



Author/Owner:	SEMS and Business Support Manager	Type:	Information
Approved by:	CEO	Revision:	Oct 2021, rev 3

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

- The 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' CEO 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's 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.
- As part of COS Accreditation requirements, CICS auditors must be witnessed by COS personnel to ensure their qualifications and competence. Therefore, it may be required for COS personnel to accompany CICS auditors to the operator's headquarters, the location where the SEMS is managed, and facilities.

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 of nonconformities, the operator will have to present a written Corrective Action Plan. Closed out of nonconformities can only be achieved to the satisfaction of CICS and is required before the COS certificate can be issued. Review and closure of nonconformities will result in additional man-days (at the agreed rate). Certificates will not be issued until all open invoices have been paid in full.
- Any changes (selling, buying, decommissioning, etc.) of the facilities covered by the SEMS must be communicated to CICS immediately. CICS, in conjunction with COS (if a member), will review the changes to determine the validity of the current certificate or any action that needs to be taken to re-issue a certificate based upon the changes made.
- 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 as part of COS Accreditation requirements.