



Number : **HAPL-QP-01**
Title : **Certification Agreement Control**

Certification Agreement Control

Procedure Index

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| 01 | 00 | 01.09.2020 | Management Representative | Director | Director |
| Issue no. | Rev. no. | Document date | Prepared by | Reviewed by | Approved by |

HACKIZEN ASSESSMENTS PRIVATE LIMITED
HAPL - Procedure



Number : **HAPL-QP-01**
Title : **Certification Agreement Control**

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|----------------|--|---------------|--|----------------|-------------------------|
| 1.0 | Purpose | | | | |
| | <ul style="list-style-type: none"> • The purpose of this procedure is to: <ul style="list-style-type: none"> ❖ All certified clients agree upon the terms and conditions laid down by HAPL. | | | | |
| 2.0 | Scope | | | | |
| | <ul style="list-style-type: none"> • Applicable for all organization certified by HAPL. | | | | |
| 3.0 | Definitions & Abbreviations | | | | |
| 3.1 | Top Management | : | Governing body of the organization made of MD, Director & EC | | |
| 3.2 | MD | : | Managing Director | | |
| 3.3 | HAPL | : | HACKIZEN ASSESSMENTS PRIVATE LIMITED | | |
| 3.4 | EC | : | Executive Committee | | |
| 3.5 | CA | : | Certification Agreement | | |
| 4.0 | Reference Documents: | | | | |
| Sr. No. | Doc Name | Doc No | Rev No | Rev Dt. | Retention Period |
| 1. | Certification Agreement | HAPL-QF-01 | 00 | 01.09.2020 | 4 Years |
| 2. | Proposal for Certification | HAPL-QF-02 | 00 | 01.09.2020 | 4 Years |

5. Procedure

- Director & Executive Committee establish the terms & conditions to be entitled on all certified clients.
- Certification Agreement is reviewed to incorporate following parameters (HAPL-QF-01):
 - Clients' liability to maintain the respective Management System.
 - Access to HAPL and auditing members.
 - Usage of HAPL Logos
 - Withdrawal / Suspension/ Appeals conditions applicable on client
- Certification Agreement is communicated to all clients during the proposal for Certification stage.
- At the time of registration, the client endorses the Application Format
- For Multiple sites covered under the scope of certification, site specific agreement/Certification Agreement (As Required) will be endorsed by the client.
- After client sign off on the Certification Agreement then MD or Technical Director will endorse the same on behalf of HAPL. The signed copy will be retained in the client file.
- For any Scope change / Recertification a fresh Certification agreement will be endorsed by the client and the same process as above will be followed.