



BUREAU VERITAS

Bureau Veritas Consumer Products Services – Factory Assessment (FA) Services TERMS & CONDITIONS

	Definition / Rate - ASIA*	Definition/Rate – Other Regions
Manday	One man-day equals up to 12 hours which includes: up to 8 hours working on site at the factory location, with up to one hour meal period, and up to 3 hours of travel for the day. Rate: As agreed with client	Out of Asia, this definition may be different. Details on request.
Site Access	The ability of BV CPS assessors to conduct a credible factory assessment depends on factory management's cooperation and willingness to provide access to employees for interviewing, applicable documentation for review, and access to all areas of the factory for visual observation.	
Scope	Findings are based on crosschecking data gathered from visual observation, employee interviews, management interviews, and documentation review.	
Booking Lead Time	Request for audit should be made 30 calendar days prior to the desired audit date(s).	
Normal Working Days	Mon-Fri (or in compliance with local labor law and customs)	
Working on Saturday	If express service or other request requires that BV auditors work on Saturday. This only applies to those countries in which Saturday is not a normal work day. Rate: 20% surcharge (of total man-day fees)	
Working On Holidays	If express service or other request requires that BV auditors work on Sunday and/or Public Holidays. Rate: 30% surcharge (of total man-day fees)	
Express Service	Rush/ASAP booking within 48 hours (working days) from desired assessment date. Rate: 30% surcharge (of total man-day fees)	
Access Denied Charge	Scheduled audit was not performed due to factory management not allowing BV staff to enter or conduct the audit for reason outside of the control of BV staff. Rate: Invoiced in full including man-day fee(s) and all expense incurred	
Late Cancellation Charge	Cancellation of the audit less than 3 working days from scheduled audit day, if auditors cannot be re-assigned to alternate assignments. Rate: 100% of total man-day fee(s) plus all expenses incurred Cancellation of the audit 3 to 5 working days from scheduled audit day, if auditors cannot be re-assigned to alternate assignments. Rate: 50% of total man-day fee(s) plus all expenses incurred.	
Extra Traveling Time Charge	1. If travel is required on the day before or the day after the audit. 2. Waiting time day before or day after the audit date due to the lack of transport resources. Rate: Up to 4 hours: additional 0.5 man-day More than 4 hours: additional 1.0 man-day Traveling during Holidays & Weekends will be charged based on the fees and surcharge principle as stated in section "working on Saturday" and "working during holidays"	
Traveling Expense	Cost of transportation Rate: On request	
Accommodation Expense	Accommodation expense will be charged: Rate: On request If travel is required on the day before or the day after the service date; If the order requires 2 or more days to complete.	
Mailing Expenses	Documents, samples, materials, etc. sent to Clients or between different offices at the request of the client. Rate: Charged at cost	
Service Document Re-issuance Charge	Any changes other than Company's own corrections required after the original document has been issued (Inspection report, certificate) Rate: US\$100	
Liability	Refer to Bureau Veritas Consumer Product Services General Conditions of Service	
General Conditions	All services of Bureau Veritas Consumer Products Services Division are strictly offered, and can only be accepted, under the CPS Conditions of Service. Any party that requests said services, confirms said services, or makes any payment for said services does so agreeing automatically that: (a) it irrevocably accepts and agrees to the CPS Conditions of Service; (b) it waives all rights to change or challenge the CPS Conditions of Service; and (c) the CPS Conditions of Service are final and, unless expressly agreed otherwise by Bureau Veritas, any additional conditions sought to be imposed on any service or payment shall be invalid. The CPS Conditions of Service can be accessed through this link: http://www.bureauveritas.com/EuUthmEv/SD166_WI_BV_CPS_GENERAL_CONDITIONS_OF_SERVICE_REV03_11DEC15.pdf	
Confidentiality	BV CPS will maintain all information gathered during the audit process and any related reports confidential at all times. Information will only be shared with pre-approved parties.	
Payment Terms	Prepayment is required for all invoice payers unless otherwise specified. The credit terms of net 30 days from the invoice date may be offered to program clients based on the size of the program as per BV senior management's approval. Late payment might result in a change of payment conditions from credit to prepayment. Invoices are payable whether the product/shipment is accepted, rejected, shipped, or unshipped.	
All services will be performed according to Company's generic protocols / standard operating procedures should the client not provide their own specific requirements.		
When invoices for Company's Services are issued to parties other than the Client (agent, vendor, factory, etc.), the other party must meet local credit requirements for the country where the invoice is issued, which may include partial prepayment or full prepayment. The Client will be notified of any unpaid invoices by their vendor/factory over 40 days from invoice date. The Company reserves the right to suspend services and/or change payment terms to full prepayment for Client's account being overdue. All remittance charges, commission & bank charges, telegraph transfer, and any particular country tax charges shall be strictly borne by the invoice recipient/remittance party.		
TO ENFORCE OUR INTEGRITY POLICY, WE MAY SEND MYSTERY INSPECTORS/AUDITORS TO PERFORM SERVICES AND REPORT ANY CASES OF SUSPECTED BRIBERY TO THE LEGAL AUTHORITIES FOR FURTHER INVESTIGATION AND ACTION AS PER LOCAL LAW.		