**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 RM6347 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 up to 10 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 up to 5 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.

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]

Date:……………………………………………………….