

Audit Rescheduling Policy

Dear Client,

please be advised that there may be an additional audit rescheduling charge if you wish to reschedule your certification or annual surveillance audit.

Where possible we will always try to arrange alternative work for the auditor concerned and when we achieve this, we will waive the additional audit rescheduling charge.

If you do request that the audit date is rescheduled the following charges will apply;

| Notice of request to Reschedule | Rescheduling Charge |
|---------------------------------|---------------------|
| 21 or more working days | No charge |
| 6 to 20 working days | £150 + vat |
| 5 or less working days | £250 + vat |

Unpaid audit fees – audit fees are due for payment at least 5 working days in advance of the scheduled audit date. Where these fees are not paid by the due date we may cancel or reschedule the audit and the audit rescheduling charge may also be applied.

Please note that any rescheduling charge must be paid in full prior to making any arrangements to reschedule the audit.

Regards

The isoassured Certification Team