



TERMS AND CONDITIONS WITH THE CLIENT FOR OUR
SINGAPORE ACCREDITATION COUNCIL (SAC)
ACCREDITATION COUNCIL AUDITING ORGANIZATION (AO) SCHEME

1. We will not use or permit the use of the WSHAO's audit report or testimony or the WSHAO's mark in communication media such as the Internet, brochures or advertising, or other documents.
2. We will not make or permit any misleading statement regarding the audit.
3. We will not use or permit the use of an audit report or testimony or any part thereof in a misleading manner
4. The Assessors or Observers from Singapore Accreditation Council (SAC) may be visiting your premises during the time of audit to witness the audit process.
5. We are responsible for the management of all information obtained or created during the performance of auditing activities at all levels of its structure, including committees and external bodies or individuals acting on its behalf.
6. We will inform audited client in advance, and with the consent of the client, the information obtained we intend to place in the public domain.
7. Information about a particular audited client or individual will NOT be disclosed to a third party without the written consent of the audited client or individual concerned.
8. All information about the client from sources other than the client (e.g. complainant, regulators) shall be treated as confidential
9. Our auditors / observers / assessors / technical experts will keep all information obtained or created during the performance of the auditing organization's activities confidential except as required by law.
10. We will notify client about confidential information provided to third party (Regulators)
11. We have processes, equipment and facilities to ensure secure handling of confidential information.



12. As per WSH (Safety & Health Management Systems and Auditing) Regulations 2009,

12.1 WSH auditors have the power to do any or all of the following

to enter, inspect and examine at any reasonable time the workplace;

- a) to inspect and examine any machinery, equipment, plant, installation or article in the workplace;
- b) to require the production of workplace records, certificates, notices and documents kept or required to be kept under the Act, including any other relevant document, and to inspect and examine any of them;
- c) to make such examination and inquiry of the workplace and of any person at work at that workplace as may be necessary to execute his duties;
- d) to assess the levels of noise, illumination, heat or harmful or hazardous substances in the workplace and the exposure levels of persons at work therein.

12.2 The occupier of a workplace and any person at work in the workplace shall render all necessary assistance and cooperation to the workplace safety and health auditor as are necessary for him to discharge his duties..

13. We will ensure that as an auditing organization under the SAC AO scheme that this document as only one collective general agreement, is a legally enforceable agreement between ourselves providing auditing services, and the client that covers all the sites within the scope of the auditing whenever there are multiple sites of a client involved.

14. We will be obtaining the terms and conditions or issuing a reference in our audit report as this general agreement for the T & C with the client which is achieved at one time only or otherwise link to one another when multiple sites are involved under the same Client organization.

15. We will be reviewing the terms and conditions of our AO service contract with the client to include the obligations of client by covering relevant requirements of the AO scheme under SAC that would be legally binding for all auditing agreements after we obtain SAC accreditation as and when required or if any legal changes takes effect after our agreement with the client.