

# General Terms and Conditions

**Effective Date: 01/04/2025**

**Version: 1.0**

## 1. Introduction

These General Terms and Conditions ("Terms") govern the relationship between Certified Spaces Limited ("we", "our", "us") and our clients ("you", "your") regarding the auditing services we provide. By engaging our services, you acknowledge that you have read, understood, and agree to be bound by these Terms.

## 2. Scope of Services

Certified Spaces Limited provides auditing services for businesses that offer commercial training. The specific services will be outlined in individual service agreements or proposals.

## 3. Client Responsibilities

As a client, you agree to:

- Provide accurate and complete information necessary for us to conduct our audits effectively.



- Cooperate with our staff during the audit process, including granting access to relevant documentation and personnel.
- Notify us promptly of any changes in your circumstances that may affect the services provided.

## 4. Audit Process

### *4.1 Audit Standards*

Our audits will be conducted in accordance with industry standards and best practices. We will assess your compliance with established criteria, and our findings will be documented in a formal report.

### *4.2 Audit Failure*

In the event of a failed audit, you will have the opportunity to address any identified issues and resubmit for a follow-up audit. A 50% charge of the original audit fee will apply for the resubmission, subject to our discretion.

## 5. Intellectual Property

All materials, documentation, and methodologies provided by Certified Spaces Limited remain the intellectual property of Certified Spaces Limited. You are granted a limited, non-exclusive license to use such materials solely for your internal purposes related to the services provided.



## 6. Confidentiality

Both parties agree to maintain the confidentiality of any proprietary or confidential information disclosed during the course of the engagement. This obligation shall survive the termination of this agreement.

## 7. Limitation of Liability

Certified Spaces Limited shall not be liable for any indirect, incidental, or consequential damages arising from the provision of our services. Our liability for direct damages shall be limited to the total amount paid by you for the specific services provided.

## 8. Termination

Either party may terminate the services by providing written notice if the other party fails to comply with these Terms. Upon termination, you shall pay for all services rendered up to the date of termination.

## 9. Governing Law

These Terms shall be governed by and construed in accordance with the laws of England and Wales. Any disputes arising under or in connection with these Terms shall be subject to the exclusive jurisdiction of the courts of England and Wales.



## 10. Amendments

We reserve the right to amend these Terms at any time. Any changes will be communicated to you in writing, and continued use of our services will constitute acceptance of the amended Terms.

## 11. Acceptance

By engaging the services of Certified Spaces Limited, you acknowledge that you have read and understood these General Terms and Conditions and agree to be bound by them.

These General Terms and Conditions are designed to ensure clarity in the relationship between Certified Spaces Limited and our clients, facilitating a successful engagement.