

Exquisite Certification And Audit Limited

Unit B29 , 7/F, Rykadan Capital Tower, 135 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong.

Tel: 852 2180-6199

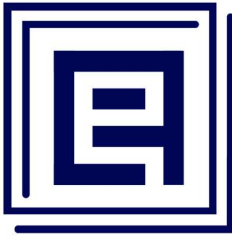
Email: info@exquisite-service.com

Website: <https://exquisite-service.com/>

Remote Audit Agreement

Unless otherwise agreed in writing, all offers or services and all resulting contractual relationship(s) between Exquisite Certification and Audit Limited (hereafter referred as “ECA”) to any person applying for certification services (the “Client”) shall be governed by these General Terms and Conditions.

1. Purpose: This Agreement outlines the terms and conditions for conducting a remote audit using Information and Communication Technology (ICT) while ensuring compliance with confidentiality, security, and data protection requirements.
2. Confidentiality, Security, and Data Protection
 - a. The use of ICT for remote audits shall adhere to strict confidentiality, security, and data protection requirements.
 - b. The ECA and the client shall comply with all applicable legislation, regulations, and agreements regarding data security and privacy.
 - c. Additional agreements may be required to prohibit recording of sound and images or to obtain explicit authorizations for using personal images.
 - d. The Data Protection Officers (DPOs) of both parties shall be involved in assessing security issues where required by national law if necessary.
3. Agreement on Remote Auditing Methods
 - a. Both the auditor and auditee must agree on the use of ICT and the measures taken to ensure confidentiality, security and data protection.
 - b. Evidence of agreements related to the Confidentiality, Security and Data Protection (CSDP) framework shall be documented, including records, procedures, or emails.
 - c. Confidentiality and security measures shall be confirmed during the opening meeting.
4. Information Security and Control Measures
 - a. Information security risks and corresponding control measures shall be identified and mitigated.
 - b. Access to and retention of documented information shall be strictly controlled and limited to what is necessary for the audit.
 - c. All documented information shall be shared in a secure and agreed system, such as cloud-based Virtual Private Networks (VPNs) or secure file-sharing platforms.
 - d. Upon completion of the audit, the auditor shall delete or remove access to any documented information that is not required to be retained as objective evidence.
5. Scope and Resources for Remote Auditing



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- a. The scope and boundary of the remote audit shall be clearly defined and agreed upon.
- b. Resources for remote auditing, including the software platform, approaches and methods, shall be identified and communicated in advance.
- c. Evaluation of audit results and the effectiveness of remote auditing methods in meeting audit objectives shall be conducted.

6. Roles and Responsibilities of Support Personnel

- a. Support personnel involved in remote auditing shall have defined roles and responsibilities similar to those for on-site audits.
- b. Support personnel may include interpreters, information technology (IT) technical staff, and guides as required.
- c. Support personnel shall assist in:
 - i. Ensuring effective communication between auditors and auditees,
 - ii. Facilitating the operation and troubleshooting of remote auditing technologies, and
 - iii. Guiding auditors through virtual site tours where applicable.

7. Alternative Communication and Disruption Management

- a. If disruptions occur, alternative communication methods shall be used to ensure continuity of the audit process.
- b. The auditor and auditee shall establish protocols for handling technical failures and unexpected security issues.

8. Intellectual Property Protection

- a. Information security measures shall be in place to protect intellectual property rights.
- b. Unauthorized access, copying, or sharing of proprietary information is strictly prohibited.