

Ugovor o sertifikaciji i nadzoru sistema menadžmenta
Certification and supervision of management system contract



Ugovor broj 04 (SR) / 2022

Sklopljen dana **20.04.2022.** između:

Nacionalna asocijacija autonomnih i električnih vozila
Jaše Prodanovića 16, Beograd

Klijent je u sistemu PDV-a, PIB: 109047472

Koјег predstavlja:

Ivan Vulović

U daljem tekstu „**Klijent**”

I sa druge strane:

PCC-CERT Szwak Sp. k.
ul. Sportowa 29, 55-040 Kobierzyce
Registered in district court for Wrocław Fabryczna, VI Economic Department of National Court Register, KRS no 0000524001, NIP 896-15-39-543, REGON 022501239
Koјег predstavlja:

Magdalena Szwak – predsednik upravnog odbora
U daljem tekstu „**PRUŽALAC**”,

Made on **20.04.2022.** between:

Nacionalna asocijacija autonomnih i električnih vozila
Jaše Prodanovića 16, Beograd

Customer states that is active VAT payer no. NIP: 109047472

represented by:

Ivan Vulović

called „**CUSTOMER**”
and:

PCC-CERT Szwak Sp. k.
ul. Sportowa 29, 55-040 Kobierzyce
Registered in district court for Wrocław Fabryczna, VI Economic Department of National Court Register, KRS no 0000524001, NIP 896-15-39-543, REGON 022501239
represented by:

Magdalena Szwak – president of the board
called „**CONTRACTOR**”,

sklopljen je ugovor koji glasi:
an agreement has been drawn up, that states:

§ 1

Predmet ugovora:

Klijent angažuje PRUŽAOCA da realizuje aktivnosti sertifikacije i nadzora sistema menadžmenta prema zahtevima standarda:

ISO 14001:2015

Sertifikacija i nadzor obuhvataju lokacije navedene u:

- CC11-1 „Upotreba obračuna troškova sertifikacije”
- CC10-15 „Obrazac za ažuriranje”
- CC9-1 „Odobrenje za realizaciju provere”

Sertifikacija i nadzor sistema menadžmenta Klijenta će se sprovesti prema procedurama PRUŽAOCA:

- Informator CC-IN-1 – predstavlja aneks 1 ovog ugovora, a navodi pravila sertifikacije i nadzora nad sistemom menadžmenta organizacije.
- Informator CC-IN-2 - predstavlja aneks 2 ovog ugovora, a navodi pravila sertifikacije i nadzora nad sistemom menadžmenta organizacije sa više ogranača.

Ugovor o sertifikaciji i nadzoru sistema menadžmenta

Certification and supervision of management system contract

The subject of contract

The customer contracts the contractor to carry out certification and supervision of management system due to standard:

ISO 14001:2015

Certification and supervision are covered by sites and locations named in:

- CC11-1 „Application for calculation of certification costs”
- CC10-15 „Update Form”
- CC9-1 „Authorization to carry out an audit”

Certification and supervision of customer management systems will be carried out due to contractor's procedures. In brochure CC-IN-1, that is annex no. 1 for this contract, certification and supervision rules over organization management system are described.

In brochure CC-IN-2, that is annex no. 2 for this contract, certification and supervision rules over multibranch office organization management system are described.

§ 2

Opšti uslovi:

U okviru procesa sertifikacije, pružalac obavlja sledeće faze:

Proces sertifikacije (resertifikacije).

Faza pripreme:

- Preispitivanje zahteva,
- Dodela i saglasnost na sastav tima.

Sertifikaciona provera (resertifikacija):

Prva faza provere (ako je primenjivo),

- Preispitivanje dokumentacije,
- Procena spremnosti organizacije za drugu fazu provere (na lokaciji organizacije),
- Izrada pisanih izveštaja,

Druga faza provere:

- Provera na lokaciji organizacije,
- Pisani izveštaj sa provere, ocena svesti i potencijala.

Odobravanje sertifikacije:

- Izdavanje izjave tehničke komisije o sertifikaciji sistema menadžmenta,
- Potvrda sertifikacije, dodelom sertifikata.

Nadzorne aktivnosti:

- Postupanje sa prigovorima i žalbama,
- Praćenje javno dostupnih informacija vezanih za proveravanu organizaciju,
- Provera ispravnosti korišćenja znaka sertifikacije,
- Preispitivanje efektivnosti korektivnih mera,
- Ocena usaglašenosti sa zahtevima sertifikacije.

Postupak nadzorne provere (nakon prve i druge godine).

Faza pripreme:

- Pregled obrazaca aktualizacije,
- Procena i formiranje tima provere,

Nadzorne provere:

- Provera na lokaciji klijenta,
- Pisani izveštaj sa provere, u kom su istaknute prilike i potencijal.

Nadzorne aktivnosti.

- Postupanje sa prigovorima i žalbama,
- Praćenje javno dostupnih informacija vezanih za proveravanu organizaciju,
- Provera ispravnosti korišćenja znaka sertifikacije,
- Preispitivanje efektivnosti korektivnih mera,
- Ocena usaglašenosti sa zahtevima sertifikacije.

Detalji o postupku sprovođenja procesa sertifikacije i nadzora su navedeni u obrascima CC-IN-1 i CC-IN-2.

Ugovor o sertifikaciji i nadzoru sistema menadžmenta

Certification and supervision of management system contract

General resolutions.

In scope of certification process the contractor carries out following stages:

Certification (re-certification) process:

Preparation stage

- Application review.
- Assigning and agreeing auditing team

Certification (re-certification) audit:

First audit stage (if applied)

- Documentation review
- Evaluation of organization preparation for second audit stage (at organization's location)
- Audit report in writing

Second audit stage

- Audit in organization
- Audit report in writing, indicative of organization advantages and potentials

Granting Certification

- Issue of a statement by technical board for management systems certification
- Granting certification confirmed by certificate

Supervision action

- Dealing with complaints and appeals,
- Monitoring of publicly available information related to supervised organization,
- Overview of the correctness of using certification marks,
- Review the effectiveness of corrective actions,
- Assessment of compliance with certification requirements.

Process of supervision audit (after first and second year):

Preparation stage

- Actualization form review.
- Assigning and agreeing auditing team

Supervision audits:

- Audit in organization
- Audit report in writing, indicative of organization advantages and potentials

Supervision action

- Dealing with complaints and appeals,
- Monitoring of publicly available information related to supervised organization,
- Overview of the correctness of using certification marks,
- Review the effectiveness of corrective actions,
- Assessment of compliance with certification requirements.

Carrying out certification and supervision process details are described in brochure CC-IN-1 and CC-IN-2.

§ 3

Posebne odredbe

1. Troškovi navedenih faza sertifikacionog procesa:

- Troškovi nadzora i sertifikacije sistema menadžmenta biće sadržani u posebnom ugovoru između KLIJENTA i PCC CERT Balkan (podizvođač PCC-CERT-a za Srbiju, Crnu Goru, Bosnu i Hercegovinu).
2. U slučaju da KLIJENT ne ispunи svoje finansijske obaveze, sertifikat će biti suspendovan i nakon tога i povučen.
 3. KLIJENT se obavezuje да ће обавести PRUŽAOCA (preko podizvođača), pisanim putem о свим relevantnim izmenama у sopstvenom sistemu, strukturi и organizaciji, које могу uticati на систем menadžmenta. У slučaju pojave takvih promena, promene за realizaciju provere ће се računati по utvrđenom postupku PCC-CERT-a. Troškovi sertifikacije i nadzora који су utvrđeni ovim ugovorom se применjuju на realno stanje sistema, strukture и организације, на дан потpisivanja ugovora.
 4. PRUŽALAC и KLIJENT se obavezuju на poverljivost tj. да неће učiniti dostupnom ni jednu informaciju koja je prikupljena tokom realizacije ovog ugovora, osim ukoliko suprotna strana ne da svoju pisano saglasnost.

Detail resolution

1. The costs of following stages of certification process:

The costs of certification and supervision of management system will be contained in a separate agreement between CUSTOMER and PCC CERT Balkan (PCC-CERT subcontractor for Serbia, Montenegro, Bosnia and Herzegovina).

2. In case if customer does not fulfills his financial obligations, the certification will be suspended and after that withdrawn.

3. Customer is obliged to inform contractor (through subcontractor) in writing about every significant changes in their system, structure and organization changes, that have impact on management system. In case of appearance such

Ugovor o sertifikaciji i nadzoru sistema menadžmenta Certification and supervision of management system contract

changes, charges for carrying out audits, will be recalculated due to actual PCC-CERT (PCC CERT Balkan) charge chart. Certification and supervision costs established in this contract applies to actual state of system, structure and organization, for the day of signing the contract.

4. Contractor and customer makes a commitment to retain confidentiality and not to make Any information obtained during implementing this contract accessible, unless other side gives permission for it in writing.

§ 4

Krajnje odredbe

1. Bilo koja ugovorna strana može raskinuti ugovor, sa otkaznim rokom od najmanje mesec dana Raskid ovog ugovora mora se izvršiti u pisanoj formi.
2. Sve sporovi koji mogu da se jave tokom realizacije ovog ugovora, će se rešavati sporazumnim putem.
3. U slučaju kada spor nije moguće rešiti sporazumnim putem, slučaj će biti prosleđen odgovarajućem sudu koji je nadležan za lokaciju poslovanja PRUŽAOCA.
4. Svaka izmena u ovom ugovoru (osim navedenih u § 4 odeljak 5) zahteva izradu aneksa, koji potpisuju obe ugovorne strane.
5. Promene u obimu sertifikacije prijavljene u formi:
 - CC11-1 Upotreba obračuna troškova sertifikacije"
 - CC10-15 „Obrazac za ažuriranje"
 - CC9-1 „Odobrenje za realizaciju provere"
 Ne zahtevaju novu verziju ugovora.
 Obe strane imaju pravo, tokom faze pregovora na predloge i prigovore u skladu sa informatorima (vidi § 1).
6. U slučajevima koji nisu regulisani ovim ugovorom važe pravila građanskog zakona.
7. Ovaj ugovor je sačinjen u dva istovetna primerka – jedan za svaku stranu.

Final resolutions

1. Any side of this contract can terminate it, retaining one month period of notice. Termination of this agreement must be accomplished in Writing
2. Every possible disagreement, that may appear during executing this agreement, will be settled by compromise.
3. In case when disagreement can not be settled by compromise, that case will be transferred to court proper to contractor location
4. Every change in this contract (other than described in § 4 section 5) requires an annex in writing, signed by both sides.
5. Changes in scope of certification are notify by:
 - CC11-1 „Application for calculation of certification costs"
 - CC10-15 „Update Form"
 - CC9-1 „Authorization to carry out an audit "
 doesn't need a new version of this contract.
 Both side have right, during negotiate phase, to propose and to carry in objections according to brochures (see §1).
6. In cases not regulated by this contract, civil code regulations applies.
7. This contract was prepared in two identical copies – one for each side.

PRUŽALAC

Contractor

z upoważnienia

dr Małgorzata Bafyluk
PCC-CERT Szwak Sp. k.

(Potpis)
(Signature)

PCC-CERT Szwak Sp. k.
ul. Sportowa 29, 55-040 Kobierzyce
NIP 896-15-39-543, REGON 022501239

KLIJENT
Nacionalna asocijacija autonomnih i električnih vozila

National Association for Autonomous and Electric Vehicles



(Potpis)
(Signature)

Ugovor o sertifikaciji i nadzoru sistema menadžmenta
Certification and supervision of management system contract

Prihvatanje ugovora od strane ogranaka Klijenta, sa različitim pravnim subjektivitetom, koji su u procesu sertifikacije i nadzora:

Contract acceptance by branches of the company, with different legal personality, which are under certification and supervision process:

| Ogranak/ Organizaciona jedinica Branch/ Organization unit | Potpis Signature |
|--|--|
| Beograd |  |
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