

Member Internal Site Audit App Booking Form



Complete where necessary and tick the box relating to the service(s) being ordered

ARCA Member Internal Audit App

To order, tick a box to indicate registration period and number of users required.

3 month registration:	1 user	£50 + VAT
	2 users	£85.00 + VAT
	Additional users	£20.00 + VAT per user
12 month registration:	1 user	£180.00 + VAT
	2 users	£300.00 + VAT
	Additional 3-5 users	£60.00 + VAT per user
	Additional 5+ users	£30.00 + VAT per user

ARCA Auditor Support

Auditor support at an internal site audit £350.00 + VAT

(Members can use training credits towards this service)

Company Details

Company Name*:

Address:

Post Code:

User Details

User 1 Registered Company User Name*:

User Contact Tel*:

User Contact Email*:

User 2 Registered Company User Name*:

User Contact Tel*:

User Contact Email*:

For additional users please complete on a separate sheet.

Order Details

Purchase Order Number*:

Booked by (print name)*:

Signature*:

Date*:

** these fields must be completed for an order to be accepted*

All personal data that you provide on this form will be processed and stored in accordance with the Association's GDPR Privacy and Cookies Policy which is available at www.arca.org.uk

Submit Completed Booking Form

Email to: audit@arca.org.uk

Terms and Conditions of Use

Registration

Registration is required in order to generate a user name and password, and can only be initiated on receipt of a fully completed booking form and purchase order, and should include an authorising signature, which confirms acceptance of these Terms and Conditions of Use.

If a booking form is returned electronically, then inserting the bookers name into the signatory box will be confirmation of acceptance of these Terms and Conditions of Use.

Usage of the App

This App has been developed specifically for ARCA and is available for the Association's Full Contracting Members to use for internal audits.

Registration is restricted to authorised employees of Full Contracting Members only.

There is no restriction on the number of registered users per Full Contracting Member, although each registered user requires a separate booking, registration process and user fee.

Registration is transferrable to another user within the registered user's company. However, registration cannot be transferred with an individual moving to another company.

The user is not limited to the number of audits that can be conducted during the period of registration. All audits conducted by the registered user(s) will be classed as '*internal audits*' for the registered user's company, and are outside the scope of the ARCA Site Audit Accreditation Scheme. ARCA is not obliged to assess or grade these 'internal audits', though advice may be provided on an individual basis as required.

Payment Terms

The fee charged per registered user is either for a minimum three-month period or for a twelve-month period (calendar month) and is automatically renewed unless cancelled in writing to the ARCA Membership Department.

An invoice will be raised on receipt of the booking form. Once payment has been received, the user name and password will be sent by email to the registered user. No refunds will be payable for cancellations made by the registered user or registered user's company midway through a registration period. Payment is accepted in UK pounds sterling (or in Euros for members in the Republic of Ireland), with VAT added at the current rate. Payment may be made by direct bank transfer to the 'ARCA Ltd' bank account (details available through the Membership Department or Accounts Department), by cheque (payable to ARCA Ltd). If payment is not received with the 30-day payment term access to the App will be blocked until payment is received.

Renewal - an invoice will be raised and sent out 1 month before renewal is due, dated as the first day of the renewal, with 30-day payment term required. Non-payment of the renewal fee may result in blocking the user from access to the App until payment is received.

Should a company cease to be an ARCA member any registrations associated with the company will be cancelled by ARCA. The company shall be entitled to a refund on a pro rata basis of any complete unused months remaining.

Confidentiality

Both ARCA and the software developer have some administrator access, and some personal, company and audit information is accessible. Any information accessed or obtained will be used for the sole purpose of providing the service required, and will not be shared with any other third party for any reason. No user from any other organisation will have any access to personal, company or audit information relating to any other company.

Unforeseen Circumstances

ARCA shall not be liable to the registered user's company for any delay or for the consequences of any delay in performing the obligations under this agreement if such delay is due to any cause or circumstance beyond ARCA's reasonable control. ARCA shall not be liable for any losses due to technical difficulties arising from the use of the App that are beyond ARCA's control.

Any breach of these Terms and Conditions of Use will result in immediate termination of the provision of this App.