



## Audit Confirmation Form

Please send us the duly filled below

confirmation: **Applicant Contact Details**

Factory Name			
Factory Contact Person	Name		
	E-mail		
	Phone		
	Mobile		
Audit Location	Address	Door No	
		Street	
	Landmark		
	City		
	State		
	Country		INDIA

If you have any special instruction on which mail Ids should be or should not be copied, Please inform us through mail.

### Section A - Audited details

Code of Conduct / Standards	
Retailer / Brand requested you to do this audit:	
Audit Notification Pattern	
Audit Type	
Expected Audit Date	
For SMETA audits only	
Sites to be audited	



Do you intend to share the audit report with another client(s)?	If Yes, client details:
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## Section B - Facility to be audited details

Factory name				
Factory contact				
Factory contact email				
Factory contact Telephone				
Factory Address				
State/city				
Country	INDIA			
Total number of workers employed	Male		Female	
Total number of temporary workers	Male		Female	
No. of production floors				
Product category				

## Section C - Invoicing details

Billing company name				
Billing contact person name				
Address				
State/city				
Country	INDIA			
Contact Tel				
Email				

I have read/Understood all audit requirements/Instructions/Notes Mentioned in page 1, 2, 3 of this Document and I agree to adhere the same.

Name:

Designation:

Please use Adobe PDF Reader version 8 or above to fill this form. In other PDF Readers or Adobe versions some features may not Work.



TERMS	DEFINITION / CONDITION
<b>Audit Site Access</b>	The ability of RSJ auditors to conduct a credible social accountability audit depends on factory management's cooperation and willingness to provide auditors access to employees for confidential interviewing, documentation for review (including payroll and attendance records), and access to all areas of the factory for visual observation.
<b>Booking Lead Time</b>	Request for audit should be made a 30 calendar days prior to the desired audit date.
<b>Report Turnaround Time</b>	Finalized typed report will be sent via e-mail to the pre-designated party within 3 working days upon completion of audit.
<b>Scope</b>	Audit findings are based on crosschecking data gathered from visual observation, confidential worker interviews, management interviews and documentation review.
<b>Distribution of Worker Interview Information</b>	<p>To effectively execute the audit confidential worker interviews are undertaken. It is RSJ's position to ensure that workers of factories will not be retaliated against due to comments or information obtained during the auditing process. In absence of objective evidence and to ensure the integrity of the audit process, RSJ reserves the right to non-disclosure of information obtained from workers to the factory. Therefore, information obtained from interviews will be kept confidential and may not be included in the final audit report.</p> <p>By accepting these terms and conditions, you are authorizing RSJ to communicate worker interview information that may not be contained in the final report to the master client/retailer who owns the COC programme, if required.</p>
<b>Manday</b>	8 hours spent working and/or travelling with 1-hour break and in compliance with local labour law.
<b>Access Denied Charge</b>	Scheduled audit or assessment was not performed due to factory management not allowing RSJ staff to enter or conduct the audit or assessment for reason outside the control of RSJ staff. Invoiced in full including manday fee(s) and all expenses incurred.
<b>Late Cancellation Charge</b>	Cancellation of the audit less than 48 hours from scheduled audit day.
<b>Extra Travelling Time Charge</b>	If travel is required on the day before or the day after the audit Waiting time day before or day after the audit date due to the lack of transport resources.
<b>Accommodation Expense</b>	If travel is required on the day before or the day after the audit If the audit requires 2 or more days to complete. Invoiced at cost or in accordance with pre-approved travel cost matrix
<b>Liability</b>	Neither party will be liable to the other party for indirect, incidental, special, punitive or consequential damages, including damages for lost opportunities, lost profits from this Agreement or any other transaction, or lost savings, even if such damages were foreseeable or result from a breach of this Agreement.
<b>Confidentiality</b>	RSJ will maintain all information gathered during the audit process and any related reports confidential at all times. Information will only share with pre-approved parties.
<b>Sedex Additional Services</b>	Any services pertaining to the audit which are requested additionally (including non-conformity closeout or maintenance of information via electronic means) will be invoiced and settled in advance.
<b>Witness</b>	Trainee Auditor, Audit Manager, Technical Manager, External Auditor of RSJ for onsite audit / surprise audit may Come to your factory. Their presence neither incurred any additional charges no affects the final result of audit.
<b>Service condition</b>	<p>We at RSJ, believe in Honesty, Fair Dealing, Confidentiality, Integrity &amp; consider That gift and hospitality are not necessary in business relationship. We do not allow our staff to ask or accept any benefit offered by the customer like money, gift, favor, entertainment, merchandise, ticket, accommodations, free meals, free transportation, gift Vouchers or reimbursement of any part.</p> <p>If you have any complaint or comments related to impartiality, integrity and independence, please contact on below,</p> <p>Direct line: +91-120-411 83 00 / 4559205, E-mail address: audit@rsjqa.com</p>