



INDEXPO CERTIFICATION (PVT) LTD;

INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME TERMS AND CONDITIONS FOR CERTIFICATION

1. OBJECTIVE: To ensure that the clients are in compliance with the terms and conditions framed herein so that there will be uniformity in the certification of systems.

2. SCOPE: The rules and regulations given herein shall be applicable for the certification of GMP/HACCP /ISO 22000/ISO 9001/ ISO 14001/OSHAS 18001 systems.

3. TERMS AND CONDITIONS :

3.1 Company shall ensure transparency and reliability of the information provided to the Certification Body (CB).

3.2 The Company shall ensure that all necessary arrangements are made before an audit, including provision for reviewing of documents, access to all processes and areas, records and personnel.

3.3 Company shall agree to bear the cost of transport arrangements pertaining to the audit.

3.4 The Company shall inform the CB in writing of any changes related to the following:

- a) Legal, commercial, organizational status or ownership,
- b) Organization and management (eg. key managerial, decision-making or technical staff)
- c) Contact address and sites,
- d) Scope of operations under the certified management systems, and
- e) Major changes to the management system and processes

4. USE OF LOGO

4.1 The award of the certificate entitles the company to use the relevant certification mark in accordance with the provisions set out herein.

4.2 The "Certification mark" shall only be used by the company and shall always be used in conjunction with the company's name and the certificate number. A copy of the "Certification mark" shall be provided by the CB upon the award of the certificate.

4.3 The logo CANNOT be used on sites or activities not included in the scope of the certificate or in any misleading manner.

4.4 The logo can be used with the accreditation mark of the accreditation of INDEXPO. This accreditation mark must only be used in conjunction with the INDEXPO certification logo, and show the management system relevant to the client's certificate.

4.5 The "certification mark" shall not be directly applied on the company's product and its packaging or be associated with the company's product in such a way as to imply that the product itself is certified by INDEXPO.



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4.6 All materials including but not limited to letterheads and advertisement brochures containing the "certification mark" shall be submitted to INDEXPO for written approval prior to their use and or release to the public.

4.7 The company shall discontinue the use of the "certification mark" immediately upon the expiry or termination of the certificate, or for whatever reason(s) as decided by INDEXPO.

5. CERTIFICATE

5.1 The certificate awarded shall be valid for a period of three (03) years as specified in the certificate.

5.2 The certificate may be withdrawn by INDEXPO at any time, if

- a) The company fails to maintain an effective management system in compliance with the requirements of the relevant standard;
- b) The company uses the "Certification mark" without approval from INDEXPO;
- c) The company fails to provide reasonable facilities to the auditors of INDEXPO to inspect the factory and other premises;
- d) The company fails to comply with or is in breach of any of the terms and conditions of the Integrated Management System Scheme;
- e) The company fails to pay INDEXPO the applicable fees within the stipulated time period.

5.3 At any time during the validity period of the certificate, if the company wishes to withdraw from the scheme the company may inform INDEXPO in writing of their intention.

5.4 It shall be communicated to the Certification Committee and shall approve it.

5.5 The decision shall be communicated to the company and they shall immediately return the certificate.

5.6 The certificate shall be remain the property of the INDEXPO and must be returned to INDEXPO upon termination or expiry of the certification.

5.7 INDEXPO reserves the right to renew or refuse to grant renewal of the certificate.

6 APPEALS

6.1 In the event of the company wishing to make an appeal against any decision of INDEXPO, it shall officially inform the decision to the Director INDEXPO in writing.

6.2 INDEXPO shall send the prescribed form for making the appeal (QP-10-F-01) to the company.

6.4 The duly completed form shall be submitted to INDEXPO.



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6.5 The decision of INDEXPO shall stand, pending any further considerations by the Appeals Committee of INDEXPO. The appeal procedure shall be followed by INDEXPO.

6.5 The decision of the Appeals Committee shall be final.

7 CONFIDENTIALITY

7.1 All information and documents supplied by the company under the scheme shall be kept confidential.

8. LIABILITY

8.1 INDEXPO shall not be liable to the company for any expenses, loss or damages suffered by the company and caused by the company's participation in the scheme or as a result of the assessment of the company's management system by INDEXPO or its representatives.

9. INDEMNITY

9.1 The Company shall agree and indemnify INDEXPO against all losses and expenses suffered by INDEXPO including but not limited to all claims by any third party against INDEXPO.

10. TAXES

10.1 The Company shall agree to indemnify and pay INDEXPO for all taxes, levies, and duties including, but not limited to value added tax (VAT) or withholding tax which INDEXPO may be liable to pay as a result of providing the services to the company herewith.

11 GOVERNING LAW

11.1 These terms and conditions shall be governed by and construed in accordance with the laws of the Democratic Socialist Republic of Sri Lanka.

12 CHANGES IN THE TERMS AND CONDITIONS

12.1 If any major changes are made to the terms and conditions governing the Integrated Management Systems Certification Scheme, all certified companies shall be informed in writing by the management of INDEXPO.