

## ADDENDUM TO CERTIFICATION AGREEMENT-ICT

### 补充认证协议-ICT

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This Certification Agreement Addendum ("Agreement addendum") is made by and between the Intertek Contracting Office and Certification Body(ies) identified in the Intertek Proposal and the Clients agreeing to remote auditing or **IATF 16949 Monitoring** of their facility(ies) using information communication technology("ICT").

该补充认证协议（“补充协议”）由 Intertek 合约办公室和认证协议中所注明的认证机构（“Intertek”）共同制定，并经客户同意采用信息通信技术（“ICT”）对其设施实施远程审核或 IATF 16949 监控。

#### ARTICLE I - Audit Process

##### 条款 1 – 审核过程

1.1 Client Information. The Client acknowledges that Intertek's audit will require the Client to provide Intertek, remotely using ICT, with complete, accurate, and the most current information and documentation concerning the system(s)/program(s) to be certified. The Client agrees to promptly provide to Intertek all applicable documents, policies, procedures, manuals, and other information using ICT, **including sharing on-line this information, taking pictures of documents and records and saving pictures as required to support compliance**. If the Client intends to withhold from Intertek certain data, documents or other information on the basis of legal privilege (e.g., attorney-client) or other proprietary information (e.g., trade secret), Intertek may not be able to grant certification unless Intertek and the Client agree on how to address this issue. See section 2.3.

1.1 客户信息。客户承认 Intertek 的审核将要求客户向 Intertek 提供使用 ICT 对相关体系/项目进行认证所涉及到的完整的、准确的和最新的信息和文件。客户同意使用 ICT 及时向 Intertek 提供所有适用的文件、方针政策、程序、手册和其他信息，包括在线共享的信息，拍摄文件和记录，并根据需要保存相关图片。如果客户打算基于法律特权（例如，代理律师）或其他专有信息（例如，商业机密）拒绝向 Intertek 提供某些数据、文档或其他信息，则 Intertek 可能无法对其授予认证，除非 Intertek 和客户就如何解决此问题达成了一致。见第 2.3 部分。

1.2 Client Assistance with ICT. The Client further acknowledges that the audit process will require a remote evaluation by Intertek's qualified auditor personnel ("Auditors"), whether permanent employees or contract personnel who will be provided access to the client site(s) through the use of ICT, **via video or sharing desktops**. The Client also agrees to permit all such remote evaluation of each Facility during the Client's regular business hours. The audits may also be monitored by representatives and/or observers of Intertek's management and Intertek's Accreditors and other Sector Authority Organizations. During each remote ICT audit, the Client shall make available key management and other personnel to show the Auditors through the Facility using ICT and to explain the operation of the Facility and its system(s)/program(s). In addition, prior to or at the commencement of any site visit, the Client shall fully brief the Auditors on any restrictions, that may impact the use of ICT in the Client's Facility.

1.2 客户在 ICT 方面的协助。客户进一步确认审核过程将要求由 Intertek 批准的审核人员（“审核员”），审核员可能是长期雇员或是合同人员，通过使用 ICT，如视屏或共享桌面来被允许接入客户的场所。客户也同意在其





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正常工作时间内允许对每个设施进行所有此类远程评估。审核还可能由 Intertek 管理层的代表和/或观察员以及 Intertek 的认可机构和其他行业管理组织进行监控。在每个远程 ICT 审核期间，客户应确保关键管理层和其他人员可以通过使用 ICT 向审核人员展示并解释相关设施及其体系/项目的运行情况。此外，在任何实地访问前或开始时，客户应向审核员全面介绍那些可能会影响 ICT 在其场地设施内进行使用的任何限制条件。

1.3 When the audit is delivered remotely, the Client agrees and warrants: (i) to provide Intertek, with complete, accurate, and the most current information and documentation to perform the Remote audit or IATF 16949 Monitoring ; (ii) if using the Inview App, to download it onto the Client's smartphone and use the Inview App solely for the purposes of the Remote audit or IATF 16949 Monitoring (video observations, conducting interviews or sharing documents on-line, taking pictures documents and records and saving pictures as required to support compliance); (iii) to allow the auditor to direct the camera of the smartphone while using any video App (Inview, Facetime, Zoom, Skype, Microsoft Teams, etc.), to allow the auditor to perform the Remote auditing or IATF 16949 Monitoring and (iv) the Client shall be solely responsible for ensuring sufficient internet connectivity to perform the remote audit or IATF 16949 Monitoring .

1.3 开展远程审核时，客户同意并保证：（i）向 Intertek 提供完整、准确和最新的信息和文件，以执行远程审核或 IATF 16949 监控；（ii）如果使用 Inview 应用程序，将其下载到客户的智能手机上，并仅为远程审核或 IATF16949 监控（包括视屏观察、进行访谈或在线共享文件，拍摄文件和记录，并根据需要保存相关图片）的目的使用 Inview 应用程序；（iii）允许审核员在使用任何视频应用程序（Inview、Facetime、Zoom、Skype、Microsoft 团队等）时引导智能手机的摄像头，以允许审核员执行远程审核或 IATF16949 监控和（iv）客户应全权负责确保足够的互联网连接，以执行远程审核或 IATF 16949 监控。

1.4 Early Termination: If during the remote audit or IATF 16949 Monitoring the Lead Auditor finds that the audit objectives are not attainable through the use of ICT due to lack of a satisfactory connection or otherwise is unable to obtain the necessary objective evidence for completion of the remote ICT audit, the Lead Auditor may terminate the audit early upon communication to client and recommend continuing the audit with an onsite visit. The Client may be charged for any connection failure that triggers to stop the remote audit or IATF 16949 Monitoring and reschedule and on-site audit later.

1.4 提前终止：当审核组长在远程审核或 IATF 16949 监控期间发现，由于缺乏令人满意的通信连接效果，或者无法获得必要的用于完成远程 ICT 审核的必要客观证据而导致无法通过使用 ICT 实现审核目的时，可在与客户沟通后提前终止审核并建议后续通过现场审核方式实施审核。如果任何连接失败触发停止远程审核或 IATF16949 监控并重新安排以及以后的现场审核，客户有可能会被收费。

## ARTICLE 2 – Use of Information Communication Technology

### 条款 2 – 信息技术的使用

2.1 Use of Cameras/ video. Remote auditing or IATF 16949 Monitoring using ICT requires the use of camera for live video feed, sharing documents/records, taking pictures. This video feed is only provided real time and



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shall not be recorded. The Lead Auditor will direct the camera operator to those areas where specific processes / operations need to be observed. In cases where the interview is performed in a desk setting, laptop/ desktop cameras may be used to interact with the lead auditor. The auditee will also be able to see the lead auditor on screen while being interviewed.

2.1 使用相机/ 视频。使用 ICT 进行远程审核或 IATF 16949 监控要求使用摄像机进行视频直播， 共享文件/记录， 拍摄图片。此视频源仅提供实时播放， 不得录制。审核组长将指示摄像机操作人员前往那些需要观察具体过程/ 操作的区域。在访谈时， 可以通过笔记本电脑/台式摄像机镜头与审核组长进行互动沟通。当被审核方在接受面试时也可以在屏幕上看到审核组长。

2.2 Responsibility of client/organization/facility. The Client shall provide their own video camera (smartphone, laptop, etc.) for performing the remote ICT audit.

2.2 客户/组织/工厂责任。客户应提供自己的摄像机（智能手机、笔记本电脑等）以配合执行远程 ICT 审核。

2.3 Sharing Confidential and other Information via ICT. In cases where certain information cannot be accessed via ICT due to confidentiality or access issues, Intertek and the client shall agree prior to the audit on alternate methods to review this evidence.

2.3 通过 ICT 共享机密和其他信息。如果由于保密或访问问题而无法通过 ICT 访问某些信息， Intertek 和客户应在审核之前就审查此证据的替代方法达成一致意见。

2.4 IT and data protection measures: This agreement refers to any local applicable information security and data protection measures and regulations. If these IT and data protection measures cannot be fulfilled or agreed to, then Intertek shall use other methods for the audit/ assessment (i.e.: on-site)

2.4 IT 和数据保护措施： 本协议参照任何当地适用的信息安全和数据保护措施和法规。如果这些 IT 和数据保护措施无法得到遵守或达成一致， Intertek 应使用其他方法来进行审核/评估（即：现场审核）

### ARTICLE 3 - General Provisions

#### 条款 3 – 通用规定

3.1 Retention of Records and Confidentiality. Intertek shall be entitled to retain copies of all applicable documents, policies, procedures, manuals (or pictures of those), and other information provided during the remote ICT audits as defined in the main certification agreement F101-6. In cases where client requests to do so, the Lead Auditor shall delete any electronic documentation obtained in the course of the audit at time of completion of the audit.

3.1 记录保存和保密性。Intertek 有权保留主要认证协议 F101-6 所定义的远程 ICT 审核期间提供的所有适用文件、方针政策、程序、手册（或其图片）和其他信息的副本。如果客户要求， 审核组长应删除在审核期间获得的任何电子文件。



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3.2 Term of Agreement. This Agreement addendum is part of the main certification agreement F101-6 and shall commence on the date the Service Agreement is signed and shall remain in effect for the same period as **Intertek signed Proposal**.

3.2 协议条款。本协议作为主要认证协议 F101-6 的一部分，应从服务协议签署之日起生效，并与服务协议保持同步有效。

授权代表签名 Intertek Rep.:

甲方：（客户公司名）

Client Name in English

日期 Date:        年    月    日

公司章:

授权代表签名 Intertek Rep.:

乙方：上海天祥质量技术服务有限公司

Intertek Testing Services Ltd., Shanghai

日期 Date:        年    月    日

公司章: