

## DPS Schedule 8 (Self Audit Certificate)

**[Supplier Guidance:** You must ensure that this annual certificate is completed when requested to do so by CCS 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 DPS Contract Building Cleaning Services RM6130 entered into on 26<sup>th</sup> February 2020 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 DPS Contract activity.
2. We have tested a sample of 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 DPS Contract.
3. We have tested a sample of 10 Orders and related invoices:
  - for the same or similar Deliverables
  - for the UK public sector
  - not supplied under the DPS 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 and could not have been procured under the DPS Contract.

5. We attach an audit report which details:
  - the methodology used for this review
  - the sampling techniques applied
  - details of any issues identified
  - remedial action taken

Name:.....

Signed:.....

**[Head of Internal Audit/ Finance Director/ External Audit firm]**

Date:.....

Professional Qualification held by Signatory:.....