- 1.10. Client has to inform Q-check without delay about important situations like fatal incidents, serious injuries, occupational diseases and legal activities that are carried out by regulatory authority.
- 1.11. After first certification, findings/unsuitability situations, accident, incidents and near misses that occurs in institution and that established by third parties have to be informed to Q-check before/during the surveillance audits/recertification audits.
- 1.12. Q-check will start the activities that will be applied in the case of underreporting, false and incorrect statements. Using the legal rights belong to Q-check.
- 1.13. Accessibility of all the reports written after System and Product Certification audits and all of the information,

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document and reports before and during the audit of client institution is possible only with permission of client institution. In the case of demand of these information, document and reports from Official agency and institutions or accreditation agency, before providing the relating information, document and report to demanding Official agency and institutions client has to be informed.

**1.14.** The organization should inform Q-check, without delay of the occurrence of a serious incident or breach any regulation necessitating the involvement of the competent regulatory authority.

**1.15.** The organization uses certificate in all locations, all locations that use certificate should be audited by Q-check

**1.16.** Q-check shall request the organization to inform it about the closure of any of the sites covered by the certification. Failure to provide such information shall be considered by Q-check as a misuse of the certification.

## 2.LOGO USAGE

**2.1.** The rules which are to be obeyed relating to usage are stated hereby in the Logo Usage Instruction which is attached to this contract. These instructions are also published on Q-check website. The customer here committed that they are going to obey these rules by signing this contract.

## 3.CERTIFICATION REGULATIONS

**3.1.** "Regulations of Certification" have been published on Q-CHECK website. The customer here guaranteed that they are going to obey the rules of certification by signing this contract.

**3.2.** Q-check will inform the clients in advance about the information that are aimed to declare to the public.

**3.3.** The information concerning the clients will not be revealed to third parties without the written consent of the client and all the information is preserved with confidentiality.

**3.4.** In the event of a legal request from Q-check for maintaining the confidential information which are confidential to a third party (Accreditation body, etc.) about the information that was formerly provided to client a written notification is made.

**3.5.** Audit methodology is based on sampling and Critical sensitive information are not taken out of the company. Critic areas that are critic for company are not checked in a manner of risk-based approach. Any information is asked about the subjects that are not within the scope of audit. Critic data like patent, research-development, design, and finance information of company are investigated on site by sampling or without multiplying. This confidential business information is neither taken out of the company, nor shared to a third party. Test of the controls are carried out with employee of company at audit. Authorized access to onsite or remote systems is not demanded. Methods like Weakness test, stress test, infiltration test is not used in certification audit

**3.6.** Audits cover First stage and Second stage audits that will be done at first year, First Surveillance Audit that will be done within 12 months from the date of second stage audit, Second Surveillance Audit that will be done within 12 months from the date of audit date, Recertification Audit that that will be done within 12 months from the date of second Surveillance Audit. Hereby by signing this contract, Organization admits that they are aware of Audit processes and phases.

**3.7.**

## 4.Changes

**4.1.** Q-check is obliged to announce any changes in certification conditions to its certified clients on website ([www.qcheck-cert](http://www.qcheck-cert)) within 3 business days from the date of changes.

**4.2.** Q-check is authorized to verify that each certified client complies with the new requirements by taking written information or by visits/audits

**4.3.** Q-check is obliged to pronounce to notify the changes (suspending/withdrawing) in accreditation to its certified clients, potential clients and public on website ([www.qcheck-cert.gr](http://www.qcheck-cert.gr)) within 3 business days from the date of changes.

**4.4.** In case of the situation that Q-check suspense/withdraw accreditation and/or suspense/withdraw accreditation by accrediting agency, with the aim of relieving the unjust treatment of client, its transfer to an another notified body will be provided half the agreed fee by Q-check financially in the case that client demands it. Transfers will be made in the payment of fees to the client. Q-check will be transferred to the company in payment of the fee by the amount of the fees collected from the customer is responsible for the remaining amount is paid by customers

**4.5.** Organization is obliged to notify Q-check officially and in written about any changes relating to the legal, commercial, organizational status or property within 7 business days from the date of changes

**4.6.** Organization is obliged to notify Q-check officially and in written about any changes relating to constitution and management (key managerial, decision-making or technical staff) within 7 business days from the date of changes.

**4.7.** Organization is obliged to notify Q-check officially and in written about any changes relating to contact address and field within 7 business days from the date of changes.

**4.8.** Organization is obliged to notify Q-check officially and in written about all of the changes relating to scope of operations under the certified management system within 7 business days from the date of changes.

**4.9.** Organization is obliged to notify Q-check officially and in written about any major changes relating to management system and processes within 7 business days from the date of changes.

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### 5. FINANCE

5.1. At the final offer text which was presented to client before contract and approved by them, present “price” section is regarded as approved after the approval of client and approved final offer is taken as a basis without repetition in contract.

### 6. CONTRACT VALIDITY PERIOD

6.1. Certificate validity period for certification made based the standard is three (3) years. This contract is valid from beginning date of certification process to the end of certificate validity duration.

### 7. LEGAL DOMICILE AND MAILING ADDRESSES

7.1. Address stated in contract is accepted as organization’s domicile according to notification law. Registered or non-registered correspondences sent to this address will be in notification clause.

7.2. For IAS accreditation certifications, the India address as a head Office is the communication address.

### 8. DISAGREEMENTS

8.1. In case of disputes that will occur at the practice of this contract, Courts of İstanbul and their executive officers are authorized.

**Q-check and the organization are related parties. Q-check and customer information is given below.**

#### Q-CHECK Company Information/ Approval:

*(Authorized approval, signature)*

#### Organization Information/ Approval:

*(Authorized approval, signature)*

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