

Standard Terms of Business

(Revised 01 January 2014)

Scope

Unless indicated otherwise the standard terms of business apply to customers seeking or holding CAAC accreditation and to those activities in connection with a CAAC, recommendation for appointment to undertake regulatory conformity duties.

The revised price list that is effective from 01 January 2014 is on last page of this document. Our prices are reviewed annually and are subject to amendment at any time

Assessment Procedure

- Desk top review of documents pertaining to background of the organization, manpower, experience, Quality management systems maintained by the ATOs
- On site verification of office & interview of the consultants proposed to be used, if satisfied with documents onsite verification may not be needed.
- Qualified Consultants full time or part time is must to apply for accreditation in respective discipline
- It is preferred that the 50% of the consultants working with the organization, should be registered as individual auditors or trainings with CAAC.
- The consultant organization shall develop and maintain a Quality Management System and ISO 17204 requirements for the conformity assessment body.

Surveillance Assessment

To assess an organization's continuing conformance to CAAC criteria and the effective implementation of the

- CAAC shall conduct an annual surveillance for administrative procedures, best practices and records.
- The ATOs shall maintain up-to-date personnel records of consultants, including the qualifications, training, experiences, affiliations competence and any certification activity that may be required.
- CAAC shall carry out reassessment of the office, procedures and documentation to verify the compliance with the CAAC criteria at intervals not exceeding three years

- The organization shall apply for the reassessment enclosing the necessary papers and the fee before end of every three year.

Application Fee

The first step when seeking accreditation for Authorized training organization (ATOs), Authorized Trainer (AT), Authorized Auditor (AA) is to submit a completed application form and the application fee so that we can begin consideration of the applicant’s readiness for accreditation. Once accredited or recommended, no further application fee is payable for subsequent extensions of scope within a standard or for additional accreditations or recommendations under the same or any other regulatory recommendation.

The fee is payable online in advance of the application review process and is not refundable, if the applicant withdraws

Desktop review, Pre-assessment or initial assessment work is that required for the grant of accredited status under a standard procedure separately from any status currently held

Annual Accreditation Fee table

	ATOs	AT	AA
First time fee	1000\$	200\$	100\$
YoY (year on year)	800\$	100\$	Free of cost

* fee structure of training courses and certification for all the offered tracks can be obtained after application submission, a detailed table with all individual training courses and the consultancy fee with slab scheme will be shared.

Please note: all fee shown above are in SGD (Singapore dollars), excluding taxes please add 12% tax for all the payments.

- All successful ATOs Organizations will be issued a certificate.
- The validity of the Certificate will be for the period maximum three years
- The Certificate is the primary evidence of validity of Accreditation of ATOs and should be presented on commencement of a project and thereafter on demand as appropriate.

It will take approximately 30days standard time for review of application and initial confirmation; in case of urgent application there will be 25% extra amount to be paid at the time of filing the request.

Kindly note that once the fee is paid it is not refundable at any circumstances, either the applicant has to continue with application process or bring the substitute to continue with application process.

All the forms along with required documents are required to be send to accreditation@certificationasia.com and a notification email to care@certificationasia.com

Code of Conduct

All ATOS organizations are obliged to improve the standing of the consultancy profession by rigorously observing the Code of Conduct. Failure to do so may result in suspension or withdrawal of accreditation.

ATOs organizations undertake:

To act professionally, accurately and in unbiased manner, be truthful, accurate and fair to the assigned work, without any fear or favour

To prudently use information provided by or acquired from the client in developing the systems and maintain confidentiality of information received in connection with the assignment

To avoid any conflict of interest that may affect the work to be carried out

Not to accept any gift or any other favour from the clients, or their representatives and also not to allow colleagues to do so.

To co-operate fully in any formal enquiry procedure of CAAC as per appeals procedure

Comply with all regulatory and statutory requirements applicable to ATOs organizations legal entity in respective domicile