



# SIS Certifications

Join us in shaping the future by becoming our partner! At SIS Certifications, we believe in the power of collaboration and innovation to drive success. By partnering with us, you'll have the opportunity to leverage our industry expertise, cutting-edge technology, and extensive network to achieve your business goals. Together, we can create groundbreaking solutions, expand our reach, and make a lasting impact in the market. Let's combine our strengths and embark on a journey of growth and mutual success.

## Role of Partner (Sub-contractor, Sub-contractor- Key Location/ Key Location)/ Marketing Agent.

- 1.) Subcontractor Key Location: Entities performing and/or managing key management system certification activities, on behalf of accredited certification bodies, which are not wholly or partly owned or employed by the CB.
- 2.) Subcontractor (No Key Activities): Entities performing and/or managing processes related to management system activities, on behalf of accredited certification bodies, which are not wholly or partly owned or employed by the CB (processes include; marketing, communications, outreach, etc. This list is not all-inclusive; any activity related to the accredited CBs certification program is applicable.).



3.) CB Key Location: Entities performing and/or managing key management system certification activities, on behalf of accredited certification bodies, which are wholly or partly owned or employed by the CB.

4.) Marketing Agent (Single person): - Organizations performing and/or overseeing management system activities on behalf of accredited certification bodies, which are delegated and employed by the CB (processes include; marketing, communications, outreach, etc.), but not the above-mentioned list of excluded activities.

### **Sub-contractor**

#### **Activities permitted: -**

- a) Promotion of SIS certification.
- b) Get the application form completed and sent to the SIS sales office for contract review and the SIS sales office will do all sampling and re-sampling surveillance tasks.
- c) Meet the clients to find out feedback
- d) Customers visit our office to collect their certifications.
- e) Create a list of Subcontractor referred clients to get fully involved in the process.

f) enforced display of the SIS logo stipulated only for the Sub-Contractors to create a uniform appeal.

Note: - Operations will be conducted at SIS head Office.

## Sub-Contractor Key Location

Activities Permitted: -

a) Marketing Activities

b) Complete the application form by attaching your company's details such as the auditors, the number of audit man-days required according to relevant standards and the application letter issued by the SIS Certifications Head Office. Thereafter, make the contract review and then send the application form together with the review document to the head office for planning of stage one audit.

c) Planning stage 1 and stage 2 audit.

d) SIS Certifications head office's letter of appointment to your audit team for your initial, surveillance and re-certification audit.

e) Evaluation of agency report at their side.

f) The SIS Certifications logo will be required while the subcontractor is performing his work at a Subcontractor-specific location.

g) Client meeting for feedback

h) visit the clients to hand over the certifications.

i) keeping the list of references done by Sub Contractor for monitoring the business done together properly.

j) Getting in touch with the client for the surveillance audit and scheduling for the surveillance audit.

k) Continuous monitoring of auditors.

- 1) Surveillance and re-certification control.
- m) Help SIS in establishing policies and procedures.

Note:- The final audit report after the review and the decision to issue certificates will be made at the SIS Head office.

## Key Location

Activities Permitted: -

a) Marketing Activities

b) Complete the application form by attaching your company's details such as the auditors, the number of audit man-days required according to relevant standards and the application letter issued by the SIS Certifications Head Office. Thereafter, make the contract review and then send the application form together with the review document to the head office for planning of stage one audit.

c) Planning stage 1 and stage 2 audit.

d) SIS Certification's head office's letter of appointment to your audit team for your initial, surveillance and re -certification audit.

e) Evaluation of agency report at their side.

f) The SIS Certifications logo will be required while the subcontractor is performing his work at a Subcontractor-specific location.

- g) Client meeting for feedback
- h) visit the clients to hand over the certifications.
- i) keeping the list of references done by Sub Contractor for monitoring the business done together properly.
- j) Getting in touch with the client for the surveillance audit and scheduling for the surveillance audit.
- k) Continuous monitoring of auditors.
  - 1) Surveillance and re-certification control.
- m) Help SIS in establishing policies and procedures.

Note: - The final audit report after the review and the decision to issue certificates will be made at the SIS Head office.

## Marketing Agent

### Activities permitted: -

- a) Promotion of SIS certification.
- b) Get the application form completed and sent to the SIS sales office for contract review and the SIS sales office will do all sampling and re-sampling surveillance tasks.
- c) Meet the clients to find out feedback
- d) Customers visit our office to collect their certifications.
- e) Create a list of Subcontractor referred clients to get fully involved in the process.



f) Enforced display of the SIS logo stipulated only for the Sub-Contractors to create a uniform appeal.

**Note: - Operations will be conducted at SIS head Office.**

## Other factors pertinent to the subcontractor/subcontractor-key location/key location

1. Anyone seeking to work with SIS Certifications must obtain clearance from the accreditation board as a sub-contractor or key site. Acceptance of the application for subcontractor and/or subcontractor key site shall be at the sole discretion of the SIS Head Office. The subcontractor application will be accepted once the Subcontractor/Subcontractor key location agreement has been signed.

2. Moreover, the country can have more than one subcontractor, but subcontractor-key location or key location will be only one. If there is a key location already, the others are only for subcontractors. If it concerns a key location, only the contractor or significant location of the contractor will be entertained.

3. The name of the entity will be included in our accreditation certificate. (As recommended by Accreditation boards and SIS Combined Policy).

4. The completed application form must be sent to the main office for contact evaluation. The whole audit plan must be delivered to the SIS headquarters for assessment and approval. The first stage audit must be forwarded for assessment to provide recommendations for the second stage audit. The audit images (opening and closing meetings, document review, and site inspection) must be



delivered along with the stage 2 audit report and accompanying audit pack papers.

5. SIS Certifications shall assess the client for analysis and as per the accreditation requirements. If the client is not provided with the offer, SIS can suspend the client until a review is made.
6. Each auditor will be monitored every 25 days of the audit.
7. The accreditation board fees for its name shall be paid directly to the accreditation board which can be between 1500 USD and 2500 USD per annum.
8. The audit of your organisation should be performed every six months.
9. The periodic monitoring record has to be filled at the end of every month to complete the file review or performance review.
10. The input of the auditors from at least 60% of the audited clients should be received.
11. All renewal of accreditation certificate fees will be paid directly to the accreditation board.

### **Termination of the agreement by mutual consent**



This agreement can be suspended at any time for the below cases.

- a) Non-compliance with the use of SIS Certifications Pvt. Ltd.
- b) Problems in interaction with clients such as failure to provide accurate information.
- c) Notes for sharing personal information in the organisation would not be asked (These shall not be the phone number and email ID).
- d) If the client's premises have to be visited by the inspectors to look into various aspects of their management system such as quality, safety, health, environment and human resources.
- e) Subject to the submission of the information that the Accreditation board has demanded during the assessment, and such information may include Performance monitoring records, Site Visit Reports, Internal audit report or any other available information on-demand.
- f) Communicate the instance where the auditor did not fully succeed on SIS Certification and the Joint Panel. (This shall hold good only for Sub-Contractor Keys areas and Keys activities (Key activities)).
- g) It is important to check the criminal record of the key person at least once a year and then submit the request to the Chief Investment Officer.







# SIS Certifications

The Agreement can be terminated by mutual agreement that shall be dependent on different aspects. Nevertheless, the clients that are licensed from SIS certifications shall be under the control of SIS certifications. We need to make sure the client and the board of directors notice the termination of the contract. The same shall also be published on our publicly accessible website- <https://www.siscertifications.com>.

The annex attached to the agreement will be a list of employees of the Branch office specifying their roles and responsibilities and their designation and department.

