

## 1. General

BM TRADA Certification Ltd. ("BM TRADA") offers third party certification services ("Services") in order for prospective and existing Clients to be able to demonstrate conformity of products, services, personnel and Systems to customers and end-users.

## 2. Scope of Contract

- 2.1. This document, together with the application for quote, the quotation document, (when accepted and signed by the Client) and the terms of use of the BM TRADA logos and certification marks ("Terms of Use") shall form the terms and conditions of Contract between the parties ("the Contract").
- 2.2. No terms and conditions of the Client shall apply to the Contract.
- 2.3. This document describes the rights, responsibilities and duties of BM TRADA, and the business or organisation, as identified in the Contract (the "Client"), whose System(s) ("System" – shall mean the organisational structure, responsibilities, activities, resources and events that together provide organised procedures and methods of implementation to ensure the capability of the Client to meet the standard(s) (the "Standard") has been or is to be Certified ("Certified" – shall mean a System is in operation and subject to a valid certificate of conformance ("Certificate")) by BM TRADA to the Standard.
- 2.4. The Certificate awarded by BM TRADA covers only those services or products manufactured and/or supplied strictly within the scope of the Client's System as Certified by BM TRADA.
- 2.5. The Client remains solely liable for any defect in its products, services or system and shall defend, protect and indemnify BM TRADA from any claim, liability and all defect, loss, cost, expense arising out of or in connection with the said products, services or System.

## 3. IP Rights and Licences

- 3.1. The BM TRADA intellectual property rights, titles and interests in all service mark(s), trademark(s), certification mark(s) other names or logos, copyright works and inventions remain the property of BM TRADA and cannot be sold or licensed by the Client.
- 3.2. BM TRADA shall award a licence to the Client to use its certification mark(s) and logo(s) for the duration of this Contract when used in accordance with the applicable Terms of Use (as amended from time to time), which are available on the BM TRADA web site ([www.bmtrada.com](http://www.bmtrada.com)) or on request.
- 3.3. BM TRADA will audit the use of logos and/or marks. BM TRADA reserves the right to substitute or withdraw the right to use any or all logos, marks, certificates and audit documentation at any time in the event of non compliance with the Terms of Use or should the Contract be terminated, for whatever reason.
- 3.4. Intellectual property rights, titles and interests in all service mark(s) trademark(s), other names or logos and copyright works belonging to organisations which formally approve BM TRADA to offer the Services or organisations working on their behalf (the "Accreditation Body(ies)") shall remain the property of the respective organisations.
- 3.5. Use of the service mark(s) trademark(s), other names or logos and copyright works described in Clause 3.4 are governed by Standards and rules which are available from the Accreditation Body or BM TRADA.
- 3.6. All claims and uses of the Accreditation Body's service mark(s), trademark(s), other names or logos and copyright works must be in compliance with the requirements of the relevant Standards and rules.
- 3.7. The Client acknowledges the title of the Accreditation Body's intellectual property rights and that the Accreditation Body shall continue to retain full ownership of the intellectual property rights and that nothing shall be deemed to constitute a right for the client to use or cause to be used any of the intellectual property rights.
- 3.8. BM TRADA reserves the right to use any information that is brought to its attention and to investigate any infringements of trademark, service mark and intellectual property rights of the Accreditation Body.

## 4. Obligations of BM TRADA

- 4.1. BM TRADA will appoint competent qualified auditors to conduct audits and assessments of the Client's System in accordance with the Accreditation Body's rules and procedures and BM TRADA's management system requirements.
- 4.2. BM TRADA will ensure that audit and assessment services are delivered at a frequency determined by BM TRADA in order for BM TRADA to maintain confidence in the ongoing efficacy of the System.

- 4.3. BM TRADA will issue audit and non-conformance reports, if appropriate, after each audit activity.
- 4.4. BM TRADA will issue a Certificate on successful completion of the initial certification assessment to the satisfaction of BM TRADA.

## 5. Obligations of the Client

- 5.1. The Client agrees to comply with any conditions set by BM TRADA for the issue of a Certificate and recognises that BM TRADA has clear and explicit rights to revise the requirements of certification within the period of validity of the certificate.
- 5.2. The Client consents to BM TRADA using outsourced resources in the delivery of its obligations appertaining to this Contract.
- 5.3. The Client shall ensure that its System complies with the current versions of the rules, regulations and Standard(s) against which it is certified. Current versions of the rules, regulations and Standards can be obtained from the respective websites of the Accreditation Bodies, or from BM TRADA or from the Standards issuing authority.
- 5.4. The Client agrees to undergo regular surveillance and audit as determined by BM TRADA and must provide BM TRADA with reasonable cooperation and assistance and allow BM TRADA access to all premises, documentation and information deemed necessary by BM TRADA to verify the maintenance of the System.
- 5.5. The Client agrees that:
  - a. BM TRADA has the right to undertake unannounced or short notice surveillance evaluations.
  - b. BM TRADA and its Accreditation Bodies have the right to implement higher surveillance frequencies based on a risk assessment of the Client's Certificate scope, System and location.
  - c. Additional surveillance visits, as deemed necessary by BM TRADA, will be charged at BM TRADA's rates current at the time of supply of such services.
- 5.6. The Client recognises that:
  - a. Initial Certification will only be granted once all non-compliances are corrected.
  - b. On-going certification is reliant on continued compliance with the Standards rules and regulations of the relevant Accreditation Body, which may change from time to time, including the requirement to address any non-conformances to the satisfaction of BM TRADA in the specified time periods.
- 5.7. The Client shall inform BM TRADA promptly of any significant changes to its product(s), services, resources, management, System or any other circumstances, which may materially impact on the continued validity of its certification, for example but without limitation: change of site, additional sites, change of process, change of ownership, change of scope. In such circumstances the Client shall agree to the payment of any applicable additional fees and expenses deemed necessary for BM TRADA to assess the impact and maintain confidence in the System.
- 5.8. The Client shall allow the Accreditation Body, or its representative, access to any part of the audit or surveillance process for the purposes of witnessing BM TRADA's audit team performing the audit of the System to determine conformity with the requirements of the Standard. This will include the right of access to confidential information. The Client will not have the right within this Contract to refuse such a request either by the Accreditation Body, its representative or BM TRADA.
- 5.9. The Client agrees that information relating to its certification and scope of certification can be made publicly available by BMTRADA and the Accreditation Body.
- 5.10. The Client shall declare to BM TRADA any activity which may create a conflict of interest in relation to its Certified System.
- 5.11. Where necessary the Client shall also enter into and maintain a valid License Agreement with the Accreditation Body for its certification scheme.

## 6. Suspension or withdrawal of certification

- 6.1. BM TRADA shall be entitled to suspend or withdraw the Client's certification on 7 days' written notice (or with immediate effect in the case of urgent need) and reserves the right to make public the fact that such action has been taken when, in the reasonable opinion of BM TRADA:
  - a. the Client's acts, omissions or conduct bring or may bring BM TRADA, the Accreditation Body or its Standards into disrepute;

- b. the Client represents, promotes or advertises any products or Systems which are outside the scope of its Certificate as Certified by BM TRADA;
  - c. the Client makes fraudulent misrepresentation or provides BM TRADA with any inaccurate or misleading information, which is not corrected within three working days or immediately on being notified by BM TRADA;
  - d. the Client is in material breach of any term of this Contract;
  - e. the Client is in breach of or is not subject to the requisite License Agreements, including any attributable to the Accreditation Body; or
  - f. the Client fails to maintain or demonstrate an effective System such that the confidence in the Certificate is adversely affected.
- 6.2. Where it considers it appropriate, BM TRADA may, at its sole discretion, inform the Client of its intention to suspend or withdraw certification and to allow the Client a reasonable opportunity to take corrective action, within such timescales as BM TRADA may reasonably specify, before the suspension or withdrawal takes effect.
- 6.3. In the event of BM TRADA's withdrawal from accreditation or inability to continue to supply certification accredited by the respective Accreditation Body, BM TRADA will notify the Client within thirty (30) days of such withdrawal and the Certificates relating to the respective scope of the Accreditation Body will be suspended ipso facto within six (6) months after the date of withdrawal.
- 6.4. On suspension or withdrawal of certification the Client shall immediately cease to use any trademarks associated with BM TRADA and the Accreditation Body, or to sell any products that have previously been labelled or marked (or authorised labelling and marking) using the trademarks, and cease to make any claims that imply that they comply with the requirements for certification.
- 6.5. The Client shall advise all relevant existing customers of the suspension or withdrawal in writing within three (3) working days (or other period as determined by BM TRADA) of the withdrawal or suspension taking effect, and maintain records of that advice.
- 6.6. The Client shall, as requested by BM TRADA, either destroy all electronic and hardcopy Certificates relating to the certification and at its own expense remove all claims, service mark(s) trademark(s), other names or logos and copyright works from products, documents, advertising and marketing materials with immediate effect or return all such certification to BM TRADA. The Client shall also cooperate with BM TRADA and its Accreditation Bodies to confirm that these obligations have been met and shall, if requested, confirm in writing the destruction or return of all such references or certificates by one of its directors.

## 7. Appeals and Complaints

Clients wishing to complain or appeal about the decisions of BM TRADA shall do so in accordance with the BM TRADA Complaints and Appeals Processes which may change from time to time and are posted on the BM TRADA web site ([www.bmtrada.com](http://www.bmtrada.com)) or are available on request.

## 8. Materiality (Basis of opinion)

BM TRADA conducts its audit activity through a sampling process to determine if the System meets the Standard(s). Any statement of conformity issued by BM TRADA in the form of reports, Certificates or other communications is based on these sampling processes. BM TRADA does not warrant, represent or undertake that these statements mean that all activities are in conformance with the relevant Standard(s) at the time of the audit or that subsequent to the audit activity those activities audited will continue to be in conformity with the relevant Standard. The Client undertakes to make all customers and end users aware of the foregoing provisions of this Clause. BM TRADA accepts no liability to the Client in the event that any loss or claim is suffered by the Client as a result of any finding that the System does not comply with the Standards.

## 9. Terms and Conditions

This Contract constitutes the sole obligations to be undertaken by BM TRADA, and the sole rights and remedies of the Client.

## 10. Client Warranty

- 10.1. The Client hereby warrants and covenants with BM TRADA that it will at all times during the subsistence of the Contract comply with all reasonable requirements necessary for the issuance of the Certificate including (but without prejudice to the generality thereof) all statutes, rules, regulations issued by any statutory or other competent authority, all recommendations, codes and similar matters issued by any authority pursuant to which in compliance with which or for the purpose of which the Certificate is issued or such other reasonable requirements of BM TRADA as are necessary to enable the Certificate to be issued and maintained in force in accordance with the standards reasonably expected of accredited or competent certification.

10.2. The Client hereby warrants the completeness and accuracy of all documents and accuracy of all information supplied to BM TRADA for the purposes of the Contract, both at the time of supply and subsequently. The Client further warrants that in the event that it discovers that certain information provided is not accurate or complete, it will notify BM TRADA of this as soon as it becomes aware of it.

## 11. Services Fees

11.1. Services Fees are quoted (and amended from time to time) for services agreed to be supplied pursuant to the Contract ("Services Fees") on the assumption that the information supplied by the Client was accurate and complete.

11.2. Services Fees include the cost of audit services and the use of the BM TRADA logo and, where agreed, the Accreditation Body logo.

11.3. Expenses and disbursements may be charged separately in accordance with the quoted terms.

11.4. Any service required or supplied additional to the agreed services will be charged at BM TRADA's rates current at the time of supply of such services.

11.5. Services Fees may be reviewed and amended from time to time, normally but not exclusively on an annual basis.

11.6. Payment is due as per the stated terms on the invoice. Payment shall be made in full, without set off or deduction.

11.7. In the event that any payment is not made when due, BM TRADA reserves the right to charge interest (at the statutory rate on commercial debts then applicable) from the due date until payment in full, and/or suspend the provision of all Services and/or terminate the Contract (including suspension or withdrawal of the Certificate), without prejudice to BM TRADA's other rights and remedies.

11.8. All fees and expenses quoted are exclusive of all taxes including but not limited to value added or sales tax, which will be charged at the current rate of the Country in which the services are supplied.

## 12. Postponement (recovery of administrative costs)

If the Client postpones all or part of the services with less than 30 working days notice, BM TRADA reserves the right to either:

charge an additional fee amounting to the greater of 25% of the Services Fee in question or one man day at the then current rate

or

where the costs and resources cannot be defrayed, charge all or part of the Services Fee as appropriate.

## 13. Cancellation (recovery of administrative costs)

Should the Client wish to cancel or withdraw from the Contract and without prejudice to BM TRADA's other rights and remedies hereby reserved, BM TRADA shall charge and be entitled to recover either:

an additional fee amounting to 50% of the Services Fee in question

or

where the costs and resources cannot be defrayed, charge all or part of the Services Fee as appropriate

plus the cost at the then current man day rate of any work performed up to the receipt by BM TRADA of the notice of the cancellation or withdrawal.

## 14. Termination

14.1. Either party may terminate the Contract:

By notice

Either party may give three months written notice to the other and the Contract shall terminate upon expiry of said three-month period.

or

By default

Immediately upon either party being notified in writing by the other of any material breach of this Contract and the material breach not being remedied within 14 days from the date of receipt of said notification.

If either party goes into liquidation, receivership or an administrator is appointed for all or part of the undertaking thereof.

If either party ceases to trade, whether in whole or in part.

14.2. In the event of the Contract being terminated (except in the case of material breach by BM TRADA) the BM TRADA Certificate issued pursuant hereto shall immediately become invalid and the Client shall cease to be entitled to use the same or any logo or mark of BM TRADA and its Accreditation Bodies and shall destroy all electronic and hardcopy Certificates relating to the certification and at its own expense remove all claims, service mark(s) trademark(s), other names or logos and copyright works from products, documents, advertising and marketing materials with immediate effect. The Client shall confirm in writing that these obligations have been met and shall provide full co-operation to enable BM TRADA and its Accreditation Bodies to carry out any verification activities necessary.

## 15. Liability

15.1. Subject to Clause 15.2 below the aggregate liability of BM TRADA, or its respective offices, representatives and employees, to the Client for all direct loss in contract, tort or otherwise arising out of or in connection with this Contract shall be limited to 150% of the payments due by the Client to BM TRADA within the calendar year of the date that such liability arises.

15.2. Except in respect of death or personal injury caused by negligence of BM TRADA or fraudulent misrepresentation in respect of which liability shall be unlimited, BM TRADA shall not be liable to the Client for any loss of profit (whether direct or indirect), contracts or goodwill, loss or corruption of data or for any indirect, special or consequential loss or damage or any other claims for compensation whatsoever which arise out of or in connection with performance or non-performance of the Contract by BM TRADA.

## 16. Indemnity

16.1. The Client shall fully and effectively indemnify BM TRADA and keep BM TRADA indemnified against all loss of or damage to any property or costs, expenses, claims, actions, demands and liabilities arising from or caused by:

- a. The use or misuse by the Client of any Certificate, licence, logo, service mark or trademark provided by BM TRADA in accordance with the Contract;
- b. Any breach of the Contract by the Client;
- c. Illness, injury or death to any personnel of BM TRADA, the Client, its subcontractors, suppliers or customers, together with any of their employees, agents or directors ("Client Group"), other than where due to the negligence of BM TRADA; and
- d. Damage to or loss of property or equipment owned, leased or used by BM TRADA or the Client Group (except to the extent that BM TRADA has liability under the immediately preceding Clause (Liability))

16.2. The Client hereby acknowledges that a breach, default, non-compliance or non-observance by it of its duties and obligations owed under the Contract or otherwise may result in BM TRADA being in breach, default, non-compliance or non-observance of its duties, liabilities and obligations owed to third parties such that BM TRADA will be liable in damages or otherwise will sustain loss, costs or expense. Any such damages, loss, cost and expense are hereby agreed to be within the contemplation of the parties as being the probable results of any such breach, default, non-compliance or non-observance by the Client of its duties and obligations owed.

## 17. Force Majeure

BM TRADA shall not be liable in any respect should it be delayed or prevented from discharging its obligations under the Contract as a result of any matter beyond its reasonable control ("Force Majeure") and the time for performance shall be extended by the period of Force Majeure.

## 18. Confidentiality

Except as may be required by law or required by the Accreditation Body, BM TRADA and the Client will treat as strictly confidential and will not disclose to any third party without prior written consent of the other, any information which comes into their possession, the possession of their employees, agents or others by virtue of the Contract, provided that this Clause shall not extend to information which was rightfully in the possession of such party prior to the commencement of the negotiations leading to the Contract or which was already public knowledge or becomes so at a future date (otherwise than as a result of a breach of this Clause) or which is required to be disclosed by law. The foregoing obligations as to confidentiality shall survive any termination of the Contract.

## 19. Law

All matters arising out of or in connection with this Contract shall be governed in accordance with English Law and the parties submit to the jurisdiction of the English Courts or any Court of competent jurisdiction as determined by BM TRADA.

## 20. Warranty

20.1. BM TRADA warrants that it will provide the services with reasonable care and skill.

20.2. Subject to the foregoing, all conditions, warranties, terms and undertakings, express or implied, statutory or otherwise, are hereby excluded to the fullest extent permitted by law.

## 21. Waiver of Remedies

Any delay or omission on the part of either party to exercise or avail itself of any right power or privilege that it has or may have hereunder shall not operate as a waiver of any breach or default by the other party. A right under this Contract may only be waived if in writing and signed by an authorised representative.

## 22. Entire Agreement

22.1. This Contract (as defined in Clause 2.1) supersedes all prior agreements, arrangements and undertakings between the parties and constitutes the entire agreement between the parties relating to its subject matter.

22.2. BM TRADA reserves the right to make variations to this Contract, by giving the Client not less than fourteen (14) days notice of the variation, with the Contract as varied applying immediately on the expiry of such notice.

## 23. Assignment

Neither party shall assign the Contract or any of its rights and obligations hereunder whether in whole or in part without the prior written consent of the other.

## 24. Invalidity and Severability

If any provision of the Contract shall be found by any court or administrative body of competent jurisdiction to be invalid or unenforceable the invalidity or unenforceability of such provisions shall not affect the other provisions of the Contract and all provisions not affected by such invalidity or unenforceability shall remain in full force and effect. The parties hereby agree to attempt to substitute for any invalid or unenforceable provision a valid or enforceable provision which achieves to the greatest extent possible the economic legal and commercial objectives of the invalid or unenforceable provision.

## 25. Headings

Headings and numberings of Clauses are for ease of reference only and shall not affect the interpretation or construction of the Contract.

## 26. Notices

26.1. Any application, notice or any other communication, if it is made according to this Clause, shall be considered to be valid:

- a. If it is sent by pre-paid first-class mail, the second working day as from the date of delivery
- b. If it is delivered in person, in the moment of delivery in the address specified in this Clause
- c. If it is sent by fax, in the date of transmission, provided that a copy confirming the notification is sent on the same working date by pre-paid first-class mail in the manner established in this Clause; or
- d. If it is sent by e-mail, when received by the recipient in a legible way.

26.2. However, if the delivery is carried out in person or by fax or e-mail on a day that is not a working day, or after 4:00 p.m. on a working day, the notification shall be considered to be made on the following working day.

26.3. Any application, notice or any other communication, in the case that it is sent by mail, or delivered in person, or sent by fax, or sent by e-mail shall be addressed to the recipient using the contact details, which may change from time to time, specified on the BM TRADA web site ([www.bmtrada.com](http://www.bmtrada.com)), or on request, or in any other address that the recipient could have notified in writing to the sender as the address for notifications.

## 27. Additional

27.1. The parties to the Contract are independent contractors and nothing in the Contract shall be deemed to place the parties in the relationship of employer/employee, principal/agent, partners or a joint venture.

27.2. BM TRADA reserves the right to exercise some or all of this Contract through its group offices and representatives

27.3. The Contract (Rights of Third Parties) Act 1999 shall not apply to the Contract.