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| Approved by: | Kurt Teuscher | Revision: | Sept 2020, rev 2 |

Additional Terms and Conditions Applicable to SEMS Certifications

In addition to the Standard CICS terms & conditions and the Appeals and Complaints process found at www.cics-americas.com the following terms and conditions apply specifically to SEMS certification:

- Number of Assets to be audited will be no less than 15% of those held by the operator. Any exceptions to this % are to be negotiated with the operator and presented to CICS’s President for approval. After review and if justified and approved to the opinion of CICS, exceptions to the 15% sample size will be presented to BSEE and or COS with appropriate justifications and are only valid if approved by BSEE (or COS in case of membership).
- All facilities within the audit sample must be audited within a six (6) month period.
- In addition to the number of man days necessary to complete the audit, travel time to / from Operators Headquarters and facilities for offshore travel will also be billable.
- Auditor expenses and incidentals passed on at cost plus 10% administrative handling.
- Logistics of travel to/from offshore locations will be provided by and at the expense of the operator.
- The final audit report will not be issued until all open invoices have been paid in full.

For COS Member Companies (COS Certification)

- The date of the certificate will not be before the date that the certification decision is made.
- In the case nonconformities are found, the operator will have to respond in writing how each nonconformity will be corrected and closed out to the satisfaction of CICS before the COS certificate can be issued. This will result in additional man days (at the agreed man day rate) in order to verify that corrective actions have appropriately addressed identified nonconformities. Certificates will not be issued until all open invoices have been paid in full.
- As part of the requirements of COS Accreditation, CICS auditors must be witnessed by COS personnel to ensure their qualifications and competence. It may therefore be required for COS personnel to accompany CICS auditors to the operator’s headquarters, location where the SEMS is managed and facilities.
- As part of the requirements of COS Accreditation, CICS will provide the COS with a no company-identifying information copy of the audit’s COS-2-03-A and COS-2-03-B documents.