



TERMS AND CONDITIONS REQUIREMENTS

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1 General

SC2 Management System Certification Audit is SC2 Certification Scheme to certify organizations' Occupational Safety and Health Management Systems (OH&SMS) / Environmental Management Systems (EMS) / Quality Management Systems (QMS). SC2 Auditing Organizations Audit Services is SC2 Auditing Scheme to audit Safety and Health Management System (SS679/ ConSASS/ Safety Management System for the Metalworking Industry) and Risk Management Plan. The two said schemes will be referred to as "Certification / Auditing of Management System (CAMS)".

This document is applicable to all SC2 Certified & Audited Organizations. Participation in the schemes is voluntary / mandatory. All participants shall adhere strictly to the SC2's terms and conditions at all times. These terms and conditions should be read in conjunction with the other certification and auditing criteria documents; such as ISO 45001 / ISO14001 / ISO 9001 / SS679 / Requirements For The Construction Safety Audit Scoring System (ConSASS) / Requirements on the Implementation of Safety Management System for the Metalworking Industry / Requirements for bizSAFE Risk Management Audit / ISO/IEC 17021-1, ISO/IEC 17021-2, ISO/IEC 17021-3, ISO/IEC 17021-10, ISO 19011, CT 01A - Accreditation Process for Auditing Organisations , CT-02 SAC Criteria for Certification Bodies' Auditors (OH&SMS) and CT 17 - SAC Criteria for Auditing Organisations.

2 Scope

- 2.1 Our services offer to all construction trade Certified or audited Organizations (Singapore and the region) a standard of service consistent with the SC2's terms and conditions and maintain impartiality and integrity in all operations;
- 2.2 Our scope of service covers audit and certification / registration of Organization's Occupational Safety and Health Management Systems (OH&SMS) / Environmental Management Systems (EMS) / Quality Management System (QMS) / RM audit / Safety and Health Management System (SHMS). Certification will be done with respect to the standard (ISO45001 / ISO14001 / ISO 9001) and audit will be done with respect to standard (SS679 / Requirements for The Construction Safety Audit Scoring System (CONSASS) / Requirements on the Implementation of Safety Management System for the Metalworking Industry / Requirements for bizSAFE Risk Management Audit.
- 2.3 SC2 shall restrict itself to checks and samples required in order to establish confidence that the OH&S / Quality functions in this regard.
- 2.4 We will not do any consultancy job which is in conflict with our CB role. (Consultancy Jobs refers to the following: Preparing or producing manuals, handbooks or procedures; provide internal audits Participating in the decision-making process regarding management system matters; Giving specific advice towards the development and implementation of management system for eventual certification and registration / audited.

3 Obligations of the Certified / Audited Organizations

- (a) Certified / audited Organizations shall comply with certification audit / AO audit requirements and the following conditions:
 - make all necessary arrangements for the conduct of the AO audits / certification audits, including provision for examining documentation and the access to all processes and areas, records and personnel for the purposes of initial certification, surveillance, recertification, audit and resolution of complaints;
 - make provisions, where applicable, to accommodate the presence of observers (e.g. accreditation assessors or trainee auditors);
 - Certified or Audited Organizations (OH&SMS / EMS / QMS / SHMS / RM) shall has a demonstrably effective management system that has achieved continuing compliance with legal

and regulatory requirements applicable to their organizations;

- The maintenance and evaluation of legal compliance is the responsibility of the certified / audited organization;
 - Certified / Audited organizations shall comply with the relevant provisions of SC2 “Certification / Auditing of Management System scheme.
- (b) Immediately notify SC2, where applicable, on any of the following and SC2 shall take action as appropriate:
1. any change in its legal, commercial, ownership or organizational status;
 2. any changes in organization and management; e.g. top management, key managerial, decision-making, or technical staff, management representative, approved signatories who could affect the performance or competence of the certified organization.
 3. contact address and sites;
 4. plans to conduct any certified activities outside the Republic of Singapore;
 5. change of resources and premises, where the certified / audited organisation has the responsibility to inform SC2 at least 3 months in advance;
 6. any lawsuit or criminal investigation of the Certified / Audited Organizations or its staff;
 7. scope of operations under the certified management system;
 8. major changes to the management system and processes;
 9. any significant changes in main policies; and
 10. any other matters that may affect the ability to fulfill requirements for the Certified / Audited Organizations.
 11. Occurrence of a serious incident or breach of regulation necessitating the involvement of the competent regulatory authority. [see #S(g) for actions to be taken on such incidents].
- (c) Adhere to the rules for the use of the SAC Accreditation Marks and reference to accreditation status as stipulated in SAC 02 and the rules for the use of the SC2 Certification Marks and reference to Certification status; only claims that it is certified / audited with respect to those activities for which it has been granted certification or audited. **Please note that SAC mark is not allowed on the testimony (only applicable to AO audits);**
- (d) Not to use the certification / auditing status in such a manner as to bring SC2 / SAC into disrepute and not make any statement related to the Certification / Auditing including advertising which SC2 / SAC may consider misleading or unauthorized;
- (e) Provide reasonable facilities, such as accommodation, cooperation, and access to documentation, inspection methods, test / calibration standards, personnel, inspection site, calibration and testing areas for the assessors and SC2 / SAC staff to discharge their duties during audit / assessments and resolution of complaints. This include reserving a right to visit any certified / audited organizations of SC2 / SAC accredited certification bodies as a means of verification that audits are properly conducted.
- (f) Make prompt payment to SC2 of all the necessary fees levied by SC2;
- (g) Upon the withdrawal of certification forthwith discontinue its use of reference to certification and withdraw all advertising materials which contain any reference to certification;
- (h) Certified / Audited organizations shall allow their assessment / audits to be witnessed by Singapore Accreditation Council (SAC) where required. If the certification body's client does not allow SAC to witness the audit, the certification of the certification body's client may be withdrawn. SAC will also inform all its accredited certification bodies of the withdrawal. If the certification body's client chooses to seek certification from another certification body, SAC will inform the new certification body that it wishes to witness the audit. This would only be applicable for SAC accredited certification that is mandatory.

As part of the assessment, SAC may contact the certification body's client to verify the quality and details of the audit conducted.

- (i) SC2 / SAC on request from any party provides the information to confirm the validity of given certification / auditing. Such information will be furnished only after approval of SC2-GM on such request;
- (j) Ensure the standard of service and integrity of reports are maintained during relocation. Endorsed reports can continue to be issued prior to SC2 / SAC verification of continual compliance at the new location. Should subsequent findings from SC2 / SAC during the reassessment show the accreditation requirements are compromised, this may warrant for recall of reports issued;
- (k) Make a clear and unequivocal statement in all contacts with its customers that a certificate of Certification & Testimony of Auditing in no way implies that the product or service is approved by SC2 / SAC;
 - (i) Not represent or hold it out as being the agent or partner of SC2 / SAC or make any representations on behalf of SC2 / SAC.
 - (ii) SC2 requires each organization to make available to the SC2 the record of all communications and action taken in relation to the requirements of the OH&S / Quality / SHMS standards or other normative documents.
- (l) Application

All applicants shall apply using the form provided by SC2 with supporting documents containing sufficient information regarding its staff, management system, equipment (where applicable) or other information necessary or requested by SC2 from time to time for its evaluation.

The applicants should comply with the requirements for Certification / AO audit and to supply any information needed for its evaluation. All applicants shall provide the following information prior to the on-site certification audit / AO audit: general information concerning the OH&SMS (ISO45001), EMS (ISO 14001), QMS (ISO 9001), SHMS (SS679 / Requirements for The Construction Safety Audit Scoring System (ConSASS) / Requirements on the Implementation of Safety Management System for the Metalworking Industry, RM audit (Requirements for bizSAFE Risk Management Audit) and the activities it covers.

At any point in the application or during Certification Audit / AO Audit process, if there is evidence of fraudulent behaviour or if the Certified or Audited Organization intentionally provides false information or if the Certified / Audited Organization conceals information, SC2 shall reject the application of Certification / AO Audit.

The applicant shall nominate a management representative to liaise with SC2 on all matters relating to Certification Audit / AO Audit activities and the applicant shall keep SC2 informed of any change in the representative.

The application form shall be returned with the following:

- a) OH&SMS / SHMS / EMS / QMS Manual / RM plan and the Operation Manual;
- b) Corporate documents such as memorandum of articles to prove legal entity of the applicant;
- c) Information concerning the use of consultancy relating to the management system;
- d) Outsourced processes;

e) List of legal, Client or other requirements to comply.

(m) **Desk Top Review (for Certification)**

Desk top review shall be conducted by SC2 together with Initial Certification (stage 1)

The tasks of the audit team shall be as follow:

- examine and verify the structure, policies, processes, procedures, records and related documents of the client organization relevant to the management system;
- determine that these meet all the requirements relevant to the intended scope of certification;
- determine that the processes and procedures are established, implemented and maintained effectively, to provide a basis for confidence in the client's management system; and
- communicate to the client, for its action, any inconsistencies between the client's policy, objectives and targets (consistent with the expectations in the relevant management system standard or other normative document) and the results.

(n) **Initial Certification (for OH&SMS / EMS / QMS Certification)**

The Initial certification comprises the following:

An applicant, that is ready for the initial certification, will receive a quotation for the initial certification of its OH&SMS / EMS / QMS. A suitable date for the initial certification will be arranged between the audit team and the applicant. A audit plan for the initial certification will also be drawn up and given to the applicant at least one week before the initial certification is scheduled to begin. The audit plan will cover all requirements, including internal audit and management review, of the certification criteria.

All certification audits shall be conducted by auditor(s) appointed by the GM of SC2. The appointed auditors should be able to meet the requirements specified by SAC. Appropriate technical experts may be appointed by the GM of SC2 to give technical advice to the auditor(s).

The composition of the Audit Team and/or the itinerary of the Audit Plan will also be drawn up and given to the applicant at least one week before the assessment is scheduled to begin.

If the applicant got any comments or not comfortable with on the composition of the Audit Team and/or the itinerary of the Audit Plan, applicant can contact SC2-GM for changes and SC2-GM will follow up with such after discussion with applicant regarding the issue.

The applicant shall make available personnel such as management representative, key technical staff and internal auditors for interview during the assessment.

The certification audit shall take place at the premises of the applicant as recommended by the audit team.

SC2 shall verify that the organization has evaluated legal and regulatory compliance and can show that action has been taken in cases of non-compliance with relevant legislation and regulations.

SC2 shall confirm that the organization's Occupational Health and Safety Management Systems (OH&SMS) / Environmental Management System (EMS) / Quality Management System (QMS) is capable of achieving continuing compliance with legal and regulatory requirements (applicable to the organization's activities and services) is fully implemented.

SC2 has procedures 4.4.6 and 4.4.7 (NC) detailing action to be taken in the event that non-conformities or an indication of a non-compliance, with a relevant legal and regulatory requirement is discovered. SC2 will inform the organization of these procedures in advance.

SC2 has procedure (CAMS-07) to update legal and regulatory requirements and SC2 auditors will be provided with this information, so that applicable requirements (OH&SMS / EMS / QMS) will be considered for the workplaces of certified organisations and outside their workplace boundaries.

The applicant shall be informed on the certification audit's findings, which include comments on conformity in the form of audit report. During the stage 1 and 2 certification audit, nonconformities and observations may be raised. The management representative should ensure that the nonconformities and observations raised are fully understood and acknowledged.

The applicant will describe the specific action taken and given three months / one month to close to the major / minor nonconformities and observations respectively. For surveillance and re-certification - When there are major nonconformities / minor nonconformities and observations, the time frame shall be three months / one month respectively. Once the applicant has taken the necessary corrective actions, the audit team shall review the corrective actions and if it considers necessary, conduct a verification visit to verify the actions taken.

(o) Award of Certification

The SC2 grants Certification to the applicant being satisfied that the organization meets the criteria for Certification.

Certification/registration shall not be granted until there is sufficient evidence to demonstrate the applicant has met the criteria for Certification.

Appeals can be made in writing against any decision for refusal or withdrawal of certification or any disputes concerning the interpretation of criteria must be made no later than one month from the date of refusal, withdrawal or disputes (Refer to SC2-TAC-01:Section 7 & 8).

A Certificate of Certification shall be issued to the applicant/ certified organization. Certified organization may request for additional certificates and an administrative fee of \$200/-(excluding GST) per additional certificate shall be charged. GST will not be charged for overseas certified organization. The Certificate is valid for a period of 3 years.

The certified organization shall pay to SC2 an annual surveillance fee and a levy based on the number of certificates issued, and other audits and administrative fees as determined by SC2 from time to time.

All certified organization will be listed in a Directory published by SC2 and in the SC2 website. Withdrawal/Suspended of certification/registration shall result in, as a minimum, an amendment to the directory (SC2 make information about certifications granted, suspended or withdrawn, publicly accessible).

(p) Routine Surveillance / Re-certification / Specific Audit

SC2 shall conduct surveillance audits on certified organization to ensure that standards of practice complying with the criteria are maintained. Surveillance audits shall be conducted at least once a year. The date of the first surveillance audit following initial certification shall not be more than 12 months from the certification decision date.

The composition of the Audit Team and/or the itinerary of the Audit Plan will also be drawn up and given to the applicant at least one week before the surveillance audits is scheduled to begin.

If the applicant got any comments or not comfortable with on the composition of the Audit Team and/or the itinerary of the Audit Plan, applicant can contact SC2-GM for changes and SC2-GM will follow up with such after discussion with applicant regarding the issue.

The applicant shall be informed on the surveillance audit's findings, which include comments on conformity in the form of audit report. SC2 will conduct specific audit in the event of changes significantly affecting the activity and operation of the certified organization / applicant (such as change of ownership, changes in personnel or equipment), or if analysis of a complaint or any other information indicates that the certified organization no longer complies with the requirements of the SC2. Such specific audit will

focus only (limited to) on the area of changes.

A renewal audit which includes a document review and comprises a full certification audit (if necessary, it could be 2 stages - stage 1 & stage 2) shall be conducted prior to the expiry of the Certificate of Certification. The Certificate shall be renewed on the condition that the certified organization has been found continue to maintain the necessary standard during the validity of the Certificate and is capable of maintaining the standard established.

SC2-GM make decisions on renewing certification based on the results of the recertification audit, as well as maintaining the standard over the period of certification and complaints received against the certified organization.

SC2 will conduct surveillance audit and re-certification audit for the organization's OH&SMS / EMS / QMS in accordance with **SS679** / ISO 14001/ ISO 9001 / ISO 45001 and ISO/IEC 17021-1, ISO/IEC 17021-2, ISO/IEC 17021-3, ISO/IEC 17021-10, ISO 19011 on a periodic basis for continuing conformity with relevant requirements and for verifying and recording that an organization takes corrective action on a timely basis to correct all nonconformities.

The certified organization may request for an extension or reduction in the scope of certification for consideration during the surveillance and renewal audit. For such requests, the certified organization shall write formally to SC2 at least one month before the date of audit.

SC2 will conduct specific audit in the event of an extension in the scope of certification for certified organization/ applicant. Such specific audit will focus only (limited to) on the area of changes. No specific audit will be conducted in the case of reduction in scope.

The applicant shall be informed on the specific audit / routine surveillance audit and re-certification audit's findings. which include comments on conformity. During the specific audit / routine surveillance audit and re-certification audit, nonconformities and observations may be raised. The management representative should ensure that the nonconformities and observations raised are fully understood and acknowledged.

The applicant will describe the specific action taken and given three months / one month to close the major / minor nonconformities and observations respectively.

Once the certified organization has taken the necessary corrective actions, the audit team shall review the corrective actions and if it considers necessary, conduct a verification visit to verify the actions taken and shall submit an close-out report to the GM within a reasonable time frame.

Any changes in certification requirements shall be reviewed by auditor and approved by the GM.

The SC2 grants Certification to the applicant being satisfied that the organization meets the criteria for an extension or reduction in the scope of certification.

Certification/registration (for an extension or reduction in the scope of certification) shall not be granted until there is sufficient evidence to demonstrate the applicant has met the criteria for Certification.

Upon approval by the GM, a revised Schedule will be issued to the certified organization to reflect any changes in the scope of certification.

(q) Non-routine Audit

Non-routine audits will include visits made to consider requests for extension in the scope of certification, or to investigate complaints made against the certified organization on areas within the scope of certification, if these could not be conducted during the surveillance audit / re-certification audit.

The composition of the Audit Team and/or the itinerary of the Audit Plan will also be drawn up and given to

the applicant at least one week before the assessment is scheduled to begin.

If the applicant got any comments or not comfortable with on the composition of the Audit Team and/or the itinerary of the Audit Plan, applicant can contact SC2-GM for changes and SC2-GM will follow up with such after discussion with applicant regarding the issue.

Unannounced assessments are conducted for special reasons such as to investigate a complaint against a certified organization. SC2 reserves the right to conduct unannounced visits when the need arises. Information about the clients from sources other than the client (e.g. regulators, complainant) would be treated as confidential.

SC2 may conduct non-routine audit for reinstatement of certification for a certified organization whose certification has been suspended or inoperative due to various reasons such as change of premises.

The applicant shall be informed on the audit findings, which include comments on conformity in the form of audit report. During the non-routine audit nonconformities and observations may be raised. The management representative should ensure that the nonconformities and observations raised are fully understood and acknowledged.

The applicant will describe the specific action taken and given three months / one month to close to the major /minor nonconformities and observations respectively.

Once the certified organization has taken the necessary corrective actions, the assessment team shall review the corrective actions and if it considers necessary, conduct a verification visit to verify the actions taken and shall submit an close out report to the GM within a reasonable time frame.

(r) Short-notice Audits / Special Audit

In the case of short-notice audits, SC2 describe and make known in advance to the certified clients the conditions under which these short notice audits are to be conducted, and exercise additional care in the assignment of the audit team. because of the lack of opportunity for the certified client to object to audit team members. SC2 GM would at least verbally check and confirm with the certified client of any objection to the proposed audit team. If any objection from client, SC2-GM would reassign audit team, if certified client has the valid reason for their objection of audit team. The certified client shall be informed on the audit's findings, which include comments on conformity in the form of audit report.

A special audit as per the above arrangement shall be conducted based on the Information on incidents such as a serious accident, or a serious breach of regulation necessitating the involvement of the competent regulatory authority, provided by the certified client. The information shall provide grounds for the GM / COI to decide on the actions to be taken on certified client, including a suspension or withdrawal of the certification, in cases where it can be demonstrated that the certified client's OH&S management system seriously failed to meet the OH&S certification requirements.

(s) Suspension and Withdrawal of Certification

A suspension or withdrawal may be made against a certified organization for any or all scopes included in the scope of certification for such period as the GM / COI may determine if it is satisfied that the certified organization has:

- a) Not maintained a standard of practice complying with the certification criteria;
- b) Violated the terms and conditions for the certification stipulated in SC2-TAC- 01;
- c) Failed to provide reasonable facilities for the auditors to discharge their duties;

- d) Failed to rectify the non-conformities within the agreed time frame. These may include retrieval and re-issuing of the affected certificates/reports;
- e) Failed to submit the corrective actions within the agreed time frame without valid reason;
- f) Failed to pay all necessary fees levied by SC2 from time to time; or
- g) Information on incidents; such as a serious accident, or a serious breach of regulation necessitating the involvement of the competent regulatory authority, provided by the certified client or directly gathered by the audit team during the special audit. Such information shall provide grounds for the GM / COI to decide on the actions to be taken on certified client, including a suspension or withdrawal of the certification, in cases where it can be demonstrated that the client's OH&S management system seriously failed to meet the OH&S certification requirements.

For any nonconformity or other situation that may lead to suspension or withdrawal of certification, SC2 requires the audit team leader to report to the SC2 GM/ COI the need to initiate a review by appropriately competent personnel different from those who carried out the audit, to determine whether certification can be maintained

Where any failure to comply with any criteria of certification is, in the opinion of the SC2 GM / COI, of a temporary nature and rectification will not be immediate, SC2 may retain certification on a suspended basis for any or all of its certified scopes.

SC2 shall withdraw the certification when departures from the certification criteria, which lead to suspension of certification, are not rectified within the stipulated time frame, normally not more than one year.

SC2 shall inform the certified organisation in writing of the suspension or withdrawal and the reasons for the suspension or withdrawal. The organisation shall have the right to appeal to the SC2 GM / COI.

No certification shall be suspended or withdrawn unless SC2 has:

- a) served at least two weeks' written notice to the certified organisation, stating the grounds for the suspension or withdrawal; and
- b) considered any written appeal from the certified organisation received during these two weeks.

During the two weeks' notice, the status of certification of the organisation is considered to be in temporary suspension and no certificate of certification shall be issued.

If a written appeal has been received, the SC2 / COI shall convene an Appeal Committee chaired by GM / a COI member and comprising of members not involved in the evaluation of the organisation to consider the explanations given, and if the organisation so wishes, shall provide an opportunity for the certified organisation to be heard as soon as possible. Where necessary, appropriate technical experts may be co-opted to assist the Appeal Committee in hearing the appeal.

If no appeal has been received by the SC2 / COI against the notice of suspension or withdrawal, or if in the opinion of the SC2 / COI the explanations submitted are not satisfactory, SC2 shall, on the expiry of the notice, suspend or withdraw the certification and inform the organisation in writing. Relevant stakeholders will be informed of the suspension or withdrawal. The suspension or withdrawal will also be uploaded in the SC2 website.

Any certified organisation may voluntarily withdraw its certification by giving two weeks written notice to SC2.

An organisation whose certification has been voluntarily withdrawn, withdrawn by SC2 or suspended shall

not use certified certificates/ certified reports or represent or imply in any way to any party that its certification under SC2 (SAC accredited) is operative and and discontinues its use of all advertising matter that contains any reference to a certified status by SC2.

request by any party, SC2 shall correctly state the status of certification of a client's management system as being suspended, withdrawn or reduced.

An organisation whose certification has been withdrawn shall return the Certificate of certification and all other appropriate documents to SC2 immediately.

The information on the withdrawn from the certification by the certified organization will be made available on SC2 website for at least 3 years.

For reduction on scope of certification, SC2-GM, will review and decide on for any audit to be conducted including the site.

(t) Restoring Certification

Certified organization whose certification has been suspended in part or in full may have its certification reinstated subject to a restoring certification. The certified organization shall satisfy all the criteria of a restoring certification and the award of certification as per clauses 3.n and 3.o.

(u) Re-application

Certified organization whose certification has been withdrawn by SC2 may reapply one year after its withdrawal date and shall be considered as a fresh applicant.

Certified organization that has withdrawn its certification may re-apply and shall be considered as a fresh applicant.

SC2 will not accept the application of any organization for any certification, if SC2 had previously suspended or withdrawn that organization's certification for the certified scope for three times or more. This will also apply to any organization with the same owner(s) as the organization which had its certification suspended or withdrawn as aforesaid.

V) Audit Methodology

Pre-Audit Communication	<ul style="list-style-type: none"> • To send the announcement letter one month before the audit. • To inform site personnel on preparation of documents and records for audit. A checklist to be sent to site personnel to guide them the documents needed.
Entrance Briefing	Opening meeting with site management to explain the purpose of audit, its methodology and identify personnel to interview.
Familiarization Tour	To let the audit team have an overview on the general site condition.
*Document Examination	To assess the written workplace safety & health management system and to verify findings from the assessment. The Safety Policy, Statutory & in-house inspection records, records of equipment control ... etc. will be examined.
*Physical Conditions Checks	Site physical condition check is conducted to observe the adequacy and implementation of Workplace Safety & Health Management System.
*Interview	For the purpose of verification, key personnel from main contractor, subcontractors, workers and operators will be interviewed.

Exit Discussion	Closing meeting with site management to highlight critical findings and recommendations.
Post-Audit Evaluation	To be done in SC2 office by the auditors who had conducted the audit.
Preparation of Report	A report based on the audit findings will then be sent to the main contractor. It comes with a copy of an audit certificate.

4 **Withdrawal of SAC accreditation on its consequences.**

SC2 Private Limited shall provide its customers with the information on withdrawal of its accreditation by Singapore Accreditation Council and its consequences, if such has occurred.

5. **Confidentiality**

- 5.1 All information provided by any applicant / Certified & Audited Organizations (except the information in the public domain) in relation to preliminary enquiries or to an application for certification and all information obtained in the course of, or in connection with, an audit of an applicant Certified / audited Organizations shall be completely confidential. SC2 staff, SC2 Board of directors, COI Committee members and auditors undertakes to always observe the duty of confidentiality provided. (Provided always, this clause shall not apply to information in the public domain).
- 5.2 SC2 shall not disclose confidential information about a particular accredited / certified / audited organization without written consent of the certified / audited organization, except where the law requires such information to be disclosed without such consent.
- 5.3 SC2 shall be allowed to make any information including confidential information available to other body; e.g. accreditation body, if such information is required for SAC accredited assessment purpose.
- 5.4 Except as required in this part of ISO/IEC 17021, information about a particular certified / audited client or individual shall not be disclosed to a third party without the written consent of the certified / audited client or individual concerned.
- 5.5 When SC2 is required by law or authorized by contractual arrangements (such as with the accreditation body) to release confidential information, the client or individual concerned shall, unless prohibited by law, be notified of the information provided.
- 5.6 Information about the client from sources other than the client (e.g. complainant, regulators) shall be treated as confidential, consistent with the SC2's policy.
- 5.7 Personnel, including any committee members, contractors, personnel of external bodies or individuals acting on SC2's behalf, shall keep confidential all information obtained or created during the performance of the Certification / auditing body's activities except as required by law.
- 5.8 SC2 shall ensure its processes and where applicable equipment and facilities are able to achieve the secure handling of confidential information.

6 **Conflict**

- 6.1 Members of the SC2 board of directors, Committee of Impartiality (COI) and auditors considered having commercial, financial or other pressures or conflicts of interest that might cause them to act in other than

an impartial or non-discriminatory manner shall not be involved in the assessment and evaluation of an applicant / Certified / Audited Organizations.

- 6.2 Applicant / Certified / Audited Organizations shall liaise with the SC2 secretariat on all matters relating to Certification / auditing shall not communicate directly with any of the committee members and auditors on such matters.
- 6.3 Applicant / Certified / Audited Organizations shall be informed of the appointment of auditors and may object to the appointment only once, on valid grounds such as conflict of interest. Applicant / Certified / Audited Organizations certified organization shall accept any reappointment of auditors by SC2.

7 Complaints / Disputes

- 7.1 Any complaints / disputes should be made in writing to the GM (SC2) @ 62729986 and such complaints should bear the name, designation, company and signature of the sender.
- 7.2 Any written complaints / disputes shall include objective evidence(s) to support the complaints, wherever possible.
- 7.3 Any written complaints / disputes received will be duly acknowledged and the sender will be informed of the outcome by SC2.
- 7.4 Unannounced assessments may be conducted to investigate a complaint against a certified / Audited organisation of SAC accredited Certification / auditing bodies. SC2 and/or SAC reserve the right to conduct unannounced visits when the need arises.

8 Appeals

- 8.1 Appeals made in writing against any decision for refusal or withdrawal of certification or any complaints or disputes concerning the interpretation of criteria or relating auditing must be made no later than 2 weeks from the date of refusal, withdrawal or disputes. Such appeal or disputes, which shall be submitted to GM (SC2) @ 6272 9986, will be considered by the COI acting on the advice of an Appeal / Dispute Committee. Appeal / Dispute Committee will be under and part of COI. The Committee appointed in respect of each appeal shall consist of a Chairman and at least two members of the COI, none of which shall have any direct commercial interest in the subject of appeal. The Committee may co-opt technical experts as and when required.
- 8.2 The decision of the Appeal Committee shall be final and shall not be called into question or subject to review or appeal by any court of law.

9 Significance of Certification / Auditing

- 9.1 Certification / auditing should not be regarded as in any way diminishing the normal contractual responsibilities between the certified organization and its customers. While Certification / auditing is the indication of the integrity and competence of the certified / audited organization, it does not constitute a guarantee by the SC2 of the competence of certified / audited organization in any particular case.
- 9.2 SC2 is in no way responsible for the charging arrangement between certified / audited organization and its customers.

10 Limitation of Liability

- 10.1 SC2 and her Committee of Impartiality (COI) shall not be liable to the certified / audited organization for any losses, damages or expenses including injury to reputation suffered by the certified / audited organization and/or third parties, arising directly or indirectly from the Certification / auditing of the certified organization, use of the SC2 Certification / auditing marks, assessment activities carried out on the

certified organization by SC2, its representatives, employees and/or agents or SC2's exercise or performance of its rights, powers, duties or obligations under these Terms and Conditions.

- 10.2 Without prejudice to clause 10.1, in the event that SC2 and her Committee of Impartiality (COI) is found liable for any losses, damages or expenses howsoever caused, whether by operation of law or otherwise, the maximum amount of SC2 and her Committee of Impartiality (COI)'s liability shall be limited to the fees paid by the certified organization for the period of three years or \$100,000 whichever is the lower. The certified / audited organization agrees that under no circumstances, SC2 and her Committee of Impartiality (COI) shall be liable for any special, indirect, incidental or consequential loss, damage or expense, however caused including without limitation any loss of profits or prospective profits.

11 Indemnity

- 11.1 The certified / audited organization agrees and shall indemnify SC2 and her Committee of Impartiality (COI) fully against all losses, damages and expenses suffered by SC2 and her Committee of Impartiality (COI) including but not limited to legal costs on a full indemnity basis and all claims by any third parties against SC2 and her Committee of Impartiality (COI), arising directly or indirectly from the Certification audit / AO audit of the certified / audited organization, use of the SC2 Certification marks, assessment activities carried out on the certified / audited organization by SC2, its representatives, employees and/or agents or SC2's exercise or performance of its rights, powers, duties or obligations under these Terms and Conditions.

12 Applicable Law

- 12.1 This terms and conditions shall be construed in accordance with and governed by the Laws of Singapore and the parties hereby agree to submit to the exclusive jurisdiction of the Singapore Courts.

13 Fees

- 13.1 The fees for Certification / auditing shall be prescribed by the SC2's GM and the GM may change the fees from time to time.
- 13.2 All fees paid by an applicant / certified / audited organization are non-refundable.

14. Taxes

- 14.1 A certified / audited organization agrees to indemnify and pay SC2 all taxes, levies, and duties including, but not limited to, goods and services tax or withholding tax which SC2 / COI may be liable to pay as a result of providing the services to the certified / audited organization.

15. Conditions for use of SAC / SC2 Certification Marks

- 15.1 Layout of SC2 Certification Marks
- 15.1.1 Reference to SC2 Certification status made by certified organization using SC2 Certification Marks shall indicate with the Certificate Number issued to the certified organization. Specimens of the SC2 Certification marks are as shown in Annex 3. It must be reproduced in the official color Green (PANTONE 347C).
- 15.1.2 The SC2 Certification marks may be uniformly enlarged or reduced but shall not be less than 15mm in height.
- 15.2 Use of Marks or Reference to Certification / Auditing in Publicity and Other Materials by certified organization:
- 15.2.1 A certified organization may use the SAC / SC2 Certification marks on publicity and other stationery materials such as internet brochures, letterhead paper, quotations, name cards

and vehicles. However, the use of the SAC / SC2 Certification marks or any reference to SC2 Certification in advertising and promotional publications shall be vetted and pre-approved by SC2. **(The SAC Marks shall not be used on a testimony issued to audited clients).**

SAC marks have been revised and shown in Annex 1. SAC Accreditation Marks for SC2 as accredited certification body (OH&S, EMS / QMS) is shown in Annex 2. The deadline to change the use to the revised SAC marks on collaterals or internal documents by certified organizations shall not be later than June 2019.

15.2.2 The certified / audited organization shall:

- (a) Only claim that it is certified in respect to those activities which are covered under its scope of Certification;
- (b) Only use the SAC / SC2 Certification marks for premises covered by Certification (ISO 45001 / ISO 14001 / ISO 9001);
- (c) not make any statement regarding its Certification that SC2 may consider misleading or unauthorized or ambiguity in the marks or accompanying text as to what has been certified by SC2;
- (d) conforms to the requirements of the SC2 when making reference to its certification status in communication media such as the internet, brochures or advertising, or other documents;
- (e) does not make or permit any misleading statement regarding its Certification;
- (f) does not use or permit the use of a Certification document or any part thereof in a misleading manner;
- (g) withdrawal of its Certification, discontinues its use of all advertising matter that contains a reference to Certification, as directed by the Certification body;
- (h) amends all advertising matter when the scope of certification has been reduced;
- (i) does not allow reference to its management system certification to be used in such a way as to imply that the Certification body certifies a product (including service) or process;
- (j) does not imply that the Certification applies to activities and sites that are outside the scope of Certification;
- (k) does not use its Certification in such a manner that would bring the Certification body and/or Certification system into disrepute and lose public trust;
- (l) Not allow the fact of its Certification to be used to imply that a product or person is approved by SC2;
- (m) not display the SAC / SC2 Certification marks or make any reference to SC2 Certification on any test items (laboratory test, calibration, and inspection reports), products or literature relating specifically to a product which may imply product Certification;
- (n) does not use its Certification in such manner that would bring the SC2 and its Certification system into disrepute and lose public trust;

(O) Reference to auditing and use of marks by Audited Organization:

- a) does not use or permit the use of the AO's audit report or testimony or the AO's marks in communication media such as the Internet, brochures or advertising, or other documents:
- b) does not make or permit any misleading statement regarding the audit
- c) does not use or permit the use of an audit report or testimony or any part thereof in a misleading manner.

15.2.3 SC2 reserves the right to exercise proper control of ownership and to take action to deal with incorrect references to Certification / Auditing status or misleading use of Certification / auditing documents, marks or audit reports. If such action could lead to requests for correction and corrective action, suspension, withdrawal of Certification, publication of the transgression and, if necessary, legal action.

15.2.4 Certified organization shall suspension or voluntary withdrawal of SC2 Certification / auditing immediately ceased to issue any certificates, inspection, quotations or labels displaying the SAC / SC2 Certification marks or containing references to SAC / SC2 Certification marks. Amend all advertising matter when the scope of Certification is reduced.

15.2.5 Certified organization shall withdrawal of SAC / SC2 Certification marks, immediately cease distribution of all items on which the SAC / SC2 Certification marks or any reference to SC2 Certification are displayed and shall ensure discontinued use or distribution of these items.

15.3 Reference to Certification Status by Certified Management Systems

15.3.1 General

15.3.1.1 The SAC / SC2 Certification marks is awarded by SC2 to Certified Organizations who have successfully achieved Certification.

15.3.1.2 Where Certified Organizations is certified in respect of a Certification scheme whereby it owns or is licensed to use Certification mark, each licensee of the Certification mark may use the SAC / SC2 Certification marks in conjunction with the Certification marks. This use is limited to the licensee's stationery, literature, and advertisements and is subject to the conditions governing the license of the Certification marks.

15.3.1.3 When the SAC / SC2 Certification marks is used by Certified Organization's the appropriate certificate number accorded to the Certified Organization's under the scheme shall be inserted in the space provided in the SAC / SC2 Certification marks.

15.3.1.4 Where Certified Organization's uses the SAC / SC2 Certification marks, it shall include on the same sheet of document:

- a) Its own name or logo, displayed no less prominently than the SAC / SC2 Certification marks.
- b) The phrase: "The use of the SAC / SC2 Certification mark indicates Certification in respect of those activities covered by the Certification registration number XXXX".

15.3.1.5 The SAC / SC2 Certification marks shall not be used by Certified

Organization's on any document unless the document relates in whole or in part to certified activities of certified organization.

15.3.1.6 The Certified Organization's shall ensure the following:

- a) Its licensees of a Certification mark relating to a certified management systems Certification scheme shall not use the SAC / SC2 Certification marks on its products or associated documentation or certificates.

15.3.1.7 The SAC / SC2 Certification marks shall not be used in such a way as to suggest that SAC / SC2 has certified or approved any product or any service supplied by the Certified Organization's or its licensee of a Certification mark, or in any other misleading manner.

15.3.18 Product packaging is considered as that which can be removed without the product disintegrating or being damaged. Accompanying information is considered as separately available or easily detachable. Type labels or identification plates are considered as part of the product. The statement on it shall in no way imply that the product, process or service is certified by this means. The statement shall include reference to:

- *identification (e.g. brand or name) of the certified client;*
- *type of management system (e.g. occupational health & safety, quality, environment) and the applicable standard;*
- *the Certification / auditing body issuing the certificate*

16 Safety & Quality

- 16.1 Safe working conditions are essential to good Certification / Auditing practice and management. The certified and audited organization shall observe all necessary safety precautions to ensure that its Certification / Auditing activities are performed in a safe working environment.
- 16.2 SC2 will not arrange for on-site audit, if it considers the Certified / Audited Organization's premises / site to be unsafe.
- 16.3 It is the Certified / Audited Organization's responsibility to comply with relevant quality, health and safety requirements.

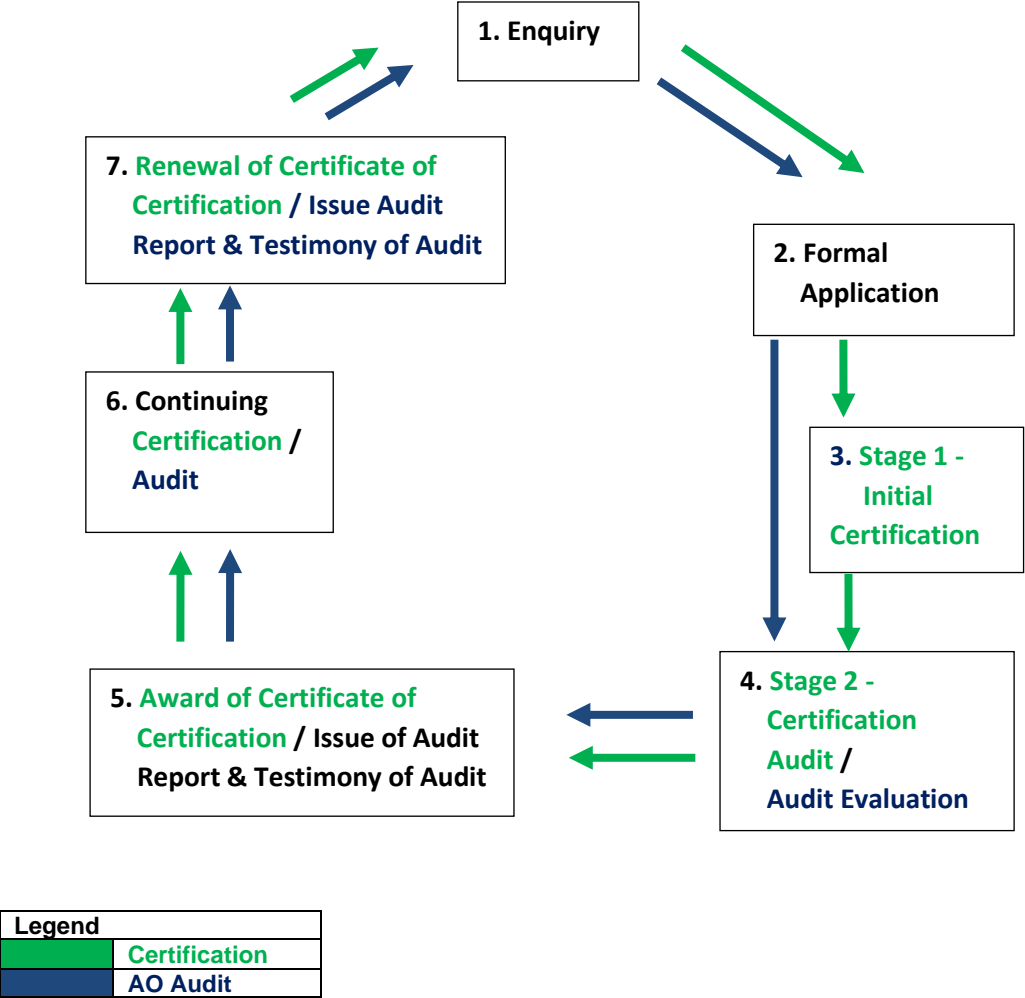
17 Information Requirement

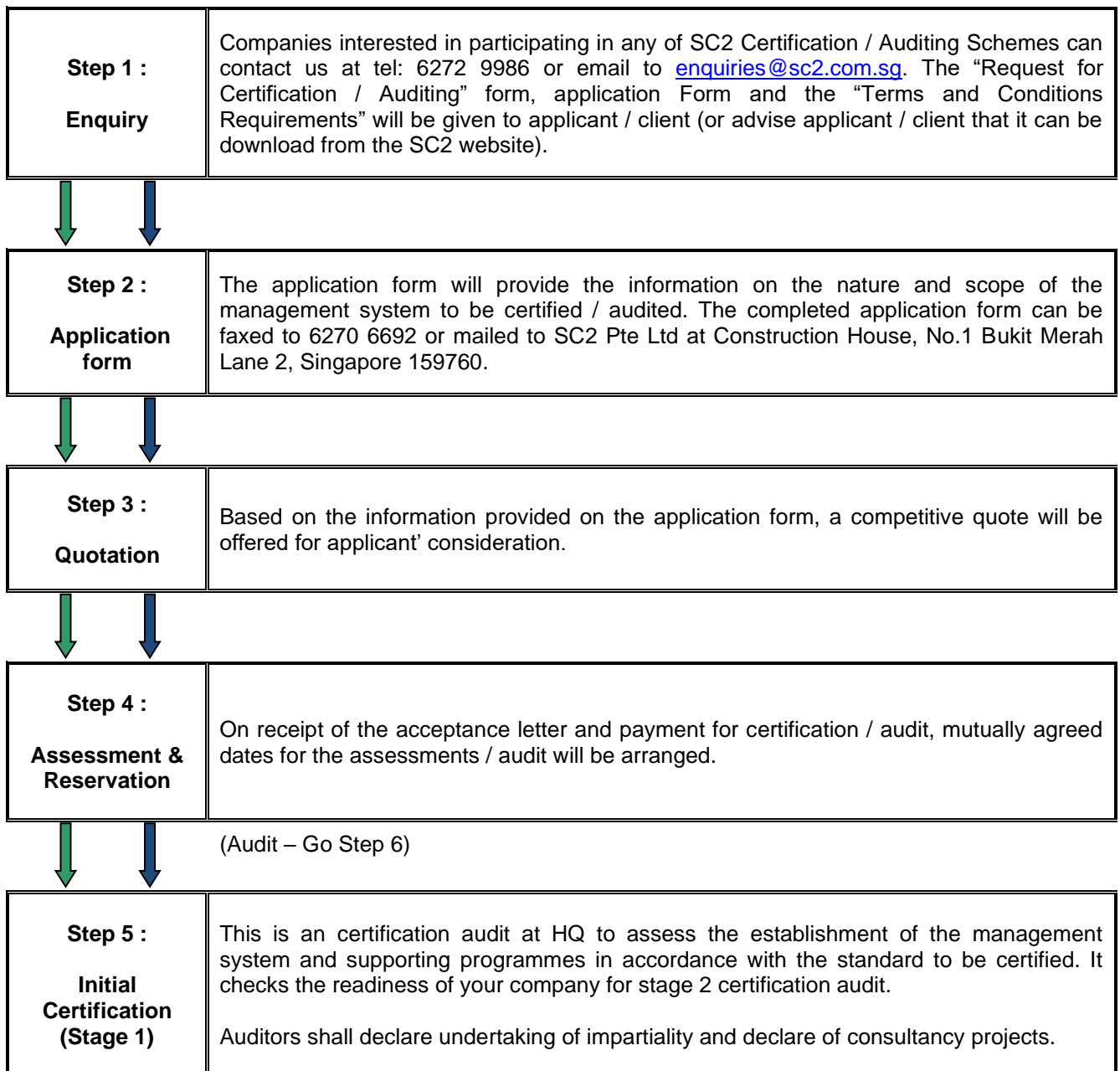
SC2 shall have the right to provide, request the following information about its certified / audited clients or to make following information on its internet website without request / consent from its certified clients:

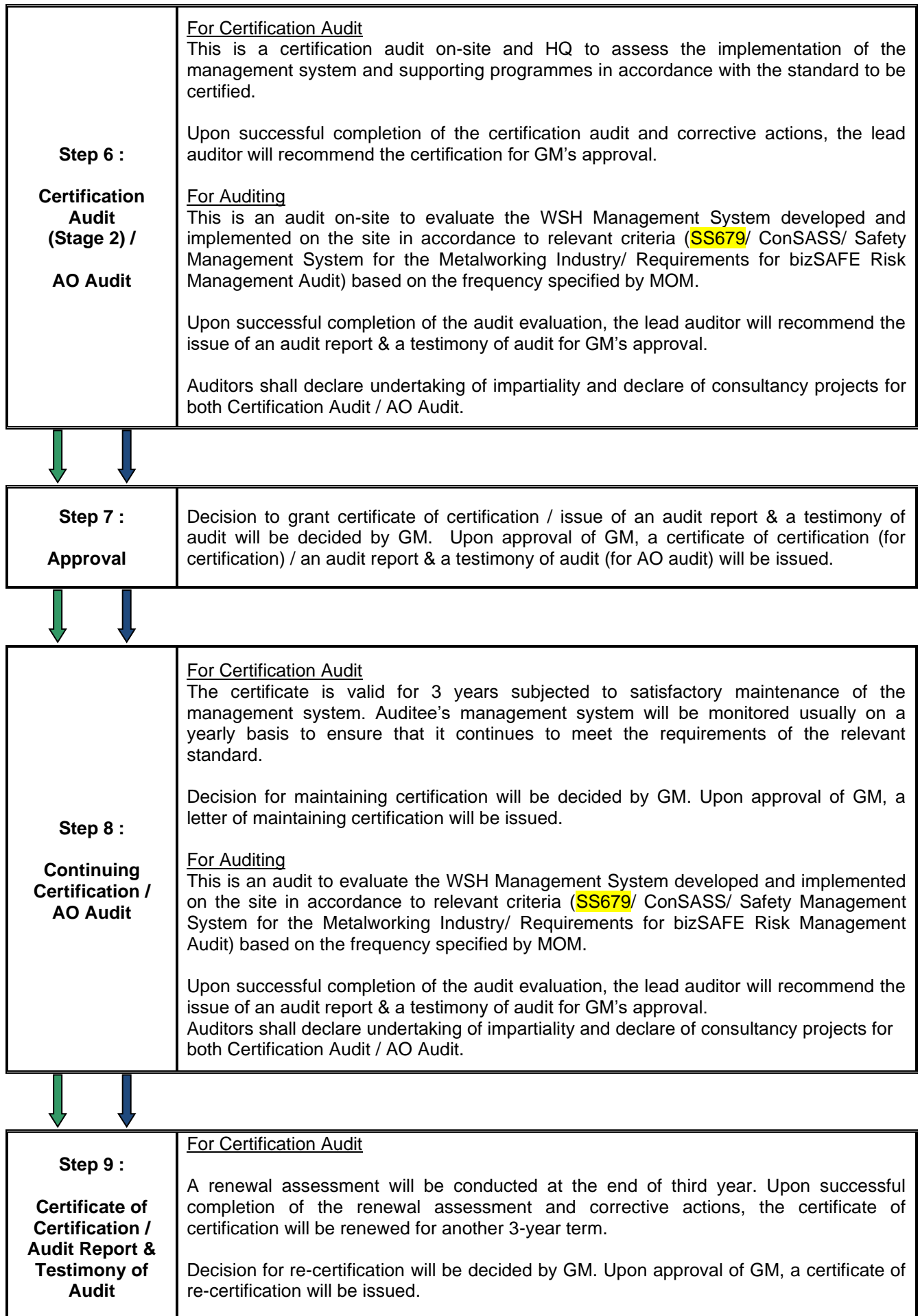
- a) geographical areas in which it operates;
- b) the status of a given Certification / Auditing;
- c) the name, related normative document, scope and geographical location (city and country) for a specific certified / audited client.

In exceptional cases, SC2 may also allow to make the access to certain information limited on the request of the certified / audited clients for a valid reason for example security reasons.

18. Certification / AO Audit Process

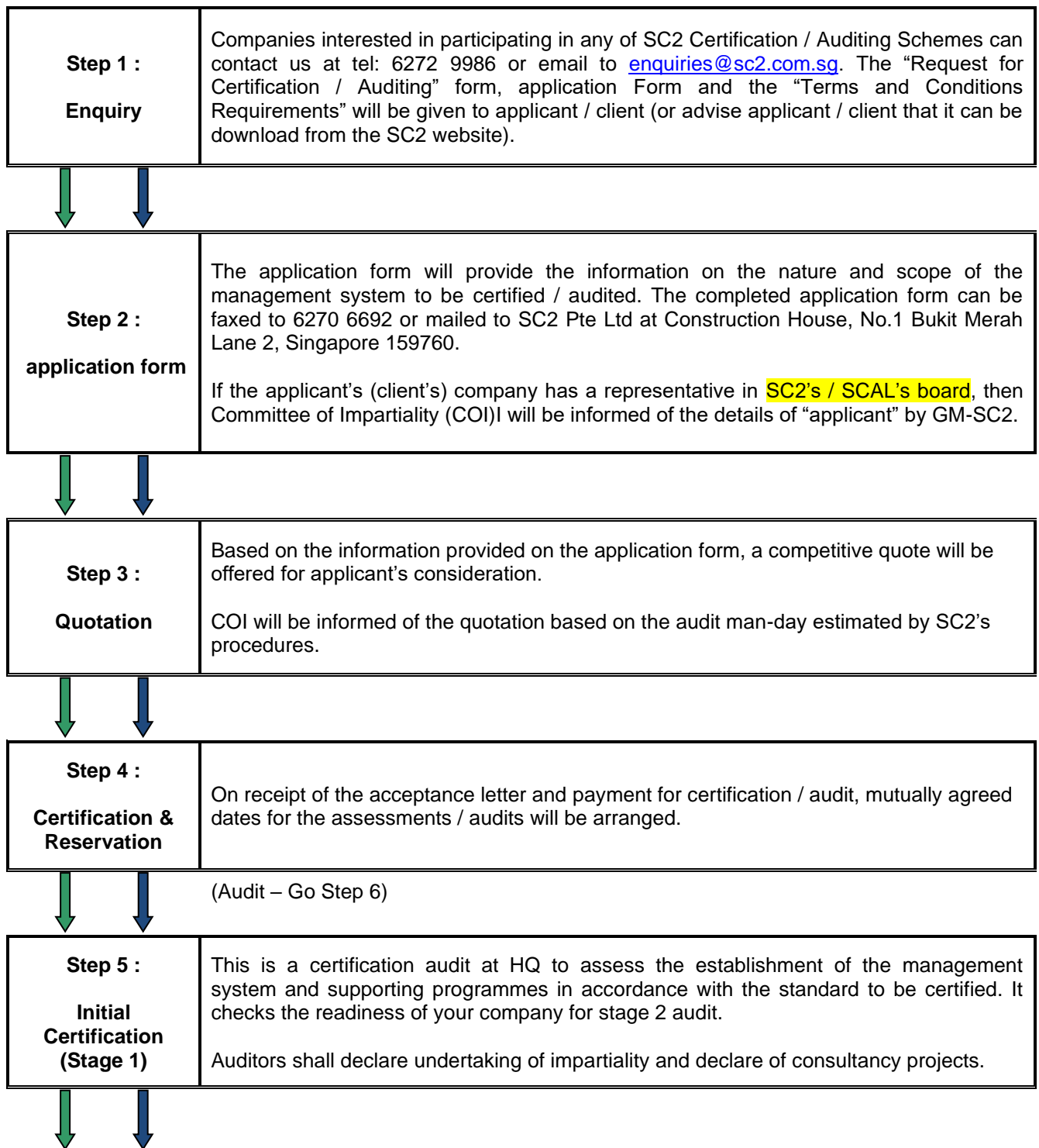


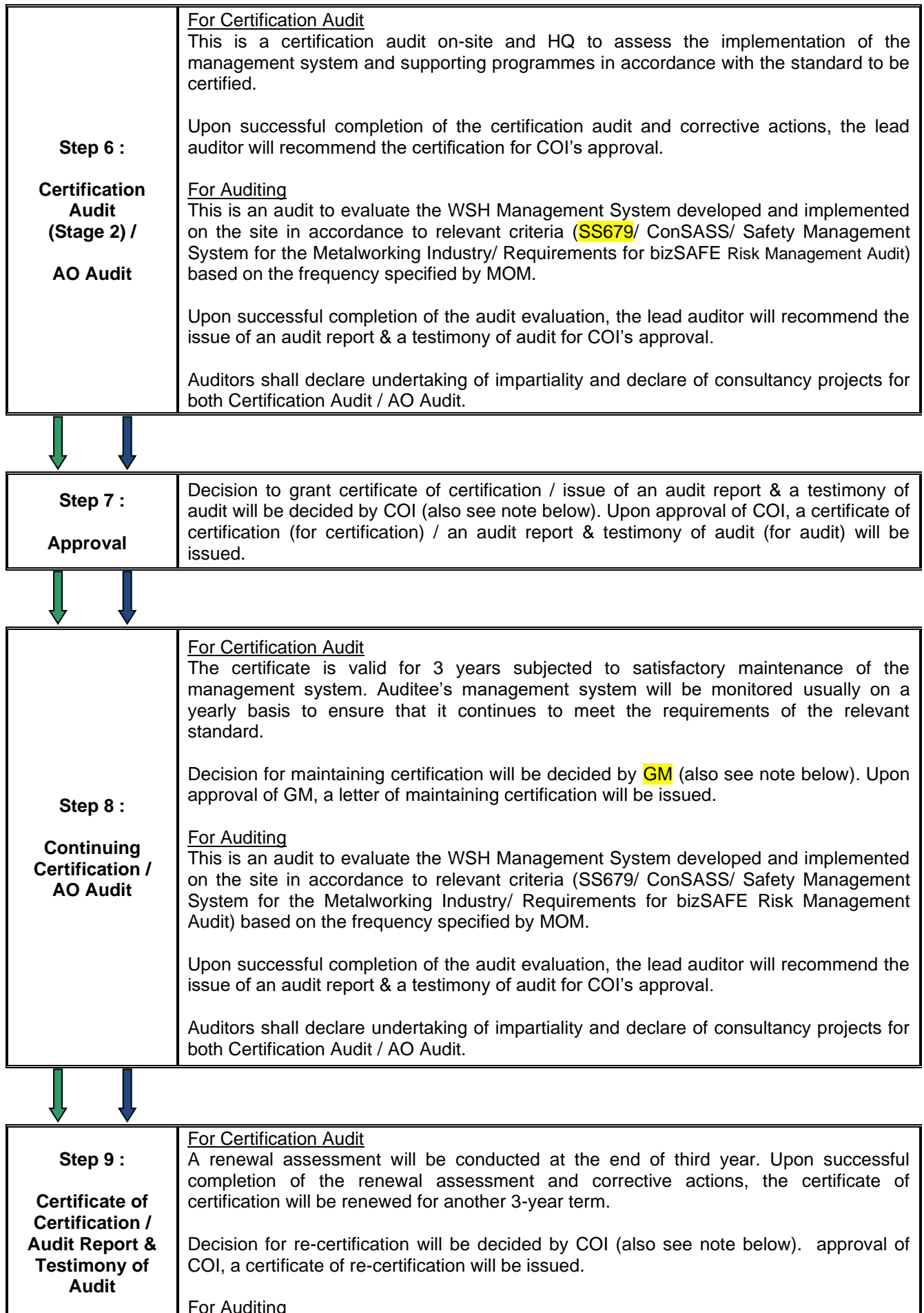
19(a) Certification / AO Audit Application Process



	<p><u>For Auditing</u></p> <p>A subsequent audit will be conducted as per the frequency specified by MOM. Upon successful completion of each subsequent audit evaluation, an audit report & a testimony of audit approved by GM will be issued.</p> <p>Auditors shall declare undertaking of impartiality and declare of consultancy projects for both Certification Audit / AO Audit.</p>
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19(b) Certification / AO Audit Application Process [IF the Applicant's (Client's) Company has a representative in the SC2's / SCAL's Board]





	<p>A subsequent audit will be conducted as per the frequency specified by MOM. Upon successful completion of each subsequent audit evaluation, an audit report & a testimony of audit approved will be issued after approval by COI (also see note below).</p> <p>Auditors shall declare undertaking of impartiality and declare of consultancy projects for both Certification Audit / AO Audit.</p>
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Note: For step 7, 8 and 9 in 1.2(b), if initially no one from the applicant's company / client was in **SC2's / SCAL's Board** or in the, and later become the members, COI will be informed before next Certification Audit / AO Audit conducted. The decision for granting initial certification, recertification, transferring, and restoring certification / an audit report & a testimony of audit will be decided by COI from the next immediate audit.

20. Conditions for use of SAC Accreditation Marks

A. Layout of SAC Accreditation Marks

1 When reference to SAC accreditation status is made by an accredited organisation using SAC accreditation marks, the Certificate Number issued to the accredited organisation shall be indicated. Specimens of the SAC accreditation marks are shown in Annex 1, which include the logo, the accredited scheme and the certificate number. The accreditation marks must be reproduced in the official colours, red (Pantone 032C) or dark grey (Pantone 432C). Single colour accreditation marks, subjective to SAC's approval, can be used for limited colour or black and white production, only on light backgrounds. The font used for the certificate number is Univers 65 Bold. When this font is not readily available using software such as Microsoft Office or on platforms such as websites, Arial Bold can be used in its place. When an accredited organisation is accredited for more than 1 programme/field, the accredited organisation can choose to list all certificate numbers under 1 SAC mark, after obtaining approval from SAC in writing.

2. The SAC accreditation mark may be uniformly enlarged or reduced but shall not be less than 15mm in height.



3. The SAC accreditation mark shall always be used in its original, designed proportions and not to be distorted, compressed or stretched in any way. The certificate number must be readable. It shall be used on a background that will not impede readability and only be used in its normal horizontal orientation and not be rotated.

B. Use of Mark or Reference to Accreditation on Publicity and Other Materials

1. An accredited organisation may use the SAC accreditation mark on publicity and other stationery materials such as brochures, business card, letterhead paper, quotations, websites and vehicles. However, the use of the SAC accreditation mark or any reference to SAC accreditation in advertising and promotional publications shall be vetted and pre-approved by SAC.

2. The accredited organisation shall:

- (a) only claim that it is accredited in respect to those activities which are covered under its scope of accreditation;
- (b) only use the SAC accreditation mark for premises covered by accreditation;
- (c) not make any statement regarding its accreditation that SAC may consider misleading or unauthorised;
- (d) not allow the fact of its accreditation to be used to imply that a product, process, service, management system or person has been certified or approved by SAC; and
- (e) not use the SAC accreditation mark on any test items, products or literature, or in a way that may be interpreted as denoting product conformity, or permit its certified organisations to do so.

3. An accredited organisation shall suspension or withdrawal of SAC accreditation immediately cease:

- (a) issue of any certificates or reports, quotations, calibration labels and inspection labels displaying the SAC accreditation mark or containing references to SAC accreditation;
- (b) distribution of all items on which the SAC accreditation mark or any reference to SAC accreditation are

displayed and shall ensure discontinued use or distribution of these items.

C. Reference to Certification Status by Companies Certified by SAC Accredited Certification Bodies

General

1. The SAC accreditation mark can be used by certification bodies which have successfully achieved accreditation on the certificates issued to the certified companies or personnel for personnel certification body, corporate stationery and communication materials. For personnel certification body, the SAC accreditation mark can be used on badges or cards issued to certified personnel.
2. Where a certification body is accredited in respect of a certification programme whereby it owns or is licensed to use a certification mark, each licensee of the certification mark may use the SAC accreditation mark in conjunction with the certification mark. This use is limited to the licensee's corporate stationery, and communication materials, and is subject to the conditions governing the licence of the certification mark.
3. When the SAC accreditation mark is used by an accredited certification body, the appropriate certificate number accorded to the body under the programme shall be used in conjunction with the SAC accreditation mark. See Annex 1 for specimen.
4. Where an accredited certification body uses the SAC accreditation mark, it shall include on the same sheet of document its own name or mark, displayed no less prominently than the SAC accreditation mark.
5. The SAC accreditation mark shall not be used by an accredited certification body on any document unless the document relates in whole or in part to accredited activities of the certification body.
6. The accredited certification body shall ensure its licensees of a certification mark relating to an accredited management systems certification programme shall not use the SAC accreditation mark on its products or associated documentation or certificates.
7. The SAC accreditation mark may be used on products certified under the SAC accredited product certification scheme.
8. The SAC accreditation mark shall not be used in such a way as to suggest that SAC has certified or approved any product, process or any service supplied by the accredited certification body or its licensee of a certification mark, or in any other misleading manner.

Use of IAF MLA Mark by Accredited Certification Bodies

1. An accredited certification body is encouraged to use the IAF MLA Mark to demonstrate that it is accredited by a signatory of the International Accreditation Forum (IAF) Multilateral Recognition Arrangement. The IAF MLA Mark shall only be used in combination with the SAC Accreditation Mark which is then known as the "Combined Mark". A specimen of the "Combined Mark" is shown in Annex 1.
2. Accredited certification bodies must enter into a sublicensing agreement with SAC prior to the use of the "Combined Mark". The coverage of the sublicense is restricted to the scope of the MLA for which SAC is a signatory of the IAF MLA and also restricted to the certification bodies' scope of accreditation. A copy of the sublicense can be found in Annex 2 of IAF ML 2. The proposed usage must be forwarded to SAC for review and the "Combined Mark" cannot be used until written approval has been given by SAC.
3. The "Combined Mark" in conjunction with the certification body's mark, can be used on letterheads, accredited certificates, quotations for work, advertisements, websites and other documents.
4. The certification body shall not allow its customers to use the combined mark.
5. The IAF MLA Mark shall be printed according to the following specifications:
 - i. In black and white or in the colours Pantone 2747 (dark blue) Pantone 299 (light blue),
 - ii. On a clearly contrasting background; and,
 - iii. In a size which makes all the words of the IAF MLA Mark clearly distinguishable, with the width of the IAF MLA Mark no less than 20mm for printed media and 75 pixels for digital media.
6. Please refer to IAF ML-2 *General Principles on the use of the IAF MLA Mark* for more information.

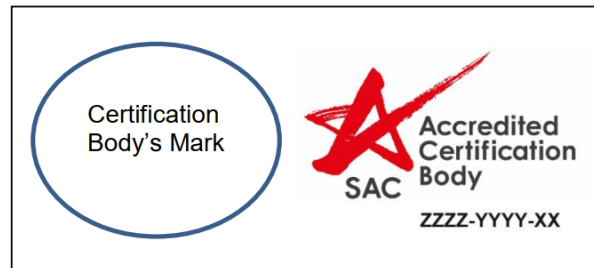
D. Reference to Certification Status by Companies Certified by SAC Accredited Certification Bodies

1. The certified customers of certification bodies are allowed to use the relevant SAC accreditation mark in conjunction with the certification mark of the accredited certification bodies to promote their compliance with certain standards and requirements.
 - a. Individuals Certified Under the Personnel Certification Scheme Certified individuals are allowed to use SAC accreditation mark in conjunction with certification mark on their name cards to promote and distinguish themselves on their capabilities.
 - b. Certified Companies and Learning Service Providers Certified companies are allowed to use SAC accreditation mark in conjunction with the certification mark of the accredited certification bodies in their promotion materials.

c. Certified Learning Service Providers

For the certificates issued by learning service providers, the same principles in item 2.5.1b apply. The SAC accreditation mark can be used in conjunction with the certification mark on training certificates issued to participants. In the event that a learning service provider wants to include its own mark, it shall be used in conjunction with both the SAC accreditation mark and certification mark. The SAC accreditation mark shall not be used on badges or cards issued to participants.

Specimen of SAC accreditation mark to be used by certified companies.



Note:

- i. The certification body's mark must come before the SAC accreditation mark.
- ii. The certification body's mark and SAC accreditation mark should preferably be boxed up together.
- iii. The certification body's mark shall maintain similar proportions to the SAC accreditation mark. The difference in the height of the certification body's mark and SAC accreditation mark shall not be more than 5%.

Annex 1 - Specimen of SAC Accreditation Marks

Annex 1

SPECIMEN OF SAC ACCREDITATION MARKS

A) SAC Accreditation Mark for Inspection Bodies



B) SAC Accreditation Mark for Laboratories



C) SAC Accreditation Mark for Certification Bodies



Note (ZZZZ) may vary depending on the accreditation scheme/programme
eg. QS = Quality Management System, PD = Product

D) SAC Accreditation Mark for Other Schemes



Note K may vary depending on the accreditation scheme
eg. PTP = Proficiency Testing Provider, FFT = Functional Food Testing, AO = Auditing Organisation

Annex 1 - Specimen of SAC Accreditation Marks**E) Accredited CAB Combined ILAC MRA Mark**

For Accredited Laboratory:



For Accredited Inspection Body:



Note: The ILAC MRA Mark shall appear in close proximity to SAC Accreditation Mark and should preferably be boxed up together.

F) Combined Mark for Certification Bodies

Note: The IAF MLA Mark shall appear in close proximity to SAC Accreditation Mark and should preferably be boxed up together.

Annex 2 - Specimen of SAC Accredited Certification Body Marks for SC2 and SC2 Certification Marks Body



Annex 3 - Specimen of SC2 Certification Marks

Specimen of SC2 Certification Marks



Official Color Green: PANTONE 347C



Official Color Green: PANTONE 347C



Official Color Green: PANTONE 347C

			
CERTIFICATE OF REGISTRATION <u>Occupational Health and</u> <u>Safety Management System</u>			
This certifies that the management system of Company Name Company Address Postal Code			
has conformed to the requirements of ISO 45001: 2018			
For the scope of XXX			
General Manager SC2 Pte Ltd			
Certificate No: CA/CC/0039/21	Date of Original Issue: 02 March 2021	Date of Issue: 02 March 2021	Date of Expiry: 01 March 2024
<small>SC2 Pte Ltd - No1, Bukit Merah Lane 2 Construction House, Singapore 159760 This Certificate remains the property of SC2 Pte Ltd and shall be returned upon request. The use of certificate is subject to the terms and conditions of registration.</small>			

Template of Testimony of Audit for
Occupational Health and Safety Management System

	
<p align="center">CERTIFICATE OF REGISTRATION <u>Quality Management System</u></p>	
<p align="center">This certifies that the management system of Company Name Company Address Postal Code</p>	
<p align="center">has conformed to the requirements of ISO 9001: 2015</p>	
<p align="center">For the scope of XXX</p>	
<p align="center">General Manager SC2 Pte Ltd</p>	
<p><small>Certificate No:</small> QMS/CC/0023/21</p>	<p><small>Date of Original Issue:</small> 02 March 2021</p>
<p><small>Date of Issue:</small> 02 March 2021</p>	<p><small>Date of Expiry:</small> 01 March 2024</p>
<p><small>SC2 Pte Ltd - No1, Bukit Merah Lane 2 Construction House, Singapore 159760 This Certificate remains the property of SC2 Pte Ltd and shall be returned upon request. The use of certificate is subject to the terms and conditions of registration.</small></p>	

Template of Testimony of Audit for
Quality Management System

 				
<p>CERTIFICATE OF REGISTRATION <u>Environmental Management</u> <u>System</u></p>				
<p>This certifies that the management system of</p> <p>Company Name Company Address Postal Code</p>				
<p>has conformed to the requirements of</p> <p>ISO 14001: 2015</p>				
<p>For the scope of</p> <p>XXX</p>				
<p>General Manager SC2 Pte Ltd</p>				
<table> <tr> <td><i>Certificate No:</i> CAE/CC/0023/21</td> <td><i>Date of Original Issue:</i> 02 March 2021</td> <td><i>Date of Issue:</i> 02 March 2021</td> <td><i>Date of Expiry:</i> 01 March 2024</td> </tr> </table>	<i>Certificate No:</i> CAE/CC/0023/21	<i>Date of Original Issue:</i> 02 March 2021	<i>Date of Issue:</i> 02 March 2021	<i>Date of Expiry:</i> 01 March 2024
<i>Certificate No:</i> CAE/CC/0023/21	<i>Date of Original Issue:</i> 02 March 2021	<i>Date of Issue:</i> 02 March 2021	<i>Date of Expiry:</i> 01 March 2024	
<p><small>SC2 Pte Ltd - No1, Bukit Merah Lane 2 Construction House, Singapore 159760 This Certificate remains the property of SC2 Pte Ltd and shall be returned upon request. The use of certificate is subject to the terms and conditions of registration.</small></p>				

Template of Testimony of Audit for
Environmental Management System

Annex 4 - Specimen of Testimony of Audit

Template of Testimony of Audit Conducted

[Name of Auditing Organisation]
audited the
Safety & Health Management System
of

Organisation audited
[AUDITED ORGANISATION]

Project (if applicable)
[XXXXXXXXXX]

Site Audited
[XXXXXXXXXX]

in accordance with [Audit Criteria]*
*Eg. ConSASS Requirements:YYYY, SS 651:2019, etc

Date of Audit: DD MM YYYY

Signature & Name

DD MM YYYY
Date

Address of Auditing Organisation

Please note that SAC mark is
not allowed on the testimony

Template of Testimony of Audit for
Safety & Health Management System

Template of Testimony of Audit Conducted

[Name of Auditing Organisation]
audited the
Risk Management
of

Organisation audited
[AUDITED ORGANISATION]

Project (if applicable)
[XXXXXXXXXX]

Site Audited
[XXXXXXXXXX]

in accordance with [Audit Criteria]*
*Eg. Code of Practice on
Workplace Safety and Health (WSH) Risk Management

Date of Audit: DD MM YYYY

Signature & Name

DD MM YYYY
Date

Address of Auditing Organisation

Please note that SAC mark is
not allowed on the testimony

Template of Testimony of Audit for
Risk Management

Note:

SAC Mark is not allowed for the following Testimony of Audit(s):

- Safety & Health Management System
- Risk Management