CERTIFICATION PROCEDURE

COMPANY-CUSTOMER | **ICC Srl**

OFFER REQUEST TO **ICC SRL**

- Requests of the document "Intellectual capital report"
- **Offer** drawing up and sending to customer

Offer accepted
ORDER sending to **ICC srl**

- Preparing and sending to customer the **Audit plan** together with the **Certification contract**

Taking note of the **Audit Plan.**
Audit Plan and Certification Contract signed are sent to **ICC Srl**

Appointment of Auditors choosen among those with competencies in the customer activity and composition of **Audit Team**

Taking note of **" Audit Team"**

AUDIT PERFORMING AT CUSTOMER'S SITE
-Meeting with house organs defined on the document **"Corporate Governance"**;
- Visit of whole Customer's site
-Analisys of the "**Intellectual Capital Report**" through the inquiring parameters of ICC
- Meeting with Managers and analisys of the documentation that supports the "**Intellectual Capital Report**"
- -Meeting with house organs defined on the document "**Corporate Governance**" to complete figures and information

-Meeting of Audit Team with the **"Certified Intangible Asset Controller"** leader of the certification project at **ICC** site
-Drawing up **of Audit Report**

UNFAVOURABLE Audit Report

THE CERTIFICATE IS NOT ISSUED

FAVOURABLE Audit Report

CERTIFICATE ISSUING

CERTIFICATION RENEWAL
Expiring date after one year