

Framework Schedule 8 (Self Audit Certificate)

[Supplier guidance: You must ensure that this annual certificate is completed and sent to the CCS Authorised Representative at the end of each Contract Year]

In accordance with Clause 6 (*Record keeping and reporting*) of the Framework Contract **[Insert Framework Ref: RM xxxx]** entered into on **[Insert Framework Start Date dd/mm/yyyy]** between **[Insert Supplier name]** and CCS, we confirm the following:

1. In our opinion based on the testing undertaken **[Insert Supplier name]** is successfully identifying, recording and reporting on Framework Contract activity.
2. We have tested a sample of 20 **[CCS to review number]** orders and related invoices during our audit for the Contract Year ending **[Insert dd/mm/yyyy]** and confirm that they are correct and in accordance with the Framework Contract.
3. We have tested a sample of 15 **[CCS to review number]** orders and related invoices:
 - for the same or similar Deliverables
 - for the UK public sector
 - not supplied under the Framework Contract
 - during our audit for the Contract Year ending **[Insert dd/mm/yyyy]**

We confirm that the Orders and invoices have been procured under an appropriate and legitimate procurement route and could not have been procured under the Framework Contract.

4. We attach an audit report which details:
 - the methodology used in the review
 - the sampling techniques applied
 - details of any issues identified
 - remedial action taken

Name:.....

Signed:.....

Job title:.....

[Head of Internal Audit/ Finance Director/ External Audit firm]

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Date:.....

Professional Qualification held by Signatory:.....

