






## Audit/Verification Application Form (GSV/MQP/SQP/TGI/WCA)

### Section 1: Service Request:

<b>Intertek Community's Recommended Programs:</b>			
<input type="checkbox"/>		Global Security Verification - <b>GSV</b>	<i>An evaluation on facility's security procedures and systems in accordance with U.S. Government supply chain security requirements</i>
<input type="checkbox"/>		Mill Quality Program - <b>MQP</b>	<i>An evaluation on quality, social and environmental performance of fabric mills</i>
<input type="checkbox"/>		Supplier Qualification Program - <b>SQP</b>	<i>An evaluation on supplier's quality management system, product control, process control, etc.</i>
<input type="checkbox"/>		Think Green Initiative - <b>TGI</b>	<i>An Environmental sustainability assessment that evaluates environmental compliance performance, environmental management system, pollution prevention and sustainability practices in various environmental areas</i>
<input type="checkbox"/>		Workplace Conditions Assessment- <b>WCA</b>	<i>A social compliance audit aligned with industry standards and best practices to improve working conditions in supply chain</i>
<b>Others Industry Association Programs:</b> <input type="checkbox"/> SA8000 <input type="checkbox"/> WRAP <input type="checkbox"/> BSCI <input type="checkbox"/> SMETA <input type="checkbox"/> ICS <input type="checkbox"/> EICC			
<b>Audit Type:</b>		<input type="checkbox"/> Initial Audit <input type="checkbox"/> Follow-up Audit <input type="checkbox"/> Annual Audit / Renewal Audit <input type="checkbox"/> Others	
<b>Desired Audit date (DD-MM-YYYY):</b>			

### Section 2: Information of Applicant:

Company Name <i>(English &amp; Local Language)</i>	English		
	Local		
Address <i>(English &amp; Local Language)</i>	English		
	Local		
Contact Person 's Name/Title		Telephone Number	
Fax Number		E-mail address	

### Section 2a: Information of Vendor (If applicable):

Company Name <i>(English &amp; Local Language)</i>	English		
	Local		
Address <i>(English &amp; Local Language)</i>	English		
	Local		
Contact Person 's Name/Title		Telephone Number	
Fax Number		E-mail address	

### Section 3: Invoiced Details

Company Name <i>(English &amp; Local Language)</i>	
Address <i>(English &amp; Local Language)</i>	
Contact Name	
Telephone Number	
Fax Number <i>(For billing)</i>	
E-mail address	

### Section 4: Details of Physical Facility to be assessed:

Intertek Trust ID Number	
Company Name	English

(English & Local Language)	Local		
Address (English & Local Language)	English		
	Local		
Contact of Facility Representative & Title		Telephone Number	
E-mail address		Fax Number	
Contact of Facility's Top Management		Web Site	
Year of Facility Established		Facility Business License/Permit Number	

Facility Business License/ Permit valid up to (If applicable) (DD-MM-YYYY)		Facility Business License/Permit is issued by:	
Product Classification of Manufacturing	<input type="checkbox"/> Home communications, entertainment and hobby equipment <input type="checkbox"/> Furniture and Furnishings <input type="checkbox"/> House appliance <input type="checkbox"/> Housewares (non-powered) <input type="checkbox"/> Chemicals and chemical products <input type="checkbox"/> Home workshop apparatus and tools <input type="checkbox"/> Yard and garden <input type="checkbox"/> Child nursery equipment and supplies <input type="checkbox"/> Personal use items <input type="checkbox"/> Garments, Footwear and Accessories <input type="checkbox"/> Packaging and Containers <input type="checkbox"/> Toys <input type="checkbox"/> Personal care items <input type="checkbox"/> Auto Part & Accessory <input type="checkbox"/> Beverage & Food <input type="checkbox"/> Pet related products <input type="checkbox"/> Medicine <input type="checkbox"/> Raw Material <input type="checkbox"/> Miscellaneous Products <input type="checkbox"/> Servicing Facilities <input type="checkbox"/> Other _____		
Main Product(s) (please specify):		Total No. of Employees	
Main Language of employees	Production Workers		
	Management Staff		
Number of Buildings	Production		
	Dormitory		
	Warehouse		
	Other (please specify)		

**Section 5: This Part is for GSV Only**

	Yes	No
Are warehouse(s) customs bonded?	<input type="checkbox"/>	<input type="checkbox"/>
Are facilities located in a Free-Trade Zone?	<input type="checkbox"/>	<input type="checkbox"/>
High Value Parts	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>
Perishables	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>
Munitions / Dual Use	<input type="checkbox"/>	<input type="checkbox"/>

**Section 6: This Part is for SMETA Program Only**

	Yes	No
Is Retailer Name required to be shown on audit report?	<input type="checkbox"/>	<input type="checkbox"/>
Shall audit report be shared with the master client?	<input type="checkbox"/>	<input type="checkbox"/>

**Section 7: Quotation and Confirmation by Intertek**

Proposed Date of On-site Audit: (DD-MM-YYYY)		Manday Required :	
Audit Fee:		Approximate Cost of Travelling & Accommodation	
Date of Quotation: (DD-MM-YYYY)			



TERMS & CONDITIONS – AUDITING SERVICES		
Terms	Definition/ Condition	Rate
<b>Onsite Audit Access</b>	The facility management's shall be responsible to ensure full cooperation in providing access to all areas of the facility and an appropriate work environment for auditors to conduct their job in accordance with the audit scope. This may include employees for confidential interviewing, documentation for review and other requirements,	Not Applicable
<b>Booking Lead Time</b>	Applications should be made at least <b>30</b> calendar days prior to the desired date.	Not Applicable
<b>Manday</b>	8 hours spent business and/or traveling with 1 hour break or in compliance with local labor law.	As agreed with client
<b>Normal Business Day</b>	Monday to Friday or in compliance with local labor law and customs	Not Applicable
<b>Working/Traveling on Holidays Charge (Saturday, Sunday or Public Holiday)</b>	Holidays and Weekends will vary depending on local law and customs. A surcharge will be applied for work and travel on such days.	50% surcharge of audit fee
<b>Audit Preparation, Administration / Scheduling &amp; Report Writing</b>	General administration fee for audit scheduling, preparation and report writing.	0.5 man-day
<b>Express Booking</b>	For audit booking within <b>5</b> working days from desired audit date.	50% surcharge of audit fee
<b>Late Cancellation &amp; Rescheduling Charge</b>	If notice of cancellation or rescheduling is made with less than 5 business days prior to the committed audit day, the supplier or facility will be responsible for the audit fee and the expenses incurred.  For countries where we have to fly auditors, the cancellation policy is extended to 10 business days and/or any cost associated with booking, scheduling, penalties associated with cancellation or rescheduling shall be paid by the client.	- More than 2 and within 5 business days: 50% surcharge of audit fee plus expenses incurred (Ground Transportation only)  - Within 2 business days and/or 10 business days with flight travel: 100% audit fee plus expenses incurred
<b>Access Denied Charge</b>	Scheduled audit was not performed on the committed audit date due to the facility management not allowing Intertek auditor to enter or conduct the audit for reason outside the control of the auditor.	100% audit fee plus all expenses incurred
<b>Extra Traveling Time Charge</b>	If travel cannot be completed within the same day of service execution and if the distance from the nearest office is over 100 km, the traveling time (including the waiting time due to lack of transport resources) will be charged.	- up to 4 hours: 0.5 manday - more than 4 hours: 1.0 manday
<b>Out of Pocket Expenses (OPE)</b>	Other expenses include traveling, hotel expenses (if any), applicable governmental taxes, visa administrative fee, etc.	Invoiced in accordance with travel cost matrix or pre-approved price agreement
<b>Value Added Tax (VAT)</b>	In countries where legally applicable, Value added taxes will be added to the invoice as per local country practices	Where applicable
<b>Mailing Expenses</b>	Documents, samples, materials, etc. sent to clients or between different offices at the request of the client.	Invoiced at cost plus 10% handling fee
<b>Service Document Re-issuance Charge</b>	Any changes other than Intertek own corrections required after the original document has been issued (report or certificate)	US 30 per copy
<b>Payment Terms</b>	Net 30 days from the end of the month during which the invoice is issued. If the service is invoiced to parties other than buyer/client (e.g. agent, supplier/ facility, etc.), full prepayment term will be applied. Any late payment shall incur, after a prior notice of Intertek, a penalty equal to the balance due at the rate of 2% per month from the invoice due date until payment receipt. Intertek reserves the right to suspend services and/or change payment terms to full pre-payment due to credit issue or other issues deemed appropriate.	2% per month from the invoice due date
<b>Liability</b>	The liability of Intertek in respect of any claims for loss, damage or expense of whatsoever nature and howsoever arising in respect of any breach of contract and/or any failure to exercise due skill and care by Intertek shall in no circumstances exceed a total aggregate sum equal to ten (10) times the amount of the fee or commission payable in respect of the specific service required under the particular contract with Intertek which gives rise to such claims provided however that Intertek shall have no liability in respect of any claims for indirect or consequential loss including loss of profit and/or loss of future business and/or loss of production and or cancellation of contracts entered into by the Principal.	10 times the amount of the audit fee
<b>General Conditions</b>	All activities of Intertek <b>Consumer</b> Goods Division are governed by Intertek General Terms and Conditions of Business which can be provided upon request.	Not Applicable
<b>Confidentiality</b>	All information and data received by Intertek while engaged in the activities will be treated as confidential pursuant to confidentiality agreement executed by the parties.	Not Applicable

Remark: For the avoidance of doubt, The Services are obtained by Intertek, resultant from The Customer's ordering Intertek to perform and do not relieve.



Subject to the current  
Terms & Conditions of Intertek

The Supplier of its obligations to ensure that The Products and business practices comply with the contractual specification and all applicable laws, regulations, standards and codes of practice as defined in the scope of service offered by Intertek or contractual obligations defined by The Customer.