**Audit/Verification Application Form审核申请表**

Section 1: Service request审核需求

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| 1.a – AUdit Program/Protocol 审核方案 | | |
| Intertek Community Programs 推荐方案:  WCA 工作场所条件评估  SQP供应商资质项目  GSV全球供应链安全验证 [Please press](http://www.intertek.com/business-assurance/supplier-management/corporate-responsibility/) **[Ctrl+Click](http://www.intertek.com/business-assurance/supplier-management/corporate-responsibility/)** [here for more details 如需更多资料, 请在此按](http://www.intertek.com/business-assurance/supplier-management/corporate-responsibility/) **[Ctrl键+单击](http://www.intertek.com/business-assurance/supplier-management/corporate-responsibility/)** | | |
| Inlight Network / Inlight网络  [Please press](http://www.intertek.com/inlight/network/) **[Ctrl+Click](http://www.intertek.com/inlight/network/)** [here for more details如需更多资料, 请在此按](http://www.intertek.com/inlight/network/) **[Ctrl键+单击](http://www.intertek.com/inlight/network/)** | | |
| Industry Association Programs 行业协会方案:  amfori BSCI  ICS  RBA (formerly前为EICC)  SA8000  SMETA 4 Pillar /Sedex 会员道德贸易审核4模块  SLCP  SMETA 2 Pillar / Sedex 会员道德贸易审核2模块  Sedex Virtual Assessment /Sedex 远程审核  WRAP  If audit program applicable, please provide a list of your clients that you will share the audit report with (we will arrange the audit according to your client’s requirement, for example, some clients only accept semi-announced audit.) By signing this audit request form, you authorised Intertek to send a copy of the audit report, alerts and any supplementary audit information to the customers that you listed below.  如果审核方案适用, 请提供贵司预计会分享此次审核报告的客户名单, 以便我司按相关客户要求安排审核, 例如部分客户只接受半通知型式的审核。在此申请表签字后，即代表您授权Intertek将审核报告、警告和任何审核补充信息的副本发送给您在下面列出的客户。 | | |
| Client Specific Programs (Please specify client name) **客户方案（请注明客户名称）**: | | |
|  | | |
| 1.B- AUDIT TYPE & AUDIT DATE审核类型及审核日期 | | |
| Audit Type审核类型: | Initial Audit 初次审核  Follow-up Audit 跟进审核  SMETA (complete section 5) 请务必填妥本表格第五部分 | Annual Audit / Renewal Audit年度审核  Other 其它      \_ |
| Audit Announcement  Announced 通知  Unannounced 不通知  审核通知:  Semi – Announced with window period 半通知, 仅告知审核可能发生的时间段      \_ | | |
| Desired Audit Date/Period (DD-MM-YYYY or MM-YYYY) 要求审核日期: | | |

Section 2: Details of physical facility to be assessed被审核企业资料

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| **2a - Generic information 一般资料** | | | |
| Audited Facility Company Name *(English & Local Language)*公司名称 (中英文) |  | | |
| Site Address *(English & Local Language)* 地址 (中英文) |  | | |
| Additional sites (address)  其他額外地点 (地址) | Provide address if the facility has additional sites remote from the premises若企业有以上列地址外的其他地点, 请提供: | | |
| Location of the Employee Documents  员工文件保存地点 | Provide address if employee documents (e.g. HR / Pay Roll/ Time Attendance Records) are stored in a different location若员工文件(如: 人事/薪酬/工时记录)保存在其他地点, 请提供保存文件的地址: | | |
| Company Registration Number  公司注册号码 |  | | |
| Office/Facility Working Hours  办公室/厂房办公时间 |  | | |
| Production Shift/Time  生产班次/时间 |  | | |
| Shutdown Periods  (Weekly/Monthly/Annual)  停工时间 (每周/每月/每年) |  | | |
| Peak Seasonality Periods  (if Applicable)  季节性高峰期 (如适用) |  | | |
| Primary Facility Contact & Title企业主要联系人及职位 |  | Secondary Facility Contact & Title  第二联系人及职位 |  |
| E-mail 电子邮件 |  | E-mail 电子邮件 |  |
| Phone  联系电话 |  | Phone  联系电话 |  |

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| **2b - Size Information企业规模** | | | | | |
| Facility Size 企业面积 | Facility Land Size (m2)  企业占地面积（平方米） | |  | | |
| Total Facility Floor Size (m2)  企业建筑面积（平方米） | |  | | |
| Number of Buildings  建筑物数目 | Production 生产 | 1 | | #Onsite Dormitory  #厂内宿舍 | 1 |
| Warehouse 仓库 | 1 | | Other (specify)  其他（请注明） |  |
| Offsite Dormitories  厂外宿舍 | Address 1地址 1: |  | | | |
| Address 2地址 2: |  | | | |
| Address 3地址 3: |  | | | |
| Onsite Service and/or Labor Providers  (Provide name of each service/labor provider and roles E.g., Labor agency, security, janitor, etc.)  企业现场其他服务及/或劳工供应商  (请提供其它服务/劳工供应商名称及所提供服务种类 如: 劳务中介、保安、清洁工等) | |  |  | | --- | --- | | Type 种类: | Name 名称: | |  |  | |  |  | |  |  | | | | | |

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| **2c - Employee Information 雇员资料** | | | | | | |
| Total Number of Employees  总雇员人数 | | |  | | | |
| Employee Breakdown by Gender  按性别分类 | Male 男性人数 |  | | | Female 女性人数 |  |
| Number of Employee Breakdown  雇员人数比例 | Permanent Employee永久性雇员 (即直接雇佣员工) |  | | | Temporary/ Agency 临时雇员 / 代理 |  |
| Migrant labour  外来工 |  | | | Home workers  家庭雇工 |  |
| Employee Type Breakdown  员工类別 | # Production Employees  生产员工人数 |  | | | # Office / Admin staff办公室或行政人员人数 |  |
| # Management 管理人员人数 | | |  | | |
| Language Spoken by Employee员工的主要语言 | Language 语言1: |  | | | Total workforce in %  占员工比例 |  |
| Language 语言2: |  | | | Total workforce in %  占员工比例 |  |
| Language 语言3: |  | | | Total workforce in %  占员工比例 |  |
| Language 语言4: |  | | | Total workforce in %  占员工比例 |  |
| Language 语言5: |  | | | Total workforce in %  占员工比例 |  |
| Language Spoken by Management  管理人员的主要语言 | Language语言1: |  | | | Language语言2: |  |

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| **2d - Product Classification of the facility to audit 被审核企业产业类型** |

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| For Manufacturing facility (describe what product do you produce) 作为生产商, 请描述您所生产的产品: |
| For non-manufacturing facility (describe your business) 作为非生产商, 请描述您的业务或服务种类: |

**Section 3: Information of applicant (complete ONLY if different from facility) 申请方信息 (如与被审核企业相同，可不填)**

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| 3.A-Information of applicant 申请方信息 |

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| --- | --- | --- | --- |
| Company Name *(English & Local Language)*  公司名称 (中英文) |  | | |
| Address *(English & Local Language)* 地址 (中英文) |  | | |
| Contact Name & Title  联系人及职位 |  | Phone 联系电话 |  |
| E-mail 电子邮件 |  | Fax 传真号码 |  |

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| **3.B-Information of vendor (If Applicable) 中间商信息(如适用)** |

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| --- | --- | --- | --- |
| Company Name *(English & Local Language)*  公司名称 (中英文) |  | | |
| Address *(English & Local Language)* 地址 (中英文) |  | | |
| Contact Person Name & Title联系人及职位 |  | Phone联系电话 |  |
| E-mail 电子邮件 |  | Fax 传真号码 |  |

Section 4: Invoiced details 付款方信息

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| Company Name (English & Local Language) / Invoice To 公司名称(中英文) / 发票抬头 \* |  |
| Invoice Address (English & Local Language)  发票寄送地址(中英文) \* |  |
| Invoicing Contact Name 联系人 /发票收件人\* |  |
| Phone发票收件人联系电话\* |  |
| E-mail 电子邮件\* |  |
| Tax/VAT number (if applicable) 税务号码(适用时) \* |  |
| Bank & Account No. (if VAT invoice is needed)  开户行以及帐号信息 (仅适用于VAT发票) \* |  |

\* compulsory information 必须填写栏目

**Section 5: SMETA Audit Additional Information Sedex 会员道德贸易审核附加信息**

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| SMETA Audit Type审核类型: | Full Initial全面初次审核  Periodic 定期审核  Full Follow-up 全面跟进审核  Partial Follow-up 部分跟进审核 | | | | Partial Other Define below其它部分审核 | | | |
| **Sedex Company Reference:**  (only available on Sedex System)  if applicable  **Sedex 公司编码**  (仅存在于Sedex系统) 如适用 | | ZC: | | **Sedex Site Reference:**  (only available on Sedex System)  if applicable  **Sedex 场所编码**  (仅存在于Sedex系统) 如适用 | | | | ZS: |
| Do you have access to Sedex SAQ (Self-assessment Questionnaire)?  是否已从平台获取Sedex自我评估问卷? | | | | | | Yes 有  No沒有 | | |
| **SEDEX Fee:**  **SEDEX费用:**  £50 per SMETA audit/SVA for Sedex member with ZS Code (Sedex fee will increase to £80 from 1 June 2023 audits)  拥有Sedex 场所编码的Sedex成员**,** 每一审核收取伍拾英镑 (Sedex费用将于2023年6月1日上调至捌拾英磅)  £200 per NON-SMETA audit  非SMETA审核收取贰佰英镑 | | | **Audit Report Upload Fee:**  **(mandatory to upload to Sedex)**  **审核报告上传费用:**  **(强制的上传到Sedex)**  USD80 per report - to upload any SMETA or non-SMETA reports on Sedex  任何上传至Sedex 系统的SMETA或非SMETA报告, 每一审核报告收取捌拾美元 | | | | **Desk Top Verification:**  **非现场的资料验证:**  There is an extra cost for Desktop verification. Please contact your local Intertek office for prices.  进行非现场的数据验证需缴付额外费用, 若需了解详情, 请连络相关的天祥办公室 | |
| Note 备注:  For SEDEX members, it is mandatory that all audits must be uploaded.  所有Sedex成员之审核报告必须强制的上传。  From 4 May 2022, only Sedex member can have a SMETA audit. Please share your Sedex Reference Number for our due diligence check.  由2022年5月4日起, 只有Sedex成员可以進行SMETA審核。請分享你的Sedex编码给我们作尽职调查之用。  Sedex fee will increase from £50 to £80 from 1st June 2023; meaning any audit initiated after 1 June 2023 on Sedex platform will be impacted by this change.  从 2023 年 6 月 1 日起，Sedex 费用将从伍拾英镑上调至捌拾英镑；所有自 2023 年 6 月 1 日之后在 Sedex 平台上发起的审核都将受到此改动影响。 | | | | | | | | |

**Section 6: Declaration of Consent (only applicable for Intertek Programs audit**) **同意声明 (仅适用于 Intertek审核项目)**

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### Declaration of Consent for Intertek Community Programs ONLY – GSV/SQP/TGI/WCA仅适用于 Intertek GSV / SQP / TGI / WCA审核方案

* 1. The goal of the Intertek Community Programs is to help the manufacturing and export community to avoid redundant assessments/audits. Manufacturers/facilities that voluntarily choose to participate in these Programs agree to an on-site independent assessment/audit, to measure and verify the compliance of their operation/ management systems with the standards outlined in the relevant Programs. Intertek审核项目的目的是帮助制造商和进口商防止重复检验/审核。自愿选择参加这些项目的制造商同意接受独立的现场检验/审核，来衡量和检验其经营/管理系统如何满足在项目中概述的标准。
  2. At the end of an on-site audit, if the audit meets the required performance criteria (“Successful Audit”), Intertek will grant an Achievement Award/ Record of Participation to the applicant. 现场审核完成后, 若审核结果达标, Intertek 将向申请人授予成就奖/参与证明。

**Performance Criteria:** Achievement Award / Record of Participation (ROP) 成就奖/参与证明的表现要求

* TGI and WCA: Overall score 85 or above and without Zero Tolerance or Major Finding. *总分85分或以上及没有零容忍或主要不符项*。
* SQP: 85 score or above and without Major Finding. *总分85或以上， 及没有主要不符项*。
* GSV ROP: 76 score or above. *总分76或以上*。
  1. By signing this application form, the applicant expressly authorizes Intertek to share the audit report of a Successful Audit with Intertek’s other standard community members. 在此申请表签字后，申请人授权Intertek将达标的审核结果与Intertek的其他审核项目之成员分享。
  2. The applicant agrees that Intertek is entitled to list the Achievement Award / Record of Participation (ROP) information on the Achievement Award / ROP directory which will be posted on the related Intertek website for the Programs. 申请人同意Intertek在项目的相关网站上张贴成就奖/参与证明的信息。
  3. The follow up audit (if applicable) shall be completed within 6 months from initial/annual/renewal audit, otherwise, no Achievement Award could be granted. 跟进审核（如适用）必须在初次/年度审核后的6个月内完成，否则， 不能授予成就奖。

### Further declaration of consent where the applicant is not the audited facility/manufacturer 附加同意声明 – 当申请人非被审核的企业

Unless otherwise agreed between the parties, where the applicant is not the audited facility/manufacturer, the applicant agrees that a copy of the audit report and of the physical Achievement Award / ROP (if any) will be issued to the facility/manufacturer audited. Unless otherwise specify, it is the responsibility of applicant, prior to apply for these audit services, to seek the permission from the facility/manufacturer to be audited for Intertek to share the results of the audit with the relevant clients requesting for the audit results. 除了已由各相关方同意的其它安排, 当申请人非被审核的企业时, 申请人同意Intertek向上述被审核企业出具报告和成就奖/参与证明。如未注明例外情况, 申请本次审核前，申请人有责任向被审核的企业，寻求上述报告共享活动的许可。

**Section 7: additional information/obligations 其它义务**

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To make sure Intertek receive the requisition form, kindly follow up with a phone call. The audited facility must ensure that the relevant audit document is available at the location of the audit at time of the audit.  Failure to have proper documents on-site at the time of the audit may result in issuance of nonconformity. The audited facility should be in full operation at the time of audit, otherwise it may result in cancellation of audit.当此申请表发出后，请务必以电话方式确认。被审核的企业必须确保在审核当天, 所有的相关审核文件及记录都可在审核地点获得; 如未能在现场提供相关文件及/或记录, 可能会导致审核的不符合项。被审核的企业在审核当天应全面运作，否则可能导致审核取消。

**Section 8: Special Disclaimer特别免责声明**

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According to Intertek’s company policy, benefit of any kind should not be offered to any of Intertek staff. Applicant/Facility to be assessed (“Facility”) hereby acknowledges and agrees that, in the event that the Facility conducts or attempts to conduct improper activities to hamper, tamper or influence the audit process or audit result with or without force ("Improper Influence Activities”), Intertek shall

依照Intertek 的公司政策，我司职员严禁收受任何形式的利益。申请人/客户/被审核人（“被审核人”）特此同意，如果被审核人有任何阻止、影响、干扰或试图阻止、影响或干扰审核过程或审核结果的不当行为，影响审核过程、篡改或迫使Intertek修改审核结果的行为（“不当影响行为”），则Intertek有权采取以下行动：

1. be released of its obligation to provide an audit report based on true finding to replace and correct the report issued because of Improper Influence Activities (if already issued); 以随后发出的符合事实的审核报告取代、纠正已发出的被不当影响的报告（如已发出）；
2. be released of its obligation of confidentiality and shall be free to report the Improper Influence Activities to the supervising authorities of Intertek and/or of the Facility, and report the threats, violence and other illegal activities of the Facility to public authorities; 向有关Intertek及/或被审核人监管部门或其他相关部门举报不当影响行为，包括但不限于向公安部门报告被审核人的暴力、威胁等违法行为；
3. have the right to inform related third parties including but not limited to the buyers, business partners of the Facility, recipient of the audit reports, etc, of the Improper Influence Activities; 向相关第三方，包括但不限于被审核人的买家、业务伙伴、审核报告的接受方等告知不当影响行为；
4. have the right to terminate the audit agreement unilaterally, without incurring any liability and reserving the rights of pursuing service fee and claiming any damages incurred by Intertek; and终止审核协议，要求支付审核费用并就Intertek所有损失提出索赔；及
5. have the right to conduct any other activities, investigations or actions which are reasonably necessary for protection of Intertek’s interests, safety of its employees or the reliability of its audit result. 为保护Intertek人员安全、正当利益及维护审核结果的可靠性所需要采取的其他合理行为或措施。

By signing this Audit Application form, we hereby apply for the above services and expressly agree to the terms set out in this Audit Application Form, including Intertek Specific Terms and conditions set out on page 9-10 and Intertek General Terms and Conditions of Services of this Audit Application form. Please note the following specific terms and conditions are only relevant if you are the payee. 在此申请表签字后，我司申请以上服务并同意此申请表页九至十有关审核服务的条款与条件及天祥集团中国区通用服务条款。请注意页九至十有关审核服务的条款与条件仅适用于付款方。

Any amendment to this form should be first reviewed and approved by Intertek before being legally binding. 任何对此表格的修改应首先由Intertek审查并批准, 然后才能具有法律约束力。

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| Date of Application  申请日期 |  | Application Completed by  申请表填写人签名且盖公章 |

Signature acknowledges receipt of the Intertek standard terms and conditions and applicable annexes located via the link provided here: [Terms and Conditions](https://www.intertek.com.cn/terms) (Please take the time to read and understand).

签署即确认收到天祥标准服务条款和条件，可通过此链接找到适用附件：[条款和条件](https://www.intertek.com.cn/terms)（请花时间阅读和理解）。

SPECIFIC TERMS & CONDITIONS – AUDITING SERVICES 条款与条件 – 审核服务

|  |  |  |
| --- | --- | --- |
| Terms 条款 | Definition/ Condition 定义 / 条件 | Rate 费用 |
| Onsite Audit Access  进入审核现场 | 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.  企业管理者应确保审核员可根据审核范围进入企业所有区域并提供合适的工作环境，这可能包括与员工进行的私密访谈，资料审阅和其他要求。 | / |
| Booking Lead Time  提前预约期 | Applications should be made at least 30 calendar days prior to the desired date.  申请应在要求审核日期前至少30天前提出。 | / |
| Man-day 劳动日 | 8 hours spent business and/or traveling with 1 hour break or in compliance with local labor law.  8小时工作和/或差旅时间及1小时休息或按当地劳动法。 | As agreed with client/applicant  按与客人/申请人协议 |
| Normal Business Day  正常工作日 | Monday to Friday or in compliance with local labor law and customs  周一至周五或按当地劳动法和习惯 | / |
| Working/Traveling on Holidays Charge (Saturday, Sunday or Public Holiday)  休息日工作/差旅费用（周六，周日或法定假日） | Holidays and Weekends will vary depending on local law and customs. A surcharge will be applied for work and travel on such days.  假日和周末以当地法律和习俗为准。在上述时间工作客户将被要求额外支付工作和差旅费。 | 50% surcharge of audit fee  50%审核附加费 |
| Audit Preparation, Administration / Scheduling & Report Writing审核准备，管理/排期和编写报告 | General administration fee for audit scheduling, preparation and report writing.  审核排期，准备和编写报告的一般管理费用。 | As agreed with client/applicant  按与客人/申请人协议 |
| Express Booking 特快排期 | For audit booking within 5 working days from desired audit date.  要求审核日期5个工作日内排期。 | 50% surcharge of audit fee  50%审核附加费 |
| Late Cancellation & Rescheduling Charge  延迟取消和重新排期费用 | If notice of cancellation or rescheduling is made prior to the committed *audit date* (or start date of the semi-announced audit window), the indicated billing party will be responsible for the following audit fees and expenses:  如在承诺的审核日 (或半通知审核区间起始日期) 前通知取消或重新排期，付款方将负责以下审核费和费用。 | Within 2 Business Days: 100% of the audit fee plus expenses already incurred  2个工作日内：100%审核费加已发生费用。  More than 2 and within 10 business days: 50% of the audit fee plus expenses already incurred  超过2个工作日及在10个工作日内：50%审核费加已发生费用。  More than 10 Business Days:  Any incurred expenses  超过10个工作日:  任何已发生费用 |
| Access Denied Charge  拒絶审核费用 | 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.  由于企业管理者不允许天祥审核员进入或进行审核等审核员不能控制的原因，预定的审核没有在承诺的审核日期进行。 | 100% audit fee plus all expenses incurred  100%审核费加所有已产生费用 |
| Extra Traveling Time Charge  额外差旅时间费用 | If travel cannot be completed within the same day of service execution and if the distance from the nearest Intertek office is over 100 km, the traveling time (including the waiting time due to lack of transport resources) will be charged.  如果差旅不能在服务执行的同一天完成或者距离最近的天祥办公室超过100公里，将对差旅时间（包括由于运输资源的短缺导致的等候时间）收费。 | - up to 4 hours: 0.5 man-day  - more than 4 hours: 1.0 man-day  - 4小时或以下：0.5劳动日  - 多于4小时：1.0劳动日 |
| Out of Pocket Expenses (OPE)  杂费 | Other expenses include traveling, hotel expenses (if any), applicable governmental taxes, visa and administrative fee, etc.  其他费用包括交通，旅店费用（如有），可适用的政府税收，签证和管理费等。 | Invoiced in accordance with travel cost matrix or pre-approved price agreement  按差旅费表格或事先认可的价格协议开具发票 |
| Value Added Tax (VAT)  增值税 | In countries where legally applicable, Value added taxes will be added to the invoice as per local country practices  在合法适用的国家，增值税将按当地国家规定加在发票上 | Where applicable  适用时 |
| Mailing Expenses  邮寄费用 | Documents, samples, materials, etc. sent to clients or between different offices at the request of the client.  文件，样品，物料等由客人要求发至客人或不同办公室之间。 | Invoiced at cost plus 10% handling fee  按成本价加10%手续费开具发票 |
| Service Document Re-issuance Charge  服务文件重发费用 | Any changes other than Intertek own corrections required after the original document has been issued (report or certificate)  除天祥自行提出的更正外，在原文件（报告或证书）发出后的任何改动 | US 30 per copy  每副本US 30 |
| Payment Terms  支付条款 | Full prepayment term will be applied.  按全额预付条款处理。 |  |