

EDANA QAP Supplier Application Form

This questionnaire will help us understand your business.
Please send your completed form to sales.nl@bsigroup.com.

1. Type of Audit		
Audit type:	☐ Initial QAP audit ☐ Periodic QAP audit (<i>You already have access to BSI Connect Portal</i>)	
Desired Audit Date Range (1):	From	To

(1) The start date of date range should not be earlier than 3 months

2. Auditee Details (the Physical location or Facility to be assessed):			
Company Name:			
Address:			
Contact of Facility Representative:			
Telephone Number:			
E-mail address:			
Facility Business License / Permit Number:	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:		
Main Product(s) (please specify):			
Operations / Production Processes (please specify):			
Total Number of Employees:			
Main Language of employees:	Production Workers:		
	Management Staff:		
Number of Buildings & Floor Area:	Production:		Sq. Meters
	Dormitory:		Sq. Meters
	Warehouse:		Sq. Meters
	Other (please specify):		Sq. Meters

3. BSI Connect Portal Administrator (if different from facility Representative contact)

Title (Mr/Mrs/Ms):		Full Name:		
E-mail address:			Telephone Number:	

4. Payer – Invoicing Details

Company Name:				
Address:				
Contact Person 's Name/Title:				
E-mail address:			Telephone Number:	

Remarks:

(1) If there are changes to any of the above information, inform BSI immediately by sending an updated form via email.

(2) No benefits of any kind shall be offered to any BSI staff or representatives.

(3) BSI is only authorized to issue and distribute audit report according to the applicable audit programme requirements. If the auditee is not entitled to a copy of the audit report but wishes to have a copy, the auditee shall obtain the relevant written permission and provide it to BSI.

Confirmation by Auditee:

We confirm that the information above is accurate.

X

Authorized Signature and Company Stamp

Name and position:

Date:

Operational Clauses for EDANA QAP

An audit conducted on behalf of the Client on auditees, to assess, validate and report on the auditees' activities, capacity and capabilities, based on EDANA QAP standard.

- The fees are based on information provided including but not limited to scope, effective number of personnel, number of sites, risk category and complexity. If the actual situation differs or changes, the fees will be adjusted accordingly.
- Unless otherwise provided, fees do not include expenses for travel (airfare, ground transportation, meals, hotel accommodations if any), etc. which shall be charged separately.
- The fees are based on the prevailing exchange rates. If exchange rates fluctuate either way significantly, BSI and Client can re-negotiate.
- Additional costs will be charged in the following scenarios:

	Description of Additional Costs	Calculation of Costs
Working / Traveling outside of business days and business hours	Holidays and Weekends will vary depending on local law and customs. A surcharge will be applied for work and travel outside of business days and business hours. A 'business day' means any day except any Saturday, any Sunday, or any day which is a holiday in the territory where the services are provided, or any day on which banking institutions are authorized or required by law or other governmental action to close. 'Business hours' are between 9am to 5pm on a business day, unless otherwise agreed between parties.	50% surcharge of prevailing man-day rate for number of days affected.
Fast Track Booking	Applications should be made at least 30 calendar days prior to the desired date or otherwise a surcharge will be applied. BSI may offer this Fast Track Booking service subject to the availability of resources.	50% surcharge of prevailing man-day rate for number of days affected.
Access Denied Charge	Scheduled audit could not be performed on the agreed date as BSI was not allowed to enter or conduct the audit, for reason outside the control of BSI.	100% of prevailing man-day rate for number of days affected, plus all expenses incurred.
Late Cancellation & Rescheduling Charge	If notice of cancellation or rescheduling is made with less than 5 business days prior to the commencement of the services or audit, the Payor shall pay for all expenses that have been incurred and the full audit fees. Where services include travel to another territory, and such travel exceeds 4 hours, the abovementioned notice shall be 10 business days. The Payor shall pay for all expenses that have been incurred including without limitation costs associated with booking, scheduling, and also penalties associated with cancellation or rescheduling.	100% of prevailing man-day rate for number of days affected, plus all expenses incurred.
Extra Traveling Time Charge	If travel cannot be completed within the same day of service execution and if the distance from the nearest BSI 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 man-day. 4 or more hours: 1.0 man-day.
Service Document Re-issuance Charge	Any changes other than BSI's corrections, which are required after the original document has been issued.	To be advised.
Others	Where the services involve special audit arrangements, specific reporting criteria, requirements such as audit personnel with special qualifications, or travel to remote locations, Client acknowledges that there will be surcharges.	To be advised.

For the avoidance of doubt, nothing herein shall relieve the applicant or facility of its legal, regulatory or contractual obligations, and BSI's services, including the outcome of its services, shall not be deemed as superseding any such obligations.