



Audit Report for D & D Rail Ltd

Visit Number 2 Surveillance Audit

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Management System Certification Audit Summary Report

| | | | |
|--|--|----------------------------|------------|
| Organisation: | D & D Rail Ltd | | |
| Address: | Time House Time Square Basildon Essex SS14 1DJ | | |
| Standard(s): | ISO 9001:2008 - Quality Management System Certification | Accreditation Body(s) | UKAS |
| Representative: | Deborah Cox | | |
| Site(s) audited: | Basildon | Date(s) of audit(s): | 01/08/2014 |
| EAC Code: | 28 | Nace Code: | 45 |
| | | Technical Area Code: | 28.1 |
| Effective No. of Personnel | 22 | No. of Shifts: | 1 |
| Lead auditor: | Mike Swanson | Additional team member(s): | n/a |
| Additional Attendees and Roles | None. | | |
| This report is confidential and distribution is limited to the audit team, client representative and the SGS office. | | | |

1. Audit objectives

The objectives of this audit were:

- to confirm that the management system conforms with all the requirements of the audit standard;
- to confirm that the organisation has effectively implemented the planned management system;
- to confirm that the management system is capable of achieving the organisation's policy objectives.

2. Scope of certification

ISO 9001:2008 - Quality Management System Certification

Construction and maintenance: new and refurbishment projects, excluding clause 7.3 Design and Development.

Has this scope been amended as a result of this audit?

Yes No

This is a multi-site audit and an Appendix listing all relevant sites and/or remote locations has been established (attached) and agreed with the client

Yes No

3. Current audit findings and conclusions

The audit team conducted a process-based audit focusing on significant aspects/risks/objectives required by the standard(s). The audit methods used were interviews, observation of activities and review of

documentation and records.

The structure of the audit was in accordance with the audit plan and audit planning matrix included as annexes to this summary report.

The audit team concludes that the organisation has has not established and maintained its management system in line with the requirements of the standard and demonstrated the ability of the system to systematically achieve agreed requirements for products or services within the scope and the organisation's policy and objectives.

Number of nonconformities identified: 0 Major 0 Minor

Therefore the audit team recommends that, based on the results of this audit and the system's demonstrated state of development and maturity, management system certification be:

Granted / Continued / Withheld / Suspended until satisfactory corrective action is completed.

4. Previous Audit Results

The results of the last audit of this system have been reviewed, in particular to assure appropriate correction and corrective action has been implemented to address any nonconformity identified. This review has concluded that:

- Any nonconformity identified during previous audits has been corrected and the corrective action continues to be effective. (Refer to Section 6 for details)
- The management system has not adequately addressed nonconformity identified during previous audit activities and the specific issue has been re-defined in the nonconformity section of this report.

5. Audit Findings

The audit team conducted a process-based audit focusing on significant aspects/risks/objectives. The audit methods used were interviews, observation of activities and review of documentation and records.

The management system documentation demonstrated conformity with the requirements of the audit standard and provided sufficient structure to support implementation and maintenance of the management system. Yes No

The organisation has demonstrated effective implementation and maintenance / improvement of its management system and is capable of achieving its policy objectives. Yes No

The organisation has demonstrated the establishment and tracking of appropriate key performance objectives and targets and monitored progress towards their achievement. Yes No

The internal audit program has been fully implemented and demonstrates effectiveness as a tool for maintaining and improving the management system. Yes No

The management review process demonstrated capability to ensure the continuing suitability, adequacy and effectiveness of the management system. Yes No

Throughout the audit process, the management system demonstrated overall conformance with the requirements of the audit standard. Yes No

Certification claims are accurate and in accordance with SGS guidance and the organisation is effectively controlling the use of certification documents and marks. N/A Yes No

6. Significant Audit Trails Followed

The specific processes, activities and functions reviewed are detailed in the Audit Planning Matrix and the Audit Plan. In performing the audit, various audit trails and linkages were developed, including the following primary audit trails, followed throughout:

- Relating to Previous Audit Results: *(additional text required against italic font)*

| | | | |
|---|---|-----------------------------|--------------------------------------|
| All observations, opportunities for improvement and nonconformities reviewed and suitably addressed: | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> None raised |
| <i>Evidence:</i> | | | |
| <ol style="list-style-type: none"> 1. Organisational objectives and subsequent measured targets – Consider showing the performance against these in real time via graphical representation. Seen pie chart of the tool box talks completed and HSE audit/findings. 2. The training matrix needs to be updated in line with completed training events. Training matrix is now an excellent tool and covers training coming up to for the next 60 days as a prompt to plan the refresher training required. 3. The induction training record forms which relate to competence around HAVS inducing tools has been incorrectly worded or used. Review when this form needs to be utilised. This has been altered and signed off by David Farrow. 4. The internal audits are not identifying many areas from improvement now. Try more process based audits which can cover many procedures in one audit. Try also doing this as a small team of 2 perhaps as this often works better. Several process audits tried. Few issues found. 5. It's noted that a complete review of the procedures and controlled documentation was completed in December 2013. Well done, an excellent discipline. | | | |

- Relating to this Audit: *(additional text required against italic font)*

Changes:

| | | | |
|---|---|--|-------------------------------|
| Level of Integration? 9001 only | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Basic | <input type="checkbox"/> High |
| Key/Significant Organisational changes? (e.g key personnel, client activities, management system) | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | |
| Key/Significant System changes? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | |
| <i>Sample reviewed:</i> | | | |
| Stable system with largely no changes since the previous visit. | | | |

Management Review:

| | | |
|--|---|-----------------------------|
| Undertaken at defined intervals? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>Date of last review:</i> | 3/3/14 | |
| Attended by Senior Management? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| All required inputs/outputs? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>Evidence:</i> | | |
| Seen the minutes of the above meeting. Very detailed and comprehensive minutes produced, considering the morning meetings attended by management continue. | | |

Internal Audits:

| | | |
|---|---|-----------------------------|
| Programme/schedule in place, audits conducted on time? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Reported satisfactorily, containing objective evidence and showing impartiality? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Actions identified, suitably addressed within defined timescale? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>Sample reviewed:</i> Schedule for 2014 in place and carried out to plan. Process audits tried and found quite useful, coupled with continuing procedural audits. | | |

External communications/Customer feedback (incl. comments/suggestions):

| | | |
|---|---|-----------------------------|
| Received from customer, interested parties? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Reported, reviewed and investigated? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Actions identified, suitably addressed and communicated within defined timescale? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>Sample reviewed:</i> Constant feedback from site from engineers and from client H/S meetings etc. Also during ITT stages. No adverse trend. | | |

Customer satisfaction process (9001):

| | | |
|--|---|-----------------------------|
| Received from customer? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Results reviewed, used for continual improvement of the effectiveness of the QMS? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>Sample reviewed:</i> As above. Compliance to LinkUp requirements also required by the client base. Next audit due September 2014. No complaints received since 2010. Only 2 IRFs (Incident Report Forms) initiated by clients since 2012. | | |

Objectives:

| | | |
|--|---|-----------------------------|
| Measurable objectives, control objectives, annex A clearly defined? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Established at relevant functions and levels? (9001) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Programme/Action Plan established and adhered to? (14001/18001/50001)n/a | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>Sample reviewed:</i> Defined within business plan and management review minutes. | | |

Legislation:

| | | |
|--|---|-----------------------------|
| Demonstrated awareness of all applicable legal and other requirements? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Arrangements in place to monitor amendments to legal and other requirements? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>Sample of recent changes reviewed:</i> LinkUp, H/S legislation at trackside. | | |
| Full evaluation of compliance taken place at periodic intervals? (14001/18001) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Records of the results (including evidence) of evaluations retained? (14001/18001) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Actions identified and addressed? (14001/18001) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>Sample reviewed:</i> n/a | | |

Incidents, complaints, correction and corrective action (dependent on standard):

| | | |
|---|------------------------------|-----------------------------|
| Identified, investigated, actioned, reported in accordance with requirements? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Actions identified and addressed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>Sample reviewed:</i> | | |

Preventive action:

| | | |
|--|---|-----------------------------|
| Identified, actioned, reported in accordance with requirements? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Actions identified and addressed? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>Sample reviewed:</i> Risk assessment at ITT stages, during site reviews. | | |

Aspects/Hazards/Risks (Not Required for ISO9001):

| | | |
|--|------------------------------|-----------------------------|
| All Aspects/Reasonably Foreseeable Hazards identified? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| All Aspects/Consequential Risks evaluated? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Appropriate control measures applied? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Suitable monitoring in place? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Review undertaken at defined intervals? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>Sample reviewed:</i> n/a | | |

Operational Audit Trails:

| |
|---|
| <p>Bus continuity/DR/Work environment: A business concituity plan is being developed and already exists for many of the business risk areas, such as complete relocation if necessary to David's personal office space. Some work completed with regards to electronic back up of data, and the ability to work remotely. An external IT provider is on board and helps with these aspects.</p> |
| <p>Contract Review process: Reviewed the initial stages of how a new ITT is reviewed and by whom to ascertain if it's the type of work that's required, within the abilities of the organisations skills, and if it's within the financial profit margin needed.</p> |
| <p>Service Delivery: Reviewed several site notations from current job's, (Confidential to D & D) Feedback from site/clients is almost daily. Feedback from site staff is always daily and the information taken to the daily morning meeting for analysis and for any decisions and actions to be initiated. Records updated and maintained.</p> |

7. Nonconformities – None identified this visit.

8. General Observations & Opportunities for Improvement

1. OFI – Opportunity for Improvement – Consider how the BCP can be regularly tested.
2. OFI – Consider adding the external IT provider to the approved suppliers database.
3. OFI – Consider developing a statement within the documented quality management system with regards to the BCP, where it's found, how/when it's reviewed etc.
4. Consider trying to make the internal audits more of a useful tool by focusing them into areas where IRFs (Incident Report Forms) have been initiated.

No corrective action requests identified this visit, therefore certification shall continue.

9. Opening and Closing Meeting Attendance Record

| Name | Position | Opening | Closing |
|--------------|--|---------|---------|
| Deborah Cox | Commercial Manager/Standards Management representative | Y | Y |
| David Farrow | MD | N | N |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Audit Plan

| | | | |
|--------------------------------|---|--|------------|
| Organisation: | D & D Rail Ltd | | |
| Address: | Time House Time Square Basildon Essex SS14 1DJ | | |
| Visit Number: | 2 | Actual Visit Date: | 01/08/2014 |
| Visit Due by Date: | 4/8/2014 | For auditor information only | |
| Lead Auditor: | Mike Swanson | | |
| Team Member(s): | n/a | | |
| Additional Attendees and Roles | None | | |
| Standard(s): | ISO 9001:2008 - Quality Management System Certification | | |
| Audit Language: | English | | |
| Audit Scope: | ISO 9001:2008 - Quality Management System Certification | Construction and maintenance: new and refurbishment projects, excluding clause 7.3 Design and Development. | |

Audit objectives: To confirm that the management system has been established and implemented in accordance with the requirements of the audit standard.

| Date | Time | Auditor | Area / Department / Process / Function | Key Contact |
|--------|-------|---------|--|---------------------|
| 1/8/14 | 9.00 | MJS | Opening meeting | Deborah Cox & Tasha |
| | 9.15 | | Review of previous audit & Changes | |
| | 10.00 | | Management Review | DC & DF |
| | 10.15 | | Internal audit & other audit results | DC |
| | 10.30 | | KPIs | Graham Hill |
| | 11.00 | | Bus continuity/DR/Work environment | |
| | 11.20 | | Contract Review process | Mark |
| | 11.45 | | Service Delivery | " |
| | 12.00 | | Report Writing | Deborah |
| | 1.00 | | Closing meeting | DC & T |
| | | | | |
| | | | | |
| | | | ½ day only | |
| | | | | |

Notes to Client:

- Times are approximate and will be confirmed at the opening meeting prior to commencement of the audit.
- SGS auditors reserve the right to change or add to the elements listed before or during the audit depending on the results of on-site investigation.
- A private place for preparation, review and conferencing is requested for the auditor's use.
- Please provide a light working lunch on-site each audit day.
- Your contract with SGS is an integral part of this audit plan and details confidentiality arrangements, audit scope, information on follow up activities and any special reporting requirements.

Audit Plan

| | | | |
|--------------------------------|---|--|----------|
| Organisation: | D & D Rail Ltd | | |
| Address: | Time House Time Square Basildon Essex SS14 1DJ | | |
| Visit Number: | 3 | Actual Visit Date: | 6/2/2015 |
| Visit Due by Date: | 4/2/2015 | For auditor information only | |
| Lead Auditor: | Mike Swanson | | |
| Team Member(s): | n/a | | |
| Additional Attendees and Roles | None | | |
| Standard(s): | ISO 9001:2008 - Quality Management System Certification | | |
| Audit Language: | English | | |
| Audit Scope: | ISO 9001:2008 - Quality Management System Certification | Construction and maintenance: new and refurbishment projects, excluding clause 7.3 Design and Development. | |

Audit objectives: To confirm that the management system has been established and implemented in accordance with the requirements of the audit standard.

| Date | Time | Auditor | Area / Department / Process / Function | Key Contact |
|--------|-------|---------|--|---------------------|
| 6/2/15 | 9.00 | MJS | Opening meeting | Deborah Cox & Tasha |
| | | | Changes since V2 | |
| | | | Data analysis and performance management | |
| | | | Management review | |
| | | | Internal audit & Corrective action | |
| | | | Process risk & Preventive action | |
| | | | Complaints / feedback management | |
| | | | Goods receiving | |
| | | | Request for product from site | |
| | | | Tools & Product return from site | |
| | | | PAT & Calibration of tools | |
| | 12.30 | | Prepare report | |
| | 1.00 | | Closing meeting | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Notes to Client:

- Times are approximate and will be confirmed at the opening meeting prior to commencement of the audit.
- SGS auditors reserve the right to change or add to the elements listed before or during the audit depending on the results of on-site investigation.
- A private place for preparation, review and conferencing is requested for the auditor's use.
- Please provide a light working lunch on-site each audit day.
- Your contract with SGS is an integral part of this audit plan and details confidentiality arrangements, audit scope, information on follow up activities and any special reporting requirements.



Audit Planning Matrix

| | | | Visits: | V1R | V2 | V3 | V4 | V5 | V6 | V1R |
|---|--------------------------------|--|---------|---------|--------|--------|--------|--------|--------|--------|
| | | | | 22/1/14 | 1/8/14 | 6/2/15 | -/8/15 | -/2/16 | -/8/16 | -/1/17 |
| Area / Department / Process / Function | ASPECTS, RISKS, OBJECTIVES | Clauses | MJS | MJS | MJS | MJS | MJS | MJS | MJS | MJS |
| QMS | Strategy plan | 4.1-4.2 | X | | O | O | O | O | O | O |
| Management Responsibility | | 5.1-5.6 8.4 8.5 | X | X | O | O | O | O | O | O |
| Resource Management | Objectives for staff | 6.1 6.2.1 6.2.2 6.3 | X | | O | O | O | O | O | O |
| Contract Review | | 7.2 7.4 | X | | O | O | O | O | O | O |
| Purchasing Subcontractor Monitoring | Objectives for sub-contractors | 7.4 | | X | O | O | O | O | O | O |
| Stores & Purchasing | | 6.3 6.4 7.4 7.5 8.3 8.5.2 | X | | O | O | O | O | O | O |
| Service Delivery | KPIs | 5.4 6.2.2 6.3 6.4 7.1 7.5 7.6 8.2.1 8.3 8.2.3 8.2.4 8.5 | X | X | O | O | O | O | O | O |
| Measurement/Monitoring | KPIs | 5.4 8.1 8.2.1 8.2.2 8.2.3 8.2.4 8.4 8.5 | X | | O | O | O | O | O | O |
| Work Environment | | | X | | O | O | O | O | O | O |
| Business continuity | | | | X | O | O | O | O | O | O |
| Disaster recovery | | | X | X | O | O | O | O | O | O |

General Notes:

In column 1, list the departments, processes, activities or other functional units, as defined by the organisation. These should be the same departments and/or processes identified on the audit plan.

In column 2, list the primary or critical aspects, objectives and/or KPIs applicable to the department, process or activity.

In column 3, list all the elements of the applicable standard that relate to each activity or process defined in column 1 (when complete, each element of the standard must be listed in column 2 at least once).

For planned visits, indicate with an "O" in the box for each process to be covered.



Audit Planning Matrix

For each completed visit, mark "X" in the box for each department or process covered. If nonconformities are identified, note the number of minors and/or majors identified in each department or process.

For integrated contracts please record level of the integration of the client's IMS in the 'General notes' section.



CERTIFICATION HISTORY REVIEW

| | |
|------------------------------------|-------------------------|
| Client Name: D & D Rail Ltd | Contract#: 06910 |
| Location(s): | |

Section A: To Be Completed At Pre-Renewal Visit

The Pre-Renewal visit shall include an in-depth review of the client's certification history to identify whether there are any special considerations which need to be taken into account for the Renewal visit. The review should include any changes to the organization and system, prior audit reports and nonconformities over the certification cycle, complaints or serious incidents and any other pertinent information. This form may be used to note or comment on significant factors relating to the execution of subsequent visits (eg: this client is a satellite operation of a multi-site organization; Management Review, Internal Audits, Corrective and Preventive Action controlled from a different site; seasonal work, large degree of automation, etc.).

Management System:

The organization has made significant changes to its management system or small refinements?

- Small Refinements Significant Changes

Upper Management are actively involved in the operation of the Quality System

- Management Active Management not active

Internal Audit Program:

Internal Responses to Corrective Actions raised result in System Improvement

- System Improvement seen 'Symptoms' fixed only

Internal Audits in Year Three identify improvements as opposed to showing system compliance only

- Results used to improve system Audits concentrate on compliance only

Corrective and Preventive Action Program

Response to Corrective Actions raised concentrates on Root Cause rather than superficial fixes

- Root Causes Identified 'Symptoms' fixed only

No history or evidence that issues identified through corrective action reappear

- Action prevents recurrence Items reappear

Evaluate possible future changes to the organization

Change in Scope adding Design or diversification of existing products or services

- No scope change likely Change in scope projected

Addition of Sites, number of employees or shifts

- No change to sites / employees / shifts Sites / employees / shifts will change

Consideration of Automotive / Aerospace / Technology variants (QS/TE/AS)

- No technology variants likely Technology variants likely

Registration History

The number of corrective actions raised by SGS over the registration period decreases

- SGS Corrective Actions decrease SGS Corrective Actions constant or increase

Do major corrective actions (if any) appear in Year One only?

- No Majors, or in Y1 only Major Corrective Actions in Y2 and/or Y3

Integrated Audits Only – Confirm the current level of integration: N/A Basic High



Based on the above categories,
the client's Management System is:

Well Developed

Satisfactory

Other information relevant to the planning and execution of the Renewal visit:

| | | | | | |
|----------------------|--|-------------------|--|------------------|--|
| Number of Employees: | | Number of Shifts: | | Number of Sites: | |
|----------------------|--|-------------------|--|------------------|--|

Other notes or comments relating to the planning and execution of the Renewal visit:

Pre-Renewal review completed by (Name):

Date:

Section B: To Be Completed Before Renewal Visit

As part of the Renewal visit planning process, the Lead Auditor (or Team Leader) shall refer to the information in Section A (above) to identify whether there are any special considerations which need to be taken into account for the Renewal visit. Information details shall be confirmed with the client before preparing the Audit Plan for the Renewal visit.

Renewal planning review completed

Information details confirmed with client

Number of user complaints received by SGS: _____

Other additional notes or comments relating to the planning and execution of the Renewal visit:

Renewal planning review completed by (Name):

Date:



Contract Data Information Return Form

| | | | |
|--|--------------|---|-----------------------------|
| Name: | Mike Swanson | Date | 1 August 2014 |
| Additional Team Members: | nONE | | |
| I confirm that the audit team have completed the relevant Technical Area Qualification Form(s) for the Technical Area Code(s) listed on the page 2 of this report. | | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

Certificate Details:

Please note the details given below will appear on the certificate issued to the client.

I have confirmed the below with client and any changes have been made to this data.

NB. This section will be blank if this is for an Initial visit and should be completed by the auditor in full (with the exception of the Certificate Number).

| Certificate Number | Standard | Accreditation Body | Full Site Address |
|--------------------|---------------|--------------------|--|
| GB97/8743.00 | ISO 9001:2008 | UKAS | Time House, Time Square, Basildon, Essex, SS14 1DJ, GB Time House, Time Square, Basildon, Essex, SS14 1DJ, GB |

| | Yes | No |
|--|-------------------------------------|-------------------------------------|
| Has the level of integration changed since the last audit? N/A | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the scope changed since the last audit? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| I confirm that I have verified the EAC/NACE/TAC shown on page 2 of this report to be correct and accurately reflect the client's scope of certification. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| It was necessary for me to change the EAC/NACE/TAC on page 2 of this report | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| It was necessary for me to change the number of employees on page 2 of this report | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| It was necessary for me to change the company name on Page 2 of this report | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Administration Details:

- Please complete

| | |
|--|-----------------------|
| Client email address confirmed as | deborahcox@ddrail.com |
|--|-----------------------|

| | | |
|--|------------------------------------|--|
| Provisional date for next visit (To be filled in by SGS Employees only) | 6/2/15 | |
| FUA Required? (If yes, give units and date) | Yes <input type="checkbox"/> Date: | No <input checked="" type="checkbox"/> |
| Additional comments | | |

| | | | | | |
|-------------------------------------|---|---|---|---|---|
| No of Duplicate Certificates | 0 | No of Van Stickers (Colour on White) | 0 | No of Van Stickers (Colour on Clear) | 0 |
|-------------------------------------|---|---|---|---|---|

Client Details:

- Only record contact detail changes below, otherwise leave blank



| | |
|--------------------------|--|
| Telephone No | |
| Fax No | |
| Contact Name | |
| Position | |
| Website | |
| Invoicing Address | |



Expenses Form

| | |
|-----------------------------------|------------------------|
| Auditor Name: Mike Swanson | Date 01/08/2014 |
|-----------------------------------|------------------------|

I confirm the invoicing address has been confirmed with the client

| | | |
|-----------------------|----|---------------|
| Miles at current rate | 42 | £23.10 |
| Air | | £ |
| Rail | | £ |
| Taxi | | £ |
| Hotel & Subsistence | | £ |
| Parking | | £2.50 |
| Car | | £ |
| Toll | | £ |
| Incidental Expenses | | £ |
| EXPENSES TOTAL | | £25.60 |

| | |
|---|-------|
| Purchase order number (If applicable) | |
| Days to invoice client (Minimum of 2 hours for Major CAR close out) | ½ day |

For completion by Contractors:

| | |
|--|--|
| Number of days for payment | |
| LTD Co. ONLY – Your SGS Purchase Order Number for this visit | |



The electronic report format is compiled using the following documents:

| Document | Issue | Description |
|-----------|-------|--|
| GS0304 | 15 | Stage 2 Report |
| GS0307 | 5 | Audit Plan |
| GS0305 | 5 | Audit Planning Matrix |
| GS0301 | 9 | Certification History Review |
| UK CRF 30 | 5 | UK Contract Data Information Return Form |
| UK CRF 29 | 7 | Expenses Form |

NB. Please do not delete this page