



# **TERMS OF APPROVAL AND FUNCTIONING OF THE AUDIT ORGANIZATIONS FOR THE LEBANESE HEALTHCARE ORGANIZATIONS ACCREDITATION**

**November 2008 – Version 1 (21 pages)**

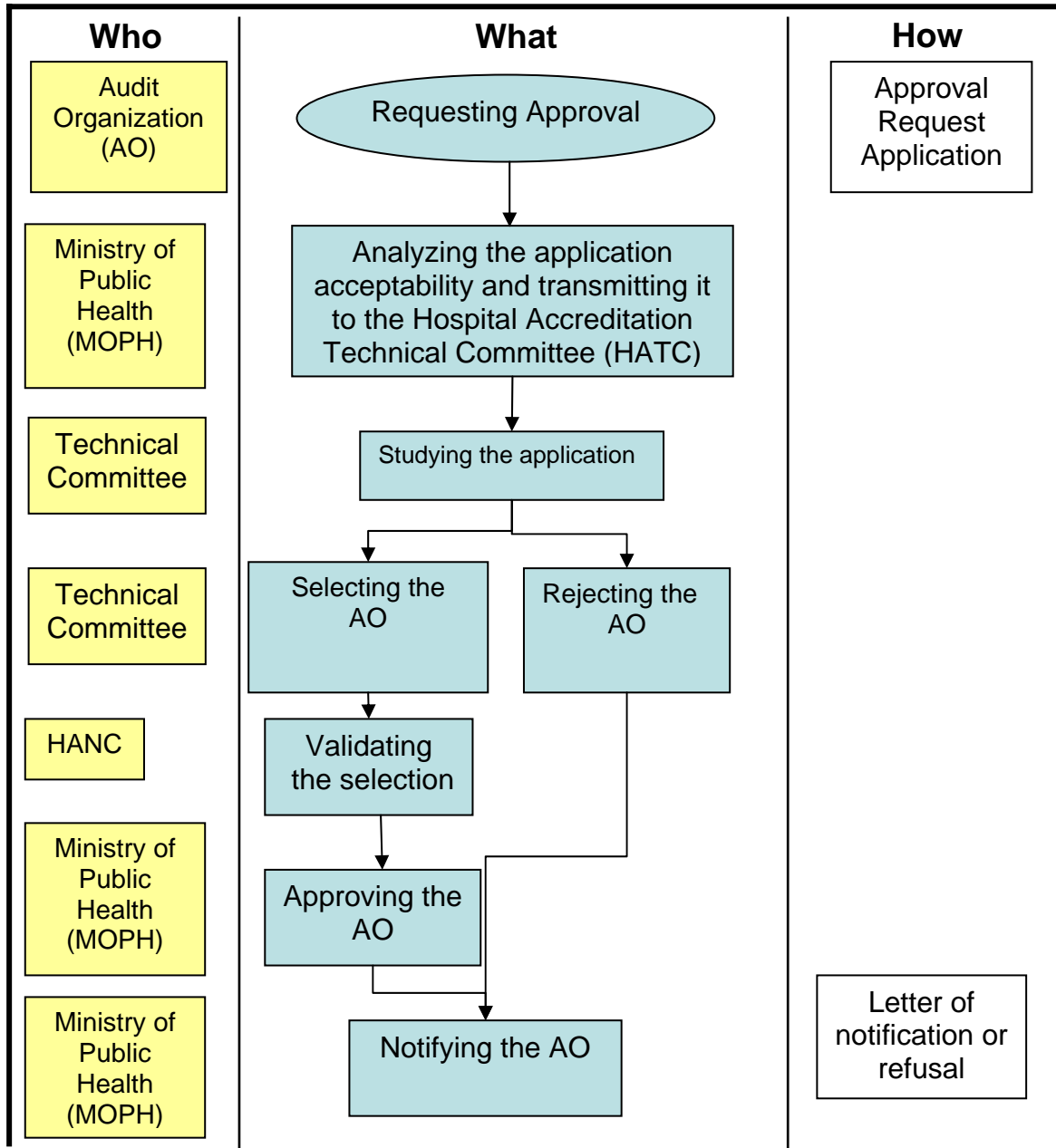
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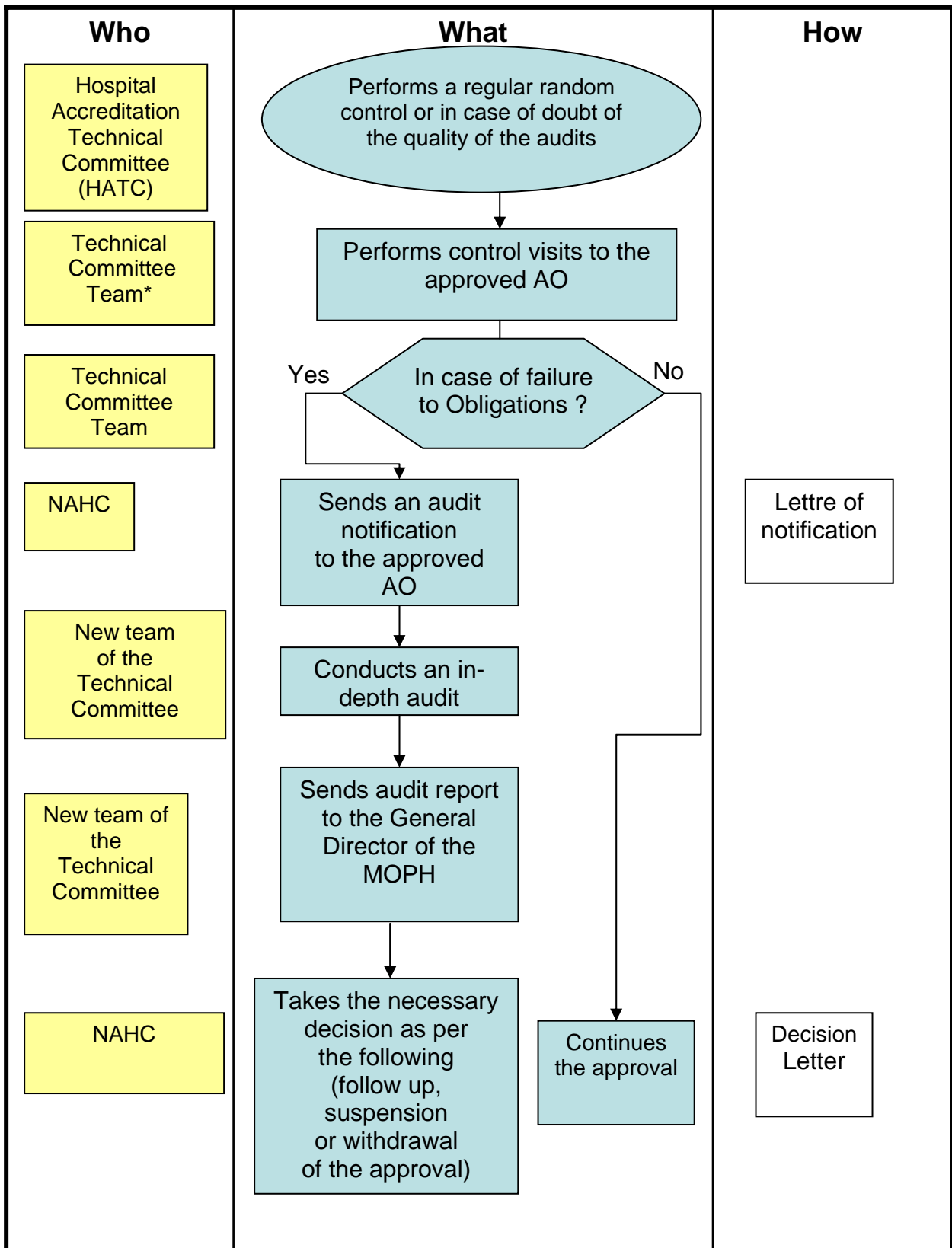
In reference to the procedure set by the document, the accreditation of the Lebanese Healthcare Organizations (HCO) is issued by the Hospital Accreditation National Committee (HANC) based on an audit result report provided by a specifically approved Audit Organization (AO).

This document is intended to define the terms of selection and approval of these organizations in order to ensure the objectivity and the homogeneity of the accreditation procedure in Lebanon and to guarantee the credibility and sustainability of the proposed system.

## GENERAL SCHEME OF THE APPROVAL SYSTEM OF THE AUDIT ORGANIZATIONS



# GENERAL SCHEME OF THE CONTROL SYSTEM FOR THE APPROVED ORGANIZATIONS



\* The team consists of two members appointed by the Technical Committee to carry out the control process.

## **Article 1 : Hospital Accreditation Technical Committee (HATC)**

In accordance with the accreditation procedure, the HATC is established starting November 1, 2008 by the Lebanese Ministry of Public Health in order to drive the accreditation processes of the Lebanese HCO.

### **§ 1.1. Structure**

The HATC is composed of 5 qualified foreign experts proposed by “La Haute Autorité de Santé France” and nominated for 3 years by the Lebanese Ministry of Public Health based on their expertise in the accreditation field. The 5 above-mentioned experts shall be neutral and independent from the Lebanese HCO, as well as the potential audit organizations (they should have no relation with the AO – no direct and/or indirect interest in the capital of the HCO and the AO). They also have to respect the confidentiality of the data and the information that is going to be analyzed.

### **§ 1.2. Mission:**

The HATC, located at the Lebanese MOPH, is in charge of the following:

- analyzing the approval request applications of the AO
- selecting the AO
- analyzing the audit reports issued by the AO
- proposing the accreditation reports to the Lebanese MOPH
- controlling the approved AO
- study the appeal process

## **Article 2 : Approval and control of the AO**

Every AO can get an approval to participate in the accreditation process as long as it meets the set terms and conditions (annex I). The selection is made by the members of the HATC and the approval and agreement are provided by the MOPH.

### **§ 2.1. The Application of the Candidates**

The AO wishing to get the approval shall submit to the MOPH, between **November 15, 2008 and December 14, 2008**, an approval request application. For this purpose, the AO shall complete the standard file which contains the information and the documents set in annex II of the present document.

Two copies of the application should be addressed to the MOPH:

- o One file is sent by courier mail with acknowledgement of receipt;
- o Another one in electronic format via an email.

A file is considered acceptable after completing the various categories and headings and providing the required documents. The MOPH notifies the concerned organization of the date of admissibility of the approval request and transfers it to the members of the HATC for instruction.

### **§ 2.2. The Procedure**

The application is studied by the members of the HATC based on the criteria set in annex III. Once the file is studied, the HATC provides its opinion to the HANC within two months following the agreement request acceptance.

Studying the files is intended to identify the capacity of the candidate audit organization to do an audit program for the HCO, on both the technical and the financial levels.

### **§ 2.3. Approval Decision**

The approval of the AO is given based on the terms and conditions set by the HAS (cf. [annex I](#) of the present document) and validated by the Lebanese Minister of Public Health.

The decision of approval or rejection is notified to the candidate AO through a letter with acknowledgement of receipt, within a two-month period following the confirmation of request acceptability by the Lebanese Minister of Public Health.

The approval decision is eventually accompanied with observations and reservations. The AO shall satisfactorily respond to the reservations issued maximum during its request for extending the approval. In case there are more than three reservations, the organization would be considered as not meeting the requirements of the terms and conditions and therefore, the file would be rejected.

The candidate AO which request for approval is rejected for whatever reason, has the possibility to renew its candidacy upon the expiry of a two-month deadline following the notification of the rejection of approval.

The first approval is provided for a period of 24 months

The list of approved AOs for the accreditation of the Lebanese HCO is published on the Internet site of the Lebanese Ministry of Public Health.

### **§ 2.4. Approval Extension**

At the latest two months before the expiration of the 24-month deadline, the already-approved AO may request from the MOPH to extend its approval.

The application for the extension of the approval is studied by the members of the HATC. The same conditions of the initial application apply based on a complete file and taking into consideration the assessment of the audits made during the past two years.

The decision of extending or not extending the approval is notified to the concerned organization by a letter with acknowledgement of receipt, within the two months following the admissibility of the file request by the MOPH.

In case of deciding to extend the approval, the agreement will be extended for a period of three years in order to reach a total duration of five years.

In case the extension request is refused then the AO may submit its candidacy again after a period of two months following the notification of the refusal of agreement.

### **§ 2.5. Approval Renewal**

After the end of those five years, the AO can ask for the renewal of its approval for the same duration under the same conditions applied in the approval extension section.

### **§ 2.6. Control of the registered AO**

The approved AOs are controlled each year by the members of the HATC on the basis of a random control plan or in case there is any doubt that an audit that does not meet the set criteria of competence, neutrality, objectivity and impartiality. ([Annex IV](#) defines the terms of control of the AO)

## **§ 2.7. Approval Withdrawal**

When the authorized organization fails to fulfill its obligations as determined by the terms and conditions set in annex I of the present document, or the methodology of audit of HCO in terms of objectivity, neutrality and impartiality, the members of the HATC shall propose to the MOPH withdraw the agreement.

The decision to withdraw the approval from the AO can be taken, upon the issuance of a control procedure set by the HATC and which terms of implementation are defined in conformity with annex IV. The control process is conducted by the HATC either systematically on a yearly basis, or based on an audit report whereby objectivity is doubted. The AO shall commit itself to provide and show all the necessary information and make them available for the HATC to conduct the audit.

When the MOPH considers withdrawing the approval from the AO, it informs the concerned AO through a letter with acknowledgment of receipt. The AO has a period of one month, as of the date of receiving this information, to give its opinion and send its observations to the HATC.

The withdrawal of the approval is notified to the concerned AO through a letter with acknowledgement of receipt. The decision is considered effective as of the moment of notification.

In case of disagreement with the withdrawal decision, the concerned AO may appeal against it according to the administrative and legislatives procedure applicable in Lebanon.

## **Article 3 : Terms of intervention of audit organizations**

Once approved and authorized, the AO may establish an audit program in accordance with the HCO needs.

### **§ 3.1. Selection of the AO by the HCO**

The HCOs are free to choose the AO as long as it is approved by the Lebanese MOPH and published on its internet site.

Each and every approved AO can be freely selected by the HCO administration as long as there is no conflict of interests between these organizations and the principles specified in the charter of approved AOs are respected (annex V).

Based on this, the HCOs can put in competition several AO.

Once the selection of the AO is made by the healthcare organization and an agreement is reached regarding the modes of operations and intervention,(we should keep either terms or modes), a contract is signed between the two parties specifying the following:

- audit duration
- audit team members
- audit cost

### **§ 3.2. Definition of the audit terms by the AO:**

Upon receiving the request of the HCO and depending on the specifications of the latter, the AO should propose intervention modes specifying the following:

- audit duration
- audit objective
- number and qualifications of the auditors
- audit cost

In all cases, and in order to respect the separation between the accompanying and accreditation processes, the AO cannot propose "mock audits" or "assessment of premises audits" to the HCOs. Only an accreditation audit can be proposed by the AOs.

The auditors should follow all the principles stated in the charter of professionals (Annex VI). Also, they should not have any conflict of interest with the HCOs. In addition, the auditors should have been neither employees of the said HCO, nor have any kind of relationship with HCO and its staff. The auditors should sign an impartiality and neutrality agreement before proceeding with the audit process (annex VII).

### **§ 3.3. Contract between the parties**

Once an agreement is reached between the two parties over the modes of intervention, a contract shall be signed between the HCOs and the AO (annex VIII). The contract shall specify the following:

- The date of sending, to the AO, the necessary documents of « proofs and evidences », necessary for the audit preparation
- The dates of audit implementation
- The audit objective
- The number and qualifications of the auditors
- The audit cost
- The commitment to the non-existence of conflict of interests between the two parties.

### **§ 3.4. Modes of preparing and implementing the audit procedure**

According to the requirements of the accreditation procedure, once the contract is signed, the HCOs should send to the AO the following:

- The declaration document
- The auto-evaluation report
- A proposal of an audit program

Upon reception, the AO shall appoint the auditors who will participate in the audit and shall identify a responsible person in charge of the audit. The latter is held responsible for the preparation of the audit. He/she shall particularly ensure that the auto-evaluation is made in a multi-disciplinary way and that the report is properly documented.

The presence of the audit responsible person is a guarantee of the sound and smooth progress of the audit process. He/she shall ensure that the audit program and the rules of good practice are abided by according to the accreditation procedure. He/she shall ensure the coordination of audit process among the auditors.

### **§ 3.5. Financing of the approved AO:**

The financing of the AOs shall be ensured by the HCOs during the accreditation audits.

The financing depends on the number of beds available at the HCO at the audit time (annex IX).



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**ANNEX I**  
**TERMS AND CONDITIONS OF THE APPROVED ORGANIZATION FOR THE ACCREDITATION AUDIT**  
**OF THE LEBANESE HCOs**

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In order to be approved, the organization shall meet the conditions defined in the present terms and conditions document. The candidate organization shall fill an approval application form. The content of this application is decided by the Lebanese Minister of Public Health.

An approved organization implements the accreditation process of the HCOs by organizing and realizing the audit procedure. The audit report resulting from this audit is sent to the HATC for validation, then to the HANC at the Lebanese Ministry of Public Health which determines the level of accreditation.

**§ 1. Commitments of the Audit Organization**

The concerned audit organization commits itself to:

1. Accomplish its missions according to the applied legal and regulatory measures governing the accreditation of the Lebanese HCOs;
2. Communicate to the Minister of Public Health, the list and CVs of the members constituting its governing body and its structures as mentioned in (§ 2), in addition to an organizational chart showing the hierarchal and functional links;
3. Report without any delay to the Lebanese Minister of Public Health any changes in its missions, organization, governing body and leaders, authorities and structures mentioned in section § 2 and of its procedures, especially those related to the realization of the accreditation audits;
4. Communicate the annual financial status;
5. Comply with and respect the fiscal and social obligations;
6. Send to the HATC an annual audit activity report. The content of this report is specified and is set by the MOPH (cf. § 11 of the present terms and conditions documents)
7. Respect the principles of objectivity, neutrality and impartiality
8. Neither accompany nor provide any consultation to the HCO in the field of quality of health care in Lebanon;
9. Evaluate its auditors and allow the consequent results of these controls to be at the disposal of the HATC;
10. Accept the principle of external audit decided and implemented by the HATC and facilitate its execution by all means;
11. Accept the principle of yearly control organized by the HATC according to the terms set in annex IV, primarily focusing on the guarantees related to the characteristics of the accreditation audit programs;

## **§ 2. Field of experience of the AO**

The concerned organization shall incorporate in its statutory objective the accreditation audit process of the HCOs. It shall; therefore, have a structure allowing it to perform audits on HCOs. The concerned organization shall prove that it implemented or participated in quality audits based on valid requirement for healthcare institution in the year preceding the approval request.

## **§ 3. Guarantees and modes of operations**

The modes of operations of the concerned AO shall ensure the respect of its professional independence during the preparation and the realization of the accreditation audits on the HCOs.

Any organization which cannot ensure neutrality and impartiality conduct against economic, financial and commercial interests, cannot have an agreement with the MOPH.

The responsible staff of the concerned AO shall include health experts and physicians.

The concerned AO shall have the following structures:

1. A structure of professional governance (this structure should elaborate the professional policies, i.e. the relations with the professional authorities concerned by the accreditation of HCOs) ;
2. A « project structure » responsible for implementing the accreditation audits

## **§ 4. Origin and nature of the approved AO resources**

Throughout the preparation and realization process of the audits, the AO shall maintain its professional independence regardless of the origin and nature of its resources. Also, it shall try to anticipate and foresee conflicts of interests that its responsible staff, members and occasional contributors might face.

## **§ 5. Financial management assurances**

The financial management of the AO shall offer guarantees ensuring transparency in terms of financing the preparation and relation of the accreditation audits done for the Lebanese HCOs.

## **§ 6. Qualification of the auditors**

A list comprising the names of the staff taking part in accreditation audits shall be regularly updated (auditors' list).

The auditor shall be competent in his/her functions and duties.

He/she shall have:

- Specific qualification of health-related jobs in one of its different fields (medical care, nursing, medico-technical care, logistics, technical or administrative) completed by a minimum of 3 years experience in quality and with a specific training in audit.
- or
- Qualifications in the field of quality system and auditing and have a minimum of 3 years experience in HCOs quality system.

In order to ensure a correct and uniform running of evaluation and certification, the concerned AO shall define clearly the qualifications required for the auditors in conformity with the regulations determined in the national accreditation procedure.

Clearly documented instructions shall be provided to the auditors, describing his/her tasks and responsibilities. These instructions shall be updated regularly.

The concerned AO shall assess, at least once per year, the competences and the intervention modalities of auditors and provide the results to the HATC.

The concerned AO shall regularly update the information related to the qualifications, the trainings and the experience of each staff participating in the process of certification and according to the conditions and rules regulations of the national accreditation procedure. The files of trainings and acquired experience shall be updated and include specifically:

- a) Name and address;
- b) Function in the organization;
- c) Training (initial and continuous) and professional status;
- d) Professional experience and training in each field of accreditation auditing;
- e) Results of evaluation.

#### **§ 7. Guarantees related to the conditions of intervention of the auditors:**

Based on the already signed contract between the concerned AO and the HCO (annex VIII), the concerned AO shall define the structure of the appointed team of auditors. An audit coordinator is identified and nominated to handle the communication with the HCO and to ensure the respect of audit regulations by the nominated auditors. He/she is responsible for the smooth running of the audit.

The concerned audit organization shall ensure that all the auditors are qualified before their appointment.

The concerned audit organization shall obtain the auditor's signature on the commitment to neutrality form vis-à-vis the institution in which he/she is going to be auditing (annex VII).

The concerned audit organization shall prove, through supported documents, that the auditor meets all the requirements mentioned in § 6 and in the national accreditation procedure as well.

#### **§ 8. Guarantees related to the quality of the audit**

The HATC shall justify and analyze the quality of the accreditation audit done by the AO at least once per year. Also, the AO shall be committed to evaluate the competence of its auditors and relay the consequent results to the HATC when needed.

#### **§ 9. Guarantees related to data confidentiality**

The concerned AO shall guarantee the confidentiality of data and information gathered during the accreditation audits.

#### **§ 10. Audit report of HCOs**

The concerned audit organization shall communicate the report of each audit implemented at a HCO to the HATC within 30 days following the last day of the audit.

#### **§ 11. Activity report**

The concerned AO shall communicate to the HATC a yearly activity report. The format of this report is decided by the MOPH. This report shall specify:

- The number and quality of the persons involved in the accreditation audits;
- The results evaluation of the methodology.

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## ANNEX II

### AGREEMENT REQUEST APPLICATION (ARA)

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To be authorized, the concerned audit organization shall send to the Lebanese Minister of Public Health two copies of a completed file via:

- Courier mail with acknowledgement of receipt;
- Electronic mail (e-mail).

The file should include the following documents in French:

- An agreement Request Application
- An organizational chart including:
  - The composition of the management staff
  - The composition of the governance structure mentioned in §1 of annex I
  - The composition of the « project » structure mentioned in §1 of annex I
  - The hierarchical and functional links between these different authorities and structures
- The CVs of the management staff
- The financial status of the concerned organization, mentioning the origins and nature of the audit organization resources
- All documents proving the existence of a quality system process within the concerned audit organization
- A document including:
  - The possible relations with a foreign audit organization
  - The modes and terms considered of the qualifications of the staff likely to be engaged in the audit.
  - The number, function and signed CVs of all persons involved in the accreditation audits (project managers and auditors)
  - The aimed methodology for preparing and implementing accreditation audits
  - The aimed terms of methods of assessment
  - The references of audit projects held in the last 5 years by the concerned audit organization, both nationally and internationally.
    - The concerned audit structure
    - The dates
    - The number of the professionals involved
    - The cost of the project
- A commitment by the responsible, in case of approval, to integrate the accreditation audit process in the statutory objective of the audit organization
- A commitment by the responsible staff to follow the principles of the auditing organization charter (annex V)

In case of outsourcing the audit, the candidate organization shall ensure same required criteria are implemented.

In case of the extension or renewal requests, the file shall include as well a report specifying:

- The number of the audits performed
- The terms and results of the assessment method implemented by the concerned audit organization.

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**ANNEX III**  
**CRITERIA FOR SELECTION OF AUDIT ORGANIZATION**

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Each applicant organization will receive a mark over 100 by the HATC, scored as follows:

<b>Criteria</b>	<b>Maximum score</b>
Potential or possible relations with a foreign auditing organization	10
Qualifications of the persons involved in the audit process	20
Number, quality and CVs of the persons involved in the accreditation audits (project managers and auditors)	20
Methods aimed to develop the preparation and implementation of accreditation audit	20
Modes of operations developed to evaluate the methodology of audit	10
References of audit projects done during the last 5 years by the concerned audit organization nationally or internationally	20
<b>TOTAL</b>	<b>100</b>

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**ANNEX IV**  
**CONTROL OF THE APPROVED AUDIT ORGANIZATIONS**

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The approved audit organizations for conducting accreditation audits and part of its control and follow up shall send to the Lebanese Minister of Public Health, a yearly activity report and undergo onsite control visit.

The onsite control is carried out annually by two members from the HATC based on an annual control plan or in case an audit does not meet the required criteria of neutrality and impartiality.

During such a control, the responsible persons in the approved audit organization and the professionals involved in audit the programs are interviewed.

During such a visit, each audit is analyzed for the following elements:

1. The terms and modes of establishing the financial fees;
2. The proper implementation of the policy regarding the prevention and management of conflict of interests and of in-dependability of the design and the implementation of the audit
3. Number and quality of the professionals involved in the audit process;
4. Signature of the Charter of Professionals Involvement;
5. Audit organization ;
6. Audit report ;
7. Assessment of audit process;

The members of the HATC shall verify the reliability of the information present in the annual activity report.

The conclusions of this control visit cannot be used alone to justify the approval to withdraw the approval agreement from the concerned audit organization or to be in doubt of audits that have been already conducted before the control visit.

The minutes of this control visit and of the interviews are sent to the Lebanese Minister of Public Health.

If, during this control visit, it was noticed that the AO does not fulfill its obligations and commitments, the HATC shall inform the MOPH. Based on this information the Minister may decide to perform an in depth audit on the audit organization. Two other members of the HATC are nominated to audit the concerned audit organization taking into consideration the accreditation audits conducted during the past year. The audit report shall be submitted, along with a notification, to the Lebanese Minister of Public Health who shall decide on the following steps that might be either continuing or withdrawing the approval.

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**ANNEX V**  
**CHARTER OF THE APPROVED AUDIT ORGANIZATIONS**

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The objective of the present charter is to define the deontological rules applicable to the organizations approved by the Lebanese Minister of Public Health.

The auditing organization should not have participated in any case, in any consulting and accompanying activity with the HCO.

The concerned audit organization is assigned, after having been selected by the HCO based on a commercial estimate, for:

1. organizing the accreditation audit;
2. identifying an audit coordinator;
3. identifying the number and qualifications of professionals involved in audit; at least one doctor should take part in this audit;
4. verify the non-existence of conflict of interests between the audit organization professionals and the HCO ;
5. assess, after each audit process, the implementation process and ensure that the conditions of carrying out the audit abide by the required principles of neutrality, objectivity and impartiality.

If, during the audit process, the responsible of the concerned audit organization notices that the conditions are not met in order to perform a complete, objective, neutral and impartial audit, he/she should end the mission of the professionals and initiate another mission.

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**ANNEX VI**  
**CHARTER OF THE PROFESSIONALS INVOLVED IN THE AUDIT OF HCOs**

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**Article 1 – General duties**

1. The professional appointed by the approved organization shall be neutral, objective and impartial.
2. He/she shall respect the confidentiality of data and information gathered during the mission.
3. He/she shall not receive any kind of financial or in kind materials things, services or get any advantages of any nature from the audited professionals.
4. He/she shall not have participated, in any moment, in the accompaniment of the audited HCO.
5. He/she shall communicate all the information related to the audit process.
6. He/she shall not get benefit from his/her title of professional in accreditation audit while not accomplishing the mission, in the context of the audit assessment.
7. He/she cannot make oral or written public speeches or appearances (colloquiums, congresses, etc.) related to the fulfillment of his/her mission without having obtained the written preliminary approval of the Lebanese Minister of Public Health.
8. He/she shall fill a declaration of interest upon his/her nomination; this declaration shall be updated regularly whenever new modifications or new achievements occur in his/her profession status.

**Article 2 - Incompatibilities**

In order to avoid any conflict of interests, the appointed professional shall not:

1. be or have been working in the audited HCO
2. Have a family member in the staff of the audited HCO



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**ANNEX VII**  
**Neutrality commitment by the PROFESSIONALS appointed for the accreditation audits**

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Each professional has to sign the following commitment for each mission he/she is assigned to:

I the undersigned, ....., assigned for the accreditation audit of ..... from ..... to ....., declare the following:

- accomplish my mission of audit with neutrality, objectivity and impartiality;
- respect the confidentiality of data received during my mission;
- not to receive any kind of financial or in kind materials things, services or get any advantages of any nature from the audited professionals.
- not having participated in the accompanying or any consulting activity of the concerned HCO;
- commit myself to take part in the assessment of this mission;
- not to benefit from my professional title in the accreditation audit while not fulfilling my mission ;
- not to make oral or written public speeches or appearances (colloquiums, congresses, etc.) related to the fulfillment of my mission without having obtained the written preliminary approval of the Lebanese Minister of Public Health.
- not having any conflict of interests with the concerned HCO.

Beirut, on

Signature

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**ANNEX VIII**  
**CONTRACT BETWEEN THE APPROVED ORGANIZATION AND THE HCO**

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**Between:**

The ..... Hospital, located at the following address:  
and represented by its director who has the authority to sign on behalf of the hospital,  
First party,

**And:**

The audit organization ..... located at the following address:  
and represented by its director who has the authority to sign on behalf of the organization,  
Second party,

Whereas the first party wishes to be subject to an external audit as defined in the « NATIONAL PROCEDURE OF ACCREDITATION OF LEBANESE HCOs STARTING THE 1<sup>ST</sup> OF JANUARY 2009 »,

Whereas the second party is a specialized audit firm approved by the Lebanese Ministry of Public Health,

And whereas both parties, after being informed of such, have decided to cooperate,

**An agreement was made by virtue of the present contract between the two parties, freely without any pressure of whatever nature, on the following:**

**Article I :** The preamble is considered an integral part of the present contract.

**Article II :** The second party commits itself to organizing the accreditation audit of the first party according to the rules and regulations agreed upon in the «NATIONAL PROCEDURE OF ACCREDITATION OF LEBANESE HCOs STARTING THE 1<sup>ST</sup> OF JANUARY 2009» and according to the following data:

- Date of the audit :
- Duration of the audit :
- Number and qualifications of the auditors.

**Article III :** The second party shall appoint the required staff to accomplish the audit mission with due neutrality, objectivity and impartiality, while respecting the confidentiality of the information received during the mission.

**Article IV :** The second party shall not receive, as well as its professionals, any goods nor gets any advantage of whatever nature, from the first party, other than the fees mentioned in article VII of the present contract.

**Article V :** The second party and its professionals confirm to not having participated, at any moment, to the accompanying or to perform a « mock audit » of the first party. This confirmation shall be authenticated by the first party, signing the contract.

**Article VI :** The first party shall facilitate the task of the second party and shall put at the disposal of the staff, the necessary tools and documents necessary for the fulfillment of its commitments. It particularly shall present to the second party the accreditation coordinator as well as the members of the Steering Committee (however named) and the teams of the auto-evaluation and facilitate the visits and audit actions on site.

**Article VII :** The first party shall pay to the second party the amount of ..... (in letters) representing the total audit cost. This sum shall be paid as follows:

-  
-  
-

**Article VIII:** The two parties declare, in their names and in the names of their respective staff, that they do not have any conflict of interests, and that they respect the commitments related to each party.

**Article IX:** In case of any change in the clauses and stipulations of the agreement especially regarding the dates of audit visits and the staff, the two parties shall immediately inform each other of this change.

**Article X:** Penal clause: in case any of the parties fails to comply to the obligations mentioned in the present contract, it should pay to the other party the amount of ... as irrevocable penal clause.

**Article XI:** In witness whereof, the present contract was signed in two copies, one for each party.

Date:    /    /    .

Second party

First party

Audit body

HCO

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**ANNEX IX**  
**FINANCING OF THE APPROVED ORGANIZATIONS AND THE HATC**

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In order to minimize the invoicing differences and decrease the financing bias, the approved organizations shall invoice the accreditation audit based on the number of beds according to the table below:

<b>Number of full hospitalization beds and open days available at the time of audit</b>	<b>Amount of the bill requested by the approved organization</b>	<b>The allocated Part of the invoice for the financing of the HATC</b>
Less than 50 beds	Between USD 9,000 and USD 11,000	USD 1,500
Between 50 and 149 beds	Between USD 13,000 and USD 15,000	USD 2,500
More than 150 beds	Between USD 18,000 and USD 20,000	USD 4,000

**To be reviewed depending on the distribution of the HCO.**