



Standard Terms and Conditions of Business



STANDARD TERMS AND CONDITIONS OF BUSINESS

1. INTERPRETATION

1.1. In these conditions:

Business Day: a day other than a Saturday, Sunday or public holiday in England and Wales between the hours of 9am – 5pm.

Charges: the charges payable by the Customer for the supply of the Services in accordance with Clause 5.

Client Materials: any documents, data, text, building plans, sections, elevations, information, specifications, drawings, and any other materials provided by the Customer to the Supplier.

Commencement Date: has the meaning given in Clause 2.2.

Conditions: these terms and conditions as amended from time to time in accordance with Clause 11.5.

Contract: the contract between the Supplier and the Customer for the supply of Services in accordance with these Conditions.

Customer: the person or firm who purchases Services from the Supplier.

Customer Default: has the meaning set out in Clause 4.2.

Data Protection Legislation: the UK Data Protection Legislation and any other European Union legislation relating to personal data and all other legislation and regulatory requirements in force from time to time which apply to a party relating to the use of personal data (including, without limitation, the privacy of electronic communications); and the guidance and codes of practice issued by the relevant data protection or supervisory authority and applicable to a party.

Deliverables: the deliverables as set out in the Order produced by the Supplier for the Customer.

Intellectual Property Rights: any intellectual property right, including all patents, rights to interventions, copyright and related rights, trademarks, service marks, trade, business and domain names, rights in trade dress or get-up, rights in goodwill or to sue for passing off, unfair competition rights, rights in designs, rights in computer software, database rights, moral rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, such rights, and all similar or equivalent rights or forms of protection in any part of the world.

Order: The Customer's order for Services as set out in the Customer's Purchase Order Form.

Matrix of Responsibilities: As defined in Schedule 3 of the Purchase Order Form

Services: the services, including the Deliverables, supplied by the Supplier to the Customer as set out in the Purchase Order form.

Specification: the description or specification of the Services provided in writing by the Supplier to the Customer as set out in the Purchase Order form.

Supplier: Singleton-Campbell Ltd Company Number: 14552248 (Registered in England and Wales) trading as Fire Compliance Southwest

The System: As defined in Schedule 2 of the Purchase Order form.

Personal Data: personal data shall have the meaning ascribed to it under the GDPR.

Premises (or part thereof): As defined in Schedule 2 of the Purchase Order Form.

Purpose: the purpose for which the Services are prepared by the Supplier as set out in the order.

Term: the term of the Agreement as stated in Clause 2.2.

- 1.2. A reference to a statute or statutory provision is a reference to it as amended or re-enacted. A reference to a statute or statutory provision includes all subordinate legislation made under that statute or statutory provision.
- 1.3. The words **include, includes, including** and in **particular** shall be construed as if they were followed by the words “without limitation”. Words in the singular shall include the plural and vice versa and references to one gender include the other gender. Any reference to persons includes natural persons, firms, partnerships, limited liability partnerships, companies, corporations, unincorporated associations, local authorities, governments, states, foundations and trusts (in each case whether or not having separate legal personality) and any agency of any of the above.
- 1.4. A reference to writing or written includes fax and email.

2. BASIS OF CONTRACT

- 2.1. The Order constitutes an offer by the Customer to purchase Services in accordance with these Conditions.
- 2.2. The Order shall only be deemed to be accepted when the Supplier issues the Customer with a signed and dated Purchase Order Form at which point the Contract shall come into existence (Commencement Date).
- 2.3. Any samples, drawings, descriptive matter or advertising issued by the Supplier, and any descriptions or illustrations contained in the Supplier's catalogues or brochures, are issued or published for the sole purpose of giving an approximate idea of the Services described in them. They shall not form part of the Contract or have any contractual force.

- 2.4. These Conditions apply to the Contract to the exclusion of any other terms that the Customer seeks to impose or incorporate, or which are implied by law, trade custom, practice or course of dealing.
- 2.5. Any quotation given by the Supplier shall not constitute an offer and is only valid for a period of 30 Business Days from its date of issue.
- 2.6. No modifications to this quotation for service(s) shall be legally binding unless and until accepted in writing by the duly authorised representatives of both parties.
- 2.7. The Supplier's employees or agents are not authorised to make any representations concerning the Service(s) unless confirmed by the Supplier in writing. In entering into the Contract, the Customer acknowledges that it does not rely on and waives any claim for breach of, any such representations which are not so confirmed.
- 2.8. Any typographical, clerical or other error or omission in any sales literature, quotation, price list, acceptance or offer, invoice or other document or information issued by the Supplier shall be subject to correction without any liability on the part of the Supplier.
- 2.9. The Supplier will use reasonable endeavours to complete the performance of the service(s) within the time agreed and/or service level agreement. All terms and conditions apply to the supply of any goods as well as service(s) unless the Supplier specifies otherwise.

3. SUPPLY OF SERVICES

- 3.1. The Supplier shall supply the Services to the Customer in accordance with the Purchase Order form in all material respects.
- 3.2. The Supplier shall use all reasonable endeavours to meet any performance dates specified in the Purchase Order form, but any such dates shall be estimates only and time shall not be of the essence for performance of the Services.
- 3.3. The Supplier reserves the right to amend the Purchase Order form if necessary to comply with any applicable law or regulatory requirement, or if the amendment will not materially affect the nature or quality of the Services, and the Supplier shall notify the Customer in any such event.
- 3.4. The Supplier warrants to the Customer that the Services will be provided using reasonable care and skill, and in accordance with industry guidance.
- 3.5. The Supplier will perform the service(s) using its own staff. However, the Supplier reserves its right to sub-contract the whole or part of the work and the Supplier is not obliged to inform the Customer of the same.
- 3.6. The Customer must not, without prior written consent, assign, transfer, charge, subcontract or deal in any other manner, with all or any of the rights or obligations under these terms and conditions.

4. CUSTOMER OBLIGATION

- 4.1. The Customer shall:
 - 4.1.1. Ensure that the terms of the Order and any information it provides in the Purchase Order Form and complete and accurate;
 - 4.1.2. Co-operate with the Supplier in all matters relating to the Services;
 - 4.1.3. Provide the Supplier, its employees, agents, consultants and subcontractors, with access to the Customer's premises, office accommodation and other facilities as reasonably required by the Supplier;
 - 4.1.4. Provide the Supplier with such information and materials as the Supplier may reasonably require in order to supply the Services, and ensure that such information is complete and accurate in all material respects;
 - 4.1.5. Obtain and maintain all necessary licences, permissions and consents which may be required for the Services before the date on which the Services are to start;
 - 4.1.6. Comply with all applicable laws, including health and safety laws;
- 4.2. If the Supplier's performance of any of its obligations under the Contract is prevented or delayed by any act or omission by the Customer or failure by the Customer to perform any relevant obligation (**Customer Default**):
 - 4.2.1. Without limiting or affecting any other right or remedy available to it, the Supplier shall have the right to suspend performance of the Services until the Customer remedies the Customer Default, and to rely on the Customer Default to relieve it from the performance of any of its obligations in each case to the extent the Customer Default prevents or delays the Supplier's performance of any of its obligations;
 - 4.2.2. The Supplier shall not be liable for any costs or losses sustained or incurred by the Customer arising directly or indirectly from the Supplier's failure or delay to perform any of its obligations as set out in this Clause 4.2; and
 - 4.2.3. The Customer shall reimburse the Supplier on written demand for any costs or losses sustained or incurred by the Supplier arising directly or indirectly from the Customer Default.
- 4.3. The Customer acknowledges and agrees that the Services are provided solely for the Purpose.

5. CHARGES AND PAYMENT

- 5.1. The Charges for the Services shall be calculated on a time and materials basis:
 - 5.1.1. The Charges shall be calculated in accordance with the Supplier's daily fee rates, as set out in the Purchase Order Form.
 - 5.1.2. The Supplier's daily fee rates for each individual are calculated on the basis of an eight-hour day from 9.00 am to 5.00 pm worked on Business Days;

- 5.1.3 The Supplier shall be entitled to charge an overtime rate of 150% of the daily fee rate on a pro-rata basis for each part day or for any time worked by individuals whom it engages on the Services outside the hours referred to in Clause 5.1(b); and
- 5.1.4 The Supplier shall be entitled to charge the Customer for any expenses reasonably incurred by the individuals whom the Supplier engages in connection with the Services including travelling expenses, hotel costs, subsistence and any associated expenses, and for the cost of services provided by third parties and required by the Supplier for the performance of the Services, and for the cost of any materials.
- 5.2 The Supplier shall invoice the Customer for payment on the following business day after the service(s) takes place.
- 5.3 Payment must be paid by BACS transfer to the Supplier account detailed on the invoice. If an electronic payment cannot be made, the Supplier will accept payment by cheque for an additional £5 levy.
- 5.3.1 Receipts for payment will only be issued upon request.
- 5.4 The Customer shall pay each invoice submitted by the Supplier:
 - 5.4.1 within 30 days of the date of the invoice; and
 - 5.4.2 in full and in cleared funds to a bank account nominated in writing by the Supplier, and time for payment shall be of the essence of the Contract.
 - 5.4.3 Once payment has been received for an invoice issued by the Supplier, the Supplier will release the Fire Risk Assessment/Survey/Report to the Customer.
- 5.5 All amounts payable by the Customer under the Contract are exclusive of amounts in respect of value added tax chargeable from time to time (VAT). Where any taxable supply for VAT purposes is made under the Contract by the Supplier to the Customer, the Customer shall, on receipt of a valid VAT invoice from the Supplier, pay to the Supplier such additional amounts in respect of VAT as are chargeable on the supply of the Services at the same time as payment is due for the supply of the Services.
- 5.6 Any dispute or query relating to an invoice must be made by the Customer to the Supplier in writing within 5 business days of the date of the invoice, otherwise the invoice will be treated as being accepted by the Customer.
- 5.7 If the Customer fails to make a payment due to the Supplier under the Contract by the due date, then, without prejudice to or any other right to remedy available to the Supplier, the Supplier shall be entitled to:
 - 5.7.1 Without limiting the Supplier's remedies under Clause 9, the Customer shall pay interest on the overdue sum from the due date until payment of the overdue sum, whether before or after judgment. Under the Late Payment of Commercial Debts (Interest) Act 1998 the supplier will charge the customer interest under this Clause 5.7 will accrue each day at 8% a year above the Bank of England's base rate from time to time until payment in full is made.
 - 5.7.2 The Supplier shall be entitled to charge the Customer the costs of recovery of any outstanding amounts, including legal costs and disbursements and charge any bank charges incurred on representing cheques or requesting special clearance thereof.

- 5.8 The Supplier reserves the right by giving notice to the Customer at any time before commencement of the service(s), to increase the price of the service(s) to reflect any increase in the cost to the Supplier which is due to any factor beyond the control of the Supplier (such as without limitation any foreign exchange fluctuation, currency regulation, alteration of duties, significant increase in the costs of labour, materials or other costs of manufacture) or any delay caused by any instructions of the Customer or failure of the Customer to give the Supplier adequate information or instructions.
- 5.9 The full quoted service fee will be payable in the event that the Supplier is given less than 24 hours (including from 17.00 the business day before) notice of a change to the confirmed appointment, or if our assessor / representative is unable to gain access or complete the assessment due to the condition of the premises or should the Customer state that they no longer require the service after the assessor / representative has visited the premises.
- 5.10 A cancellation fee of 50% of the quoted service fee will be payable in the event of the Customer cancelling within 14 days (up to 17.00 on the business day before).
- 5.11 If, due to circumstances beyond the Supplier's control changes must be made in the service or how it's provided, the Supplier will notify the Customer immediately. The Supplier will endeavour to keep any such changes to a minimum.
- 5.12 All amounts due under the Contract shall be paid in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).

6 DATA PROTECTION

- 6.1 Both parties will comply with all applicable requirements of the Data Protection Legislation. This Clause 6 is in addition to, and does not relieve, remove or replace, a party's obligations or rights under the Data Protection Legislation. In this Clause 6, Applicable Laws means the law of the European Union, the law of any member state of the European Union and/or Domestic UK Law; and Domestic UK Law means the UK Data Protection Legislation and any other law that applies in the UK.
- 6.2 The parties acknowledge that for the purposes of the Data Protection Legislation, the Customer is the controller, and the Supplier is the processor.
- 6.3 Without prejudice to the generality of Clause 6.1, the Customer will ensure that it has all necessary appropriate consents and notices in place to enable lawful transfer of the personal data to the Supplier for the duration and purposes of the Contract.
- 6.4 Without prejudice to the generality of Clause 6.1, the Supplier shall, in relation to any personal data processed in connection with the performance by the Supplier of its obligations under the Contract:
- 6.4.1 process that personal data only on the documented written instructions of the Customer unless the Supplier is required by Applicable Laws to otherwise process that personal data. Where the Supplier is relying on Applicable Laws as the basis for processing personal data, the Supplier shall promptly notify the Customer of this before performing the processing required by the Applicable Laws unless those Applicable Laws prohibit the Supplier from so notifying the Customer;

- 6.4.2 ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the Customer, to protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting personal data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to personal data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it);
- 6.4.3 ensure that all personnel who have access to and/or process personal data are obliged to keep the personal data confidential; and
- 6.4.4 not transfer any personal data outside of the European Economic Area unless the prior written consent of the Customer has been obtained and the following conditions are fulfilled:
 - 6.4.4.i the Customer or the Supplier has provided appropriate safeguards in relation to the transfer;
 - 6.4.4.ii the data subject has enforceable rights and effective legal remedies;
 - 6.4.4.iii the Supplier complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any personal data that is transferred; and
 - 6.4.4.iv the Supplier complies with reasonable instructions notified to it in advance by the Customer with respect to the processing of the personal data;
- 6.4.5 assist the Customer, at the Customer's cost, in responding to any request from a data subject and in ensuring compliance with its obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;
- 6.4.6 notify the Customer without undue delay on becoming aware of a personal data breach;
- 6.4.7 at the written direction of the Customer, delete or return personal data and copies thereof to the Customer on termination of the agreement unless required by Applicable Law to store the personal data; and
- 6.4.8 maintain complete and accurate records and information to demonstrate its compliance with this Clause 6 and allow for audits by the Customer or the Customer's designated auditor and immediately inform the Customer if, in the opinion of the Supplier, an instruction infringes the Data Protection Legislation.
- 6.5 Either party may, at any time on not less than 30 days' notice, revise this Clause 6 by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when replaced by attachment to the Contract).

7 LIMITATION OF LIABILITY

- 7.1 The Supplier has obtained insurance cover in respect of its own legal liability for individual claims not exceeding:
- 7.1.1 £5,000,000 per Public Liability claim
 - 7.1.2 £5,000,000 per Professional Indemnity claim
- The limits and exclusions in this clause reflect the insurance cover the Supplier has been able to arrange and the Customer is responsible for making its own arrangements for the insurance of any excess loss.
- 7.2 The restrictions on liability in this Clause 7 apply to every liability arising under or in connection with the Contract including liability in contract, tort (including negligence), misrepresentation, restitution or otherwise.
- 7.3 Neither party may benefit from the limitations and exclusions set out in this clause in respect of any liability arising from its deliberate default.
- 7.4 Nothing in the Contract limits any liability which cannot legally be limited, including but not limited to liability for:
- 7.4.1 death or personal injury caused by negligence;
 - 7.4.2 fraud or fraudulent misrepresentation; and
 - 7.4.3 breach of the terms implied by section 2 of the Supply of Goods and Services Act 1982 (title and quiet possession).
- 7.5 Subject to Clause 7.4, the Supplier's total liability to the Customer shall not, unless otherwise agreed in writing, exceed ten times the amount of the Supplier's Fees due pursuant to the Contract or £50,000.00, whichever is the greater, howsoever that liability may arise but that in any event the Supplier shall have no liability to the Customer in respect of any monies or losses the Customer may incur or suffer in relation to pollution, contamination, terrorism and/or asbestos.
- 7.6 This Clause 7.6 sets out specific heads of excluded loss and exceptions from them:
- 7.6.1 Subject to Clause 7.4, the types of loss listed in Clause 7.6.3 are wholly excluded by the parties, but the types of loss and specific losses listed in Clause 7.6.4 are not excluded.
 - 7.6.2 If any loss falls into one or more of the categories in Clause 7.6.3 and also falls into a category, or is specified, in Clause 7.6.4, then it is not excluded.
 - 7.6.3 The following types of loss are wholly excluded:
 - 7.6.3.i loss of profits
 - 7.6.3.ii loss of sales or business.
 - 7.6.3.iii loss of agreements or contracts.
 - 7.6.3.iv loss of anticipated savings.

- 7.6.3.v loss of use or corruption of software, data or information.
- 7.6.3.vi loss of or damage to goodwill; and
- 7.6.3.vii indirect or consequential loss.
- 7.6.4 The following types of loss and specific loss are not excluded:
 - 7.6.4.i sums paid by the Customer to the Supplier pursuant to the Contract, in respect of any Services not provided in accordance with the Contract;
 - 7.6.4.ii wasted expenditure;
 - 7.6.4.iii additional costs of procuring and implementing replacements for, or alternatives to, Services not provided in accordance with the Contract. These include but are not limited to consultancy costs, additional costs of management time and other personnel costs, and costs of equipment and materials;
 - 7.6.4.iv losses incurred by the Customer arising out of or in connection with any third party claim against the Customer which has been caused by the act or omission of the Supplier. For these purposes, third party claims shall include but not be limited to demands, fines, penalties, actions, investigations or proceedings, including but not limited to those made or commenced by subcontractors, the Supplier's personnel, regulators and customers of the Customer; and
- 7.7 The Supplier has given commitments as to compliance of the Services with relevant specifications in Clause 3. In view of these commitments, the terms implied by sections 3, 4 and 5 of the Supply of Goods and Services Act 1982 are, to the fullest extent permitted by law, excluded from the Contract.
- 7.8 Unless the Customer notifies the Supplier that it intends to make a claim in respect of an event within the notice period, the Supplier shall have no liability for that event. The notice period for an event shall start on the day on which the Customer became, or ought reasonably to have become, aware of the event having occurred and shall expire 3 months from that date. The notice must be in writing and must identify the event and the grounds for the claim in reasonable detail.
- 7.9 No liability for claims not notified within 3 months.
- 7.10 During the Term, the Supplier shall maintain suitable insurance with a reputable provider, sufficient to cover the liability of the Supplier in accordance with Clause 7.1.
- 7.11 Notwithstanding any provision in this Contract or the identification of any individual in this Contract all duties obligations and liabilities arising under or by virtue of this Contract or which may arise by virtue of common law or statute from the performance of any work contemplated by this Contract shall be owed or incurred exclusively by the Supplier and not by any employee or member (including any officer or director) of the Supplier. The Customer acknowledges that no such individual owes or shall owe any such duty or obligation or shall incur any such liability to the Customer and agrees that the Customer will not seek to make liable any such individual for any act default omission or negligence committed by the individual whatsoever and irrespective of how such liability may arise. This clause shall not operate to exclude liability for death or personal injury to the Customer where the Customer is an individual or group of individuals.

7.12 This Clause 7 shall survive termination of the Contract.

8 TERMINATION

- 8.1 Without affecting any other right or remedy available to it, either party may terminate the Contract by giving the other party 1 months' written notice. If the Customer terminates the Contract but fails to give 1 months' written Notice, the Customer will be liable for the full amount specified in the Contract.
- 8.2 Without affecting any other right or remedy available to it, either party may terminate the Contract with immediate effect by giving written notice to the other party if:
- 8.2.1 the other party commits a material breach of any term of the Contract and (if such a breach is remediable) fails to remedy that breach within 7 days of that party being notified in writing to do so;
- 8.2.2 the other party takes any step or action in connection with its entering administration, provisional liquidation or any composition or arrangement with its creditors (other than in relation to a solvent restructuring), being wound up (whether voluntarily or by order of the court, unless for the purpose of a solvent restructuring), having a receiver appointed to any of its assets or ceasing to carry on business [or, if the step or action is taken in another jurisdiction, in connection with any analogous procedure in the relevant jurisdiction];
- 8.2.3 the other party suspends, or threatens to suspend, or ceases or threatens to cease to carry on all or a substantial part of its business; or
- 8.2.4 the other party's financial position deteriorates to such an extent that in the terminating party's opinion the other party's capability to adequately fulfil its obligations under the Contract has been placed in jeopardy.
- 8.3 Without affecting any other right or remedy available to it, the Supplier may terminate the Contract with immediate effect by giving written notice to the Customer if:
- 8.3.1 the Customer fails to pay any amount due under the Contract on the due date for payment or
- 8.3.2 there is a change of control of the Customer.
- 8.4 Without affecting any other right or remedy available to it, the Supplier may suspend the supply of Services under the Contract or any other contract between the Customer and the Supplier if the Customer fails to pay any amount due under the Contract on the due date for payment, the Customer becomes subject to any of the events listed in Clause 8.2.2 to Clause 8.2.4, or the Supplier reasonably believes that the Customer is about to become subject to any of them.

9 CONSEQUENCES OF TERMINATION

- 9.1 On termination of the Contract:
- 9.1.1 the Customer shall immediately pay to the Supplier all of the Supplier's outstanding unpaid invoices and interest and, in respect of Services supplied but for which no invoice has been submitted, the Supplier shall submit an invoice, which shall be payable by the Customer immediately on receipt.

- 9.1.2 the Customer shall return all of the Supplier Materials and any Deliverables which have not been fully paid for. If the Customer fails to do so, then the Supplier may enter the Customer's premises and take possession of them. Until they have been returned, the Customer shall be solely responsible for their safe keeping and will not use them for any purpose not connected with the Contract.
- 9.2 Termination or expiry of the Contract shall not affect any rights, remedies, obligations, or liabilities of the parties that have accrued up to the date of termination or expiry, including the right to claim damages in respect of any breach of the Contract which existed at or before the date of termination or expiry.
- 9.3 Any provision of the Contract that expressly or by implication is intended to come into or continue in force on or after termination or expiry of the Contract shall remain in full force and effect.

10 LIABILITY UNDER THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005 ("THE FSO")

10.1 THE RESPONSIBLE PERSON

The Customer acknowledges that at no time the Supplier is the 'Responsible Person' as defined by Article 3 of the FSO. Unless expressly stated otherwise in writing the Customer is to be regarded as the Responsible Person.

10.2 ARTICLE 5(3) OF THE FSO – 'PERSON WITH CONTROL'

The Supplier acknowledges that under Article 5 (3) of the FSO those responsibilities and duties imposed by the FSO on the Responsible Person are also to be imposed on any other person, who has, to any extent, control of those premises so far as the requirements relate to matters within his control.

10.3 EXTENT OF THE SUPPLIER'S CONTROL, DUTIES AND OBLIGATIONS

The Supplier shall only be considered to be liable under Article 5(3) of the FSO in relation to matters that fall under his control pursuant to the terms of the Contract between the Customer and the Supplier.

The extent of the Supplier's control and the duties and obligations imposed upon the Supplier shall be specified in Schedule 3 of the Purchase Order Form.

10.4 THE PREMISES

The 'Premises' (or part thereof) must be clearly defined within the Purchase Order Form in order to highlight the extent of the area which falls under the Supplier's control.

10.5 RELEASE OF FIRE RISK ASSESSMENT/SURVEY/REPORT

Once the Fire Risk Assessment/Survey/Report has been compiled and drafted the Supplier will then advise the Customer it is ready for release. Once payment has been received by the Supplier, the Supplier will then release a signed copy of the Fire Risk Assessment/Survey/Report to the Customer.

10.6 INCEPTION DATE OF THE FIRE RISK ASSESSMENT/SURVEY/REPORT

The Fire Risk Assessment/Survey/Report should not be considered to be valid and should not be relied upon by the Customer until they receive a signed copy from the Supplier.

10.7 ON-GOING MANAGEMENT

Responsibility for the on-going management of the premises and even, if necessary, the decision to allow the premises to be used for its present purpose, remains with the Responsible Person, not the Supplier unless Schedule 3 of the Purchase Order Form stipulates otherwise.

10.8 NOTIFICATION OF RELEVANT FIRE SAFETY DETAILS

The Supplier should be notified of any fire safety details that the Customer deems relevant to the conducting of the Fire Risk Assessment/Survey/Report, including but not limited to:-

- i. Plans for the premises;
- ii. Fire Strategy Documents;
- iii. Details of any correspondence with the Fire Authority, (or any other Enforcing Authority) i.e. audits, Enforcement/Prohibition Notices, or Notices of Deficiencies;
- iv. Records of testing and maintenance of any fire safety provisions within the premises;
- v. Records of Fire Evacuation drills (where applicable);
- vi. Records of staff Fire Training;
- vii. Records of portable electrical appliance testing and electrical installation/wiring tests or service schedules, and
- viii. Records of servicing of lifts, boilers or other plant or equipment located within the premises

Such details are imperative to the Supplier in drafting his suitable and sufficient Fire Risk Assessment/Survey/Report, as such failing to provide these details will invalidate the Fire Risk Assessment/Survey/Report.

10.9 PERIOD OF VALIDATION

The Fire Risk Assessment/Survey/Report is only valid for a maximum period of 24 months from the date of inception discussed in clause 10.6, however, the actual period of validation will be stated in the Fire Risk Assessment/Survey/Report itself. Under Article 9(3)(b) of the FSO the Responsible Person is under a duty to review the Fire Risk Assessment.

10.10 SIGNIFICANT FINDINGS/ACTION PLAN SUMMARY

The Supplier's recommendations are outlined in their Significant Findings/Action Plan Summary. The Customer is responsible for the implementation of the recommendations unless the Contract stipulates otherwise.

10.11 CO-OPERATION AND CO-ORDINATION

Both the Supplier and the Customer will co-operate and co-ordinate in order to comply with their respective obligations as per the Contract in order to satisfy the FSO. Where the Customer requires the Supplier's co-operation and co-ordination in accordance to Article 22 the customer must:-

- i. Request confirmation in writing and allow the Supplier the opportunity to respond.

10.12 THE SUPPLIER'S OBLIGATIONS DO NOT EXTEND TO THE FOLLOWING:-

- i. Knowledge or Control over those areas of the premises to which the Supplier was not given access. If the Supplier is not given access to an area of the premises, the Supplier will write to the Customer and specify that access to an area was requested but was subsequently denied by the Customer. The Customer may request that the Supplier revisit the premises to assess the area where access was previously denied, however, the Supplier will be entitled to charge for the call-out in accordance with Schedule 4 of the Order.
- ii. Knowledge or Control over any subsequent changes made to the premises.
- iii. Knowledge or Control over any subsequent faults in the equipment, including any equipment checked by the Supplier at the time of the preparation of the Fire Risk Assessment/Survey/Report, but not subsequently.
- iv. Knowledge or control over any subsequent deterioration in the premises or equipment.
- v. Knowledge or control over any ongoing management of the premises or of persons within the premises upon completion of the Contract.
- vi. Knowledge or control over the moveable items brought into the premises subsequent to the preparation of the Fire Risk Assessment/Survey/Report.
- vii. Knowledge or control over the level of staffing and or training that the Customer gives to their staff upon completion of the Contract.
- viii. The Supplier has no knowledge or control over the implementation of any recommendations made by the Supplier in the course of an Assessment/Survey/Report and the Fire Risk Assessment Action Plan.
- ix. The Fire Risk Assessment/Survey/Report and/or Action Plan is not to be relied upon by anybody else other than the Customer named on the Contract.
- x. The Supplier's services and advice do not extend to advice in respect of building materials, fixtures and fittings or design or use of the premises, whether internal or external.
- xi. The Supplier's Assessment/Survey/Report does not include advice/information relating to The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

10.13 REVISION TO FIRE RISK ASSESSMENT/SURVEY/REPORT

If there is a change in the structure of the premises/building, number of employees, layout or any other aspect that could impact upon fire safety the Responsible Person should ensure that no revision to the Assessment/Survey/Report is required, the Supplier must be given the opportunity to alter/amend/review his original Assessment if revision is required. If the Supplier is not given such an opportunity, then he can no longer be regarded as having an obligation in respect of the Fire Risk Assessment/Survey/Report as he does not have the necessary control. This Supplier is entitled to charge for any revised additional work.

10.14 IDENTIFICATION OF CLEAR AND OBVIOUS RISKS

10.14.1

If the Supplier identifies clear and obvious risks at a Premises that pose a danger to relevant persons, the Supplier may highlight these to the Customer in writing. However, the Supplier is under no contractual obligation to identify the aforementioned risks, therefore, this does not represent an obligation as defined under Article 5(3). Furthermore the Supplier is in no way liable or responsible for rectifying/remediating such risks.

10.14.2

If, in the opinion of the assessor nominated by the Supplier, the issue represents such a great risk to life or an immediate danger, the Supplier or their representative reserve the right to report the situation to the local authority Fire and rescue Service immediately, which may lead to enforcement action being undertaken by the Fire Authority as the enforcing agent. The Customer will be informed of this action. This action shall not void any legally binding contract for payment.

10.15 TRAINING

The Supplier is in no way liable if the Customer or an Employee of the Customer does not carry out tasks relating to Fire Safety in connection with the Premises in accordance with the specialist training that was provided by the Supplier as specified in Schedule 2 of the Contract.

10.16 PAS 79

In accordance with PAS79, if the Supplier is instructed to comment upon compartmentation and associated fire safety equipment, including but not limited to:-

- i. Fire doors;
- ii. Fire extinguishers;
- iii. Fire alarms

The supplier will adopt a process of 'sampling', therefore a reasonable percentage of equipment and walls will be tested. In the event that the Customer requires all fire safety equipment and every room to be commented upon, a more detailed assessment will be required. The Customer must notify the Supplier in writing if he requires an amended and more detailed assessment as well as allowing the Supplier the opportunity quote for this accordingly.

10.17 EWS1

The Supplier's Assessment/Survey/Report will make no provision in respect of EWS1s. The Supplier will assume, unless informed by the Customer in writing, that there are no issues in respect of external walls and that the Customer will/has instructed a competent third-party contractor to comment/assist in this regard. If there are any issues whatsoever in respect of the premises' EWS1, the customer is not entitled to rely upon the Supplier's Assessment/Survey/Report.

10.18 THE SUPPLIER'S RELIANCE UPON INFORMATION PROVIDED BY THE CUSTOMER

The Supplier is relying partially upon the information provided to him by the Customer, including but not limited to:-

- i. Cladding
- ii. Fire Glazing
- iii. Fire Door Compliance
- iv. Information provided by the Fire Authority (or any other enforcing authority).

11 INTELLECTUAL PROPERTY RIGHTS

- 11.1 Each party and/or its third-party licensors shall retain ownership of any Intellectual Property Rights owned by it and/or its third-party licensors prior to the Commencement Date.
- 11.2 The Supplier and its licensors shall retain ownership of all Intellectual Property Rights owned by it and/or its third-party licensors prior to the Commencement Date.
- 11.3 For the avoidance of doubt the Customer shall not make any variation to a Deliverable without the prior written consent of the Supplier. No variation to any Deliverable shall be valid unless it is in writing and signed by or on behalf of the Customer and the Supplier.
- 11.4 The Customer retains all intellectual Property Rights, whether owned or licensed, in the Client Materials. The Customer hereby grants to the Supplier for the duration of the Agreement, a royalty free, non-exclusive, non-transferable and non-sub-licensable license to use the Client Materials to enable the Supplier to provide the Service contemplated by this Agreement.
- 11.5 The Supplier may with the prior written consent of the Customer use the Deliverables for agreed purposes after termination of this Agreement provided that the Deliverables are redacted to protect the identity of the Customer and any commercial sensitive information is deleted.

12 RETENTION OF DOCUMENTS

- 12.1 The Customer acknowledges and agrees that the Supplier will retain all files and documents (including but not limited to the Client Materials) relating to the provision of the Service for a reasonable period after the termination of this Agreement which in any event will not be

more than 5 years. The Customer agrees that the Supplier may destroy all files and documents relating to the Service at the end of that period.

- 12.2 The Supplier shall securely store and file and documents referred to in clause 12.1 during the storage period. If during the storage period, the Customer wishes the Supplier to retrieve or make copies of any documents then the Supplier may make a reasonable charge for its time and expense in doing so.

13 WARRANTIES

- 13.1 Each party represents, warrants and undertakes that it has capacity to enter into this Agreement and to grant the rights and licenses it purports to grant under this Agreement.
- 13.2 Save in this Agreement where it is stated to be the responsibility of the Customer, the Supplier warrants to the Customer that it shall at all times have and maintain all necessary licenses and consents and comply with all relevant laws in relation to the provision of the Service.

14 THIRD PARTY CLAIMS INDEMNITY

- 14.1 The Customer shall on demand indemnify, hold harmless and keep indemnified the Supplier against all liability, costs, expenses, damages and losses (including any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal and other reasonable professional costs and expenses) suffered or incurred by the Supplier arising out of or in connection with any claim made against the Supplier for actual or alleged infringement of a third party's Intellectual Property Rights or other rights arising out of, or in connection with the use of the Client Materials or any materials provided by a third party acting on behalf of the Customer.

15 CUSTOMER COMPLAINTS

- 15.1 If the Customer is dissatisfied with any aspect of the Service or with any invoice or other statement of monies due it shall contact the Supplier

16 GENERAL

16.1 FORCE MAJEURE.

Neither party shall be in breach of the Contract nor liable for delay in performing, or failure to perform, any of its obligations under the Contract if such delay or failure result from events, circumstances or causes beyond its reasonable control.

16.2 ASSIGNMENT AND OTHER DEALINGS.

- 16.2.1 The Supplier may at any time assign, mortgage, charge, subcontract, delegate, declare a trust over or deal in any other manner with any or all of its rights and obligations under the Contract.
- 16.2.2 The Customer shall not assign, transfer, mortgage, charge, subcontract, delegate, declare a trust over or deal in any other manner with any of its rights and obligations under the Contract without the prior written consent of the Supplier.

16.3 CONFIDENTIALITY

16.3.1 Each party undertakes that it shall not at any time during the Contract, and for a period of five years after termination of the Contract, disclose to any person any confidential information concerning the business, affairs, customers, clients or suppliers of the other party, except as permitted by Clause 11.3.

16.3.2 Each party may disclose the other party's confidential information:

16.3.2.i to its employees, officers, representatives, subcontractors or advisers who need to know such information for the purposes of carrying out the party's obligations under the Contract. Each party shall ensure that its employees, officers, representatives, subcontractors or advisers to whom it discloses the other party's confidential information comply with this Clause 11.3

16.3.2.ii as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority; and

16.3.2.iii as may be required for audits of quality assurance of the Supplier as conducted by external quality assurance or industry bodies from time to time

16.3.3 Neither party shall use the other party's confidential information for any purpose other than to perform its obligations under the Contract.

16.3.4 In the event of any inconsistency between this Clause 16 and Clause 6 in respect of Personal Data, the relevant provisions of Clause 6 shall prevail

16.4 ENTIRE AGREEMENT

16.4.1 The Contract constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

16.4.2 Each party acknowledges that in entering into the Contract it does not rely on, and shall have no remedies in respect of any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in the Contract. Each party agrees that it shall have no claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in the Contract.

16.4.3 Nothing in this clause shall limit or exclude any liability for fraud.

16.5 VARIATION

Except as set out in these Conditions, no variation of the Contract shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

16.6 WAIVER

A waiver of any right or remedy under the Contract or by law is only effective if given in writing and shall not be deemed a waiver of any subsequent right or remedy. A failure or delay by a party to exercise any right or remedy provided under the Contract or by law shall not constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict any further exercise of that or any other right or remedy. No single or partial exercise of any

right or remedy provided under the Contract or by law shall prevent or restrict the further exercise of that or any other right or remedy.

16.7 SEVERANCE

If any provision or part-provision of the Contract is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this Clause 16.7 shall not affect the validity and enforceability of the rest of the Contract. This will be notified to the Customer in writing.

16.8.1 NOTICES

16.8.2 Any notice or other communication given to a party under or in connection with the Contract shall be in writing and shall be delivered by hand or by pre-paid first-class post or other next working day delivery service at its registered office (if a company) or its principal place of business (in any other case); or sent by fax to its main fax number or sent by email to the address specified in the Purchase Order Form.

16.8.3 Any notice or communication shall be deemed to have been received:

16.8.3.i if delivered by hand, on signature of a delivery receipt or at the time the notice is left at the proper address; and

16.8.3.ii if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second Business Day after posting or at the time recorded by the delivery service; and

16.8.3.iii if sent by fax or email, at the time of transmission, or, if this time falls outside business hours in the place of receipt, when business hours resume. In this Clause 16.8.3(iii), business hours means 9.00am to 5.00pm Monday to Friday on a day that is not a public holiday in the place of receipt.

16.8.4 This Clause 16.8 does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any other method of dispute resolution.

16.8.5 THIRD PARTY RIGHTS

16.8.6 Unless it expressly states otherwise, the Contract does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Contract.

16.8.7 The rights of the parties to rescind or vary the Contract are not subject to the consent of any other person

16.10 GOVERNING LAW

16.10.1 The Contract, and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by, and construed in accordance with the law of England and Wales.

16.10.2 Nothing in this Contract is intended to, or shall be deemed to create or imply the existence of a partnership or joint venture between the parties nor any arrangement which would impose liability on the Supplier for the acts or omissions of the Customer and vice versa. In particular each party acknowledges that it does not have authority to, and agrees that it shall not, at any time without the other party's prior written consent make or enter into any commitments on behalf of the other party.

16.11 JURISDICTION

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with the Contract or its subject matter or formation.