



Date:  
Factory Name:  
Address:  
Phone:  
Fax:  
E-mail:

Dear ,

Thank you for your request.

Please fill out the enclosed Audit Requisition Form and send it to our assigned social compliance specialist as mentioned below to get a quick response to your request. In case of need for any additional information, our specialist will contact with you directly.

Your all audit requests are going to be process after receiving the complete form and factory visits for most audit requests will be carried out within 30 days.

If you have additional questions or inquiry, please do not hesitate to contact our Compliance Specialist directly.

Thank you for choosing us as your partner in Corporate Social Responsibility Services.

Best Regards,

Nurten Gunaydin

Corporate Social Responsibility Manager  
INTERTEK LABTEST - TURKEY

**Intertek Testing Services Contact:**

Kagan Dogan Dortboluk – Corporate Social Responsibility  
E-mail: kagan.dortboluk@ intertek.com

Tel: + 90 212 471 00 65 – external: 222  
Fax: + 90 212 693 49 87



## TERMS AND CONDITIONS

### Scope of Services:

On-site monitoring of manufacturing facilities can be classified on two major titles:

- 1) a-Supplier Code of Conduct Audits  
b-Social Responsibility Certification Audit
- 2) Factory Evaluation

1) a- Monitoring visits will include, but are not limited to, documentation such as payroll records, time cards, insurance policies, and registration certificates, as well as occupational safety and health measures and documentation, all in accordance with local labor standards and/or your specific Code of Conduct for Suppliers or Terms of Engagement Policies.

b- In addition to the mentioned in part a, activities of the staff that is responsible for the implementation of code of conduct, the transfer of the code of conduct to the employees, staff training, and the documents that are related to these, also customs records, PO follow-up, and processes such as warehouse and transportation safety applications.

2) Factory Evaluation will include, the quality system, purchasing control, design control, manufacturing process control, incoming goods control, various inspections performed during or at the end of production. Further, Monitors will conduct and complete each Initial Visit and Follow-up Visit in accordance with the specified or agreed upon compliance program monitoring tools.

### Monitoring Service Fees are exclusive of the following:

Monitoring Service Fees, transportation, accommodation and other monitoring related expenses of monitoring team or auditor will be billed in addition to the monitoring fee as expensed.

### Access Denied or Unable to Perform Monitoring Visit Policy:

In the performance of normal business activities, Intertek acknowledges, events may occur requiring the cancellation or postponement of a scheduled monitoring visit.

If advance written notice is provided, within 15 days, of the scheduled Initial or Follow-up Monitoring Visit date, Intertek will not demand for payment for such cancelled monitoring visit.

If advance written notice is provided, within 10 days, of the scheduled Initial or Follow-up Monitoring Visit date, Intertek will demand for payment only the expenses related to the preparation of this visit such as visa application fee, etc.

If written or verbal advance notice of cancellation is provided less than 10 business days of scheduled Initial or Follow-up Monitoring Visit date, ITS will charge a cancellation amount equal to 50% of the full amount of the initial monitoring visit service fee.

Upon instruction from the client, **Intertek** in advance has contacted the supplier facility and confirmed acceptance of the onsite Initial or Follow-up Monitoring Visit. On arrival to the audit place, if access denied to supplier facility for any reason, as a result of all the incurred substantial losses in time and expense the Client will be invoiced for the full amount of the Initial or Follow-up Monitoring Visit Service Fee plus actual out of pocket travel expenses.

### Reporting and Communication:

For those Suppliers who do not pass the Initial Monitoring Visit, Intertek will immediately discuss the problems and facility suggested corrective actions with the Supplier. The audit report shall be generated based on the observations of the auditor on the specific audit date. The auditor cannot be held responsible from the determination of past nonconformities which are damaged, not documented or not declared and from any changes that realized after the audit. The Client will determine acceptance of supplier corrective action plans and time periods for achieving compliance. After the Initial Visit, Intertek, upon instruction and agreement, will conduct a Follow-up Monitoring Visit of the facility to determine compliance in a timeframe as specified by the Client.

Monitoring assessment reports will be submitted to the client within 8 working days following the monitoring visit.

Intertek will use an agreed upon tracking spreadsheet or other reporting mechanism and electronic mail network to communicate scheduled monitoring dates and the results of Initial and Follow-up Monitoring Visits.

Upon completion of an Initial or Follow-up Monitoring Visit, the results of the visit will be entered into an agreed upon audit report format and electronically transmitted to the designated contact person. Furthermore, in the case of technological advancements, Intertek, within reason, will install and support the development of future enhancements in the reporting mechanism to facilitate reporting to the satisfaction of the client

### Confidentiality Policy:

Intertek will not disclose any information in connection with the performance of any Initial or Follow-up Monitoring Visits to any third party without obtaining a written consent before.



### Monitoring Visit Service Fee Schedule

Nr Of Employee	Vendor/Supplier	
Audit Type	Standard	Audit Date
Initial visit <input type="checkbox"/> Follow up visit <input type="checkbox"/>		
Audit Fee	Audit Expense	Invoice Amount

**Payment Conditions:** For a quick response to your audit request, please fill all the needed parts in this form. The completion, signing and the submission of this document to **Intertek** by the applicant, acknowledges acceptance and agreement with this payment conditions.

For audit to be performed, monitoring service fee must be deposited to one of the accounts mentioned below, before the monitoring visit date and the bank slip must be submitted to Intertek.

Name of the bank           HSBC  
Branch&Code             GUNESLI & (723)  
Bank address             Kocman cd. Ziyal Plaza, A Blok No:38 Gunesli / Istanbul  
Beneficiary name         Intertek Test Hizmetleri AS.  
Acc. No (USD)             1034640-773-01  
IBAN CODE for USD:     TR36 0012 3007 2310 3464 077301  
Acc. No (EURO)          1034640-773-99  
IBAN CODE for EURO:    TR09 0012 3007 2310 3464 077399  
SWIFT CODE             HSBCTRIX723

#### Acceptance of Monitoring Service Fees and Conditions

Completion and return transmission of this electronic form, by the recipient, acknowledges acceptance and agreement with the stated terms and conditions herein. The recipient acknowledges the terms and conditions of this form (with all pages) are legally binding obligation of the Corporation and enforceable in accordance with the stated terms. Additionally, the recipient acknowledges they are an authorized representative of the below stated corporation with appointed authoritative power to duly execute this agreement as an authorized representative of, the corporation. As an authorized representative of the Corporation, the undersigned authorizes **Intertek Testing Services** to contact the below stated facilities, as an agent of the corporation, for the purposes of performing a compliance monitoring visit.

<b>Company Name:</b>			
<b>Billing Address:</b>			
<b>Phone:</b>		<b>Fax:</b>	
<b>Officer or Principal Name, Surname, Title:</b>		<b>E-mail</b>	
<b>Signature:</b>			
<b>Responsible Person for billing (if different from above):</b>			
<b>E-mail address (if different):</b>			
<b>Company stamp:</b>			
<b>Date:</b>			