# Proposal For System Certification
# 体系认证合同



| | | | | | |
|---|---|---|---|---|---|
| 联系人: | | 合同号: | | 日期: | |
| Contact person: | | Ref No: | | Date: | |
| 客户名称: | Chinese Name | | | | |
| Client Name: | English Name | | | | |
| 地址: | Chinese Address | | | 邮编: | |
| Address: | English address | | | Zip: | |
| 电话 Tel.: | | 传真 Fax.: | | 手机 | Mobile |
| 邮件 Email: | | | | | |

尊敬的
Dear

非常感谢您选择 Intertek 作为您管理体系的认证公司。我们期待能与您一起合作完成认证注册工作。
Thank you for considering Intertek as your management systems certification body. We look forward to working with you and your company as you seek to achieve your certification.

选择 Intertek，意味着您选择了一家在全球具有悠久历史和丰富经验的认证公司。我们拥有专业、客观、公正且对各行业都经验丰富的审核员团队，同时我们的每一位员工都是以满足客户需求，让客户满意为宗旨。相信我们一定能为贵公司提供专业、有效的认证流程。
By choosing Intertek, you are getting one of the oldest and most experienced certification bodies. Our auditors are knowledgeable, objective, and experienced in your industry. And, our staff's goal of complete customer satisfaction means we are ready to accommodate your needs. For these reasons and more, we can make the certification process as efficient as possible for your company.

如果您对这份报价书有任何疑问，请随时与我们下方的销售代表进行联系。
If you have any enquiries about this proposal, please feel free to contact our sales representative with below information.
销售代表 Sales Representative:
电话 Telephone:
电子邮箱 Email address:

我们期待成为您的战略合作伙伴。
We are looking forward to working with you as a strategic partner.

备注：按照 Intertek 体系认证的要求，所有的受审核方应确保每年至少完成一次完整的管理评审和内部体系审核。不能满足此要求可能导致在随后的年度监督审核中不符合的产生。
Remark: As required by Intertek System Certification, all auditees shall ensure the complete management review and complete internal audit have to be implemented at least once per year. The non-conformity maybe needs to be issued during the following annual surveillance assessment due to not fulfill such requirement.

**以下是相关报价 The following is a quotation for the services you requested:**

**认证标准 Standard/Audit Criteria：**

☐ ISO 9001 ☐ ISO 14001 ☐ BSI OHSAS18001

☐ ISO22000 ☐ FSSC22000 ☐ HACCP- GB/T 27341
- GB 14881

☐ 乳制品HACCP-
GB/T 27341
GB/T 27342
GB 12693

☐ 乳制品GMP-
GB 12693

☐ 其他

**认证方 Certification Body：**

☐Intertek Certification Ltd ☐上海天祥质量技术服务有限公司

☐Intertek Certification AB ☐ (其他)

**认可机构 Accreditation(s)：**

☐ 英国 UKAS ☐ 中国 CNAS ☐ 瑞典 SWEDAC ☐其他/Others__

**认证范围 Scope of certification：**

---

EAC 代码
NACE 代码
Number of Employee 员工人数：
其他 Others

**多场所方案（各）现场信息 Site(s) information for Multisite Scheme：**

| 序号 | Site Address（现场地址） | Scope of Certification（认证范围） | Number of Employee（员工人数） |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |

**监督审核频率 Surveillance frequency**

☐ 一年一次 Once per year；
☐ 一年两次 Twice per year；
☐ 第一次监督审核在首次审核后的 6 个月后进行，然后在证书的有效期内再进行两次年度监督审核；
The first surveillance will be in six months later after the initial audit, and then twice annual surveillance audits

will be arranged in certification valid period;

**此报价所涉及的第一次现场审核的类型 Audit type for the first visit in this quotation**

☐ 首次审核 Initial Audit （两阶段审核 Two Stages Audit）

在实施完第一阶段审核之后，有可能根据审核结果调整第二阶段的审核人天以及审核日期

Duration and scheduling of the Stage II activity may be adjusted as a result of the Stage I activity.

☐ 转证审核 Transfer-Audit

It is the transfer review and surveillance activity which its validity is conditional to the validity of the certificate, including its eligibility for transfer, and the successful completion of the transfer process.

该转证评审以及监督审核活动是基于证书在有效期内，适合转证且成功完成转证流程。

☐ Re-assessment Audit 复评审核

☐ 第____次监督审核 The No. ____ Surveillance Audit

☐ 单一管理体系审核 Single Management System Assessment

☐ 整合管理体系审核 Please specify 请说明, Integrated Management System Assessment

### 1.1. 审核费用 Schedule of Audit fees:

#### 1.1.1 适用于首次审核 Applicable for Initial audit

| Activity 活动 | Year 1 首年 | Year 2 第二年 | Year 3 第三年 | 三年总计 Total |
|---|---|---|---|---|
| Admin fee/Certificate fee<br>管理费/证书费 | | | | |
| Document Review<br>文审 | | | | |
| Stage 1 Initial Audit<br>首审一阶段 | | | | |
| Stage 2 Initial Audit<br>首审二阶段 | | | | |
| Surveillance Audit 1<br>第一次监督 | | | | |
| Surveillance Audit 2<br>第二次监督 | | | | |
| Annual Fee<br>年费 | | | | |
| 增值税 VAT | | | | |
| **总价 SUM** | | | | |

### 1.1.2 适用于复评审核 Applicable for re-assessment

| Activity 活动 | Year 1 首年 | Year 2 第二年 | Year 3 第三年 | 三年总计 Total |
|---|---|---|---|---|
| Admin fee/Certificate fee<br>管理费/证书费 | | | | |
| Document Review<br>文审 | | | | |
| Re-assessment Audit<br>复评审核: | | | | |
| Surveillance Audit 1<br>第一次监督 | | | | |
| Surveillance Audit 2<br>第二次监督 | | | | |
| Annual Fee<br>年费 | | | | |
| 增值税 VAT | | | | |
| **总价 SUM** | | | | |

所有支出，如差旅，当地交通等，将以实际发生额收取。除此以外，需承担开具发票(包括增值税)所发生的劳务税及其它官方征税。如需额外的证书，请另行支付每张 500 元。仅在客户没有欠费、认证正常的情况下,证书有效性在中国国家认监委网站（http://www.cnca.gov.cn/cnca/）可查，但签署证书及标志使用承诺的项目除外。此报价 90 天内有效。

All Out of Pockets expenses such as travel expense, local conveyance etc. will be charged and invoiced at actual. In addition to the fees charged by us, service tax （including VAT） and other government levies as applicable at the time of raising invoice shall be payable. Additional certificates can be purchased for RMB 500 per certificate. When there is no failure of the Client to pay Intertek any sum due or maintain compliance with certification requirement. The annual validity of the certificate can only also be checked through the website (http://www.cnca.gov.cn/) of CNCA in China, but the signed certificates and projects that marked using commitments are excluded. This quotation is valid for 90 days.

一些无法预料情况的发生可能会使审核时间增加而满足认证活动的完成。这其中包括不符合相关标准时现场纠正措施的验证。另外，如客户存在现场被其顾客投诉，产品退回，品质、交付和/或服务及其相关方面的负面趋势报告的情况，可能需要追加特殊审核。这些额外审核发生的费用需另行支付并且该审核最少为一人天。认证范围将由审核组在现场审核时进行确认。

Unforeseen circumstances may occur which would require additional services related to investigative activities. This includes on-site corrective action reviews resulting from not meeting the audit criteria. In addition, special audits may by necessary as a result of field complaints, product recalls, and customer reports of poor trends in quality, delivery and/or services or related issues. Investigative visits of this type will be billed at your audit-day rate stated above with travel costs and based on a minimum of one day. Certification Scope would be further re-confirmed during onsite audit by audit team.

## 客户承诺 Commitment of company

客户获得认证后应持续保持其管理体系有效运行,并遵守认证认可相关法律法规，协助认证监管部门的监督检查，对有关事项的询问和调查如实提供相关材料和信息。在获得认证后发生以下情况时，客户应及时向认证机构通报：

The client shall ensure continuous effectiveness of its management system and obey with certification and accreditation related laws and legislative regulations, assist with surveillance check from governmental

certification supervision sector and respond truthfully to any inquiry and investigation in this regard with required materials and information. In below circumstance, the client shall notify certification body in time;
①客户及相关方有重大投诉。
Major complaints received from the customer and interested parties
②生产的产品或服务被执法监管部门认定不符合法定要求。
Products or service determined by supervision department to be incompliance with legal requirements.
③发生产品或服务的质量安全事故。
③Quality safety accident occurred with regard to products or service
④相关情况发生变更，包括：法律地位、生产经营状况、组织状态或所有权变更；取得的行政许可资格、强制性认证或其他资质证书变更；法定代表人、最高管理者、管理者代表变更；生产经营或服务的工作场所变更；管理体系覆盖的活动范围变更；管理体系和重要过程的重大变更等。
④ Changes including legal status, manufacturing and business status, organizational status or ownership changes, changes to administrative permission qualification, compulsive certification or other qualification changes, legal representatives, top management, management representative change, changes to manufacture, business or service site or location, scope change for activities covered by management system; other significant changes to the system or major processes.
⑤出现影响管理体系运行的其他重要情况。
⑤Other major circumstance influenced management system operation.

客户承诺获得认证后正确使用认证证书、认证标志和有关信息，不擅自利用质量管理体系认证证书和相关文字、符号误导公众认为其产品或服务通过认证。
The client committed to use certification certificate, certification logo and relevant information properly, not arbitrarily using quality management certification certificate and relevant words, symbols to misleading the public to think the products or service got certification.

## 2. 付款信息 Payment information

### 2.1. 付款方式 Payment Schedule

请在现场审核前 7 个工作日支付当年的审核费用和年费;差旅费请在现场审核结束后支付。审核结束日后 2 个月客户仍处于欠费状态的, Intertek 将有权暂停其认证证书使用并通报相关方。超过 4 个月仍欠费的，Intertek 将有权采取注销证书的行动。
Please pay the audit fee and annual fee to Intertek before 7 working days of on-site audit; Other travel expenses and local conveyance etc. shall be paid after on-site audit. For the client delinquent for over 2 months after completion of audit, Intertek has the right to suspend its certificate use and notify relevant parties. For the client delinquent for over 4 months, Intertek has the right to withdraw the certificate.

### 2.2. 取消费用 Cancellation Fees

在认可的要求下，Intertek 将和您共同确定审核日期，如果您不能在审核前 5 天通知 Intertek 变化的审核时间，Intertek 将向您收取审核员的误工人天费。
INTERTEK and you will mutually agree on a date for each activity per accreditation requirements. If you cancel any of the above without a Five (5) day notice, you may be billed for incurred auditor downtime.

### 2.3. 发票 Invoicing

发票会在审核结束后开具。
Invoicing will be done upon completion of each activity. Our charges become payable when the invoice is issued.

**银行帐号信息 Intertek Bank Account Information**

Company name: 上海天祥质量技术服务有限公司
Bank name: 美国银行有限公司上海分行
Bank number: 10717034008

作为对该报价的接受，请在下方及附件的认证协议(F101-6-CN,Rev0, 9/18/2016)及通用条款和条件（F101-4-CN,Rev0, 9/18/2016）上签字，并回复给我们。签字盖章后的文件将作为合同一部分，客户承诺遵守签署文件中所有要求。

In order to accept this proposal, please sign this document below, as well as the attached Certification Agreement(F101-6-CN,Rev0, 9/18/2016) and General Terms and Conditions（F101-4-CN,Rev0, 9/18/2016）, and return to your Account Manager. The signature on the documents confirms the commitment from the company to comply with all the requirements as specified in the documents signed.

Yours Sincerely,

上海天祥质量技术服务有限公司
Intertek Testing Services Ltd., Shanghai

Intertek 代表签字： 程军 Cheng Jun

Intertek Rep. Signature：

总经理 General Manager

食品事业部
Food

**日期 Date：**

电话 Tel.:
传真 Fax:
邮箱 Email：
地址：上海市徐汇区宜山路 889 号齐来科技服务园区 2 号楼 6 楼
邮编：200233
Add.: 6/F, Building No.2 Shanghai Comalong Technology Service Park No.889 Yi Shan Road, Shanghai, China

**Accepted by:**

Client Name in Chinese
Client Name in English

客户代表签字：

Client Rep. Signature：

职位 Title

**日期 Date：**

电话 Tel.: 86
传真 Fax: 86
邮箱 Email：
地址：
邮编：

Add.: