



## Anti-Piracy & Compliance Programs Agreement

1. Certification under the CDSA Anti-Piracy & Compliance Programs is valid only for individual sites, not entire companies or organizations. Each site must apply separately for certification.
2. To enter the program, the site must complete and submit the Site Application for Certification form. CDSA will issue an invoice for the application fee, which is due prior to receiving specific assistance in achieving certification. (If the expected time between application and the certification audit is very short, the invoice may also include the audit fee as discussed below.)
3. The application fee includes a copy of the Standard (requirements for certification), copies of sample manuals and documents, reasonable telephone and e-mail support, and a review of the manuals and documents prior to the on-site audit. The application fee does not include on-site visits during the preparation phase or direct assistance in preparing documentation.
4. From the time of acceptance of the Application Form, the site has one year to complete the certification process. If one year lapses and the site is not certified, the site must re-apply for entry into the program and pay the applicable application fee. Certain conditions may apply for readmission.
5. A CDSA-appointed auditor will conduct a certification audit upon confirmation of acceptable manuals and procedures documentation. A CDSA representative will contact you regarding the scheduling of the certification audit. The site agrees to pay the certification audit fee prior to the audit. See Fee Schedule for details.
6. The audit fee is inclusive of the auditor's fee, all travel costs associated with the audit, written report, and corrective actions review.
7. Each site agrees to allow the CDSA-appointed auditor access to review documents and records, to interview any employees, including the site manager, and to observe any practices relevant to the certification standard. Each site must supply the auditor with escorts or guides while on site.
8. The CDSA-appointed auditor will submit a certification audit report to the site following the audit. The auditor will discuss the results and determine appropriate next steps (e.g., corrective actions, issuance of certificate, re-audit, etc.).
9. Disputed Findings Policy shall be used to review the findings and reach a resolution.
10. Each site must agree to a CDSA surveillance audit six months after certification, except where previously agreed in writing based upon defined criteria. Subsequently, CDSA requires annual



surveillance audits following the principles described in points 5 through 9. A separate fee applies for each CDSA surveillance audit. See Fee Schedule for details.

11. In some situations CDSA may suggest program participants seek additional assistance to create or improve systems, policies, documents, etc. relating to the certification programs. CDSA may make a proposal through its Regional Offices for such assistance at additional cost, but there is no obligation to use these CDSA services. The program participant always has the right to seek third party assistance or ignore the original suggestion entirely.

12. The site must conduct at least one internal audit between each set of CDSA audits.

13. Each site agrees to the Declination of Liability statement in the applicable CDSA Anti -Piracy & Compliance Programs Standard.

Company Representative: \_\_\_\_\_ Signature: \_\_\_\_\_

Company Name/Location: \_\_\_\_\_ Date: \_\_\_\_\_

**Questions? Contact:**

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