



National Security Inspectorate

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Audit Cancellation Policy

Your auditor will contact you with plenty of notice to arrange your audits. It is important that you plan these carefully and stick to the agreed dates.

If you have a genuine reason why you need to change the date of an audit, you must tell us immediately. You must give us at least 20 working days' notice of a change or you will incur a cancellation fee.

The cancellation fee will be the full rate for each day of the audit, plus any expenses incurred by us that we cannot recover, up to a maximum of £1250 per day plus VAT.

If you incur a cancellation fee, you will receive formal notification and confirmation of the costs involved. Failure to pay a cancellation fee may jeopardise your certification.

If you have any questions regarding the Cancellation Policy, please speak to your account coordinator or contact NSI on 01628 637512.