**APPLICATION**

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|  | Completed Application |
|  | Deposit (50% Initial Accreditation Fees per the fees table) – Note certified cheque or money order. |

**Please send the above to:**

**Orion Assessment Services of Canada Inc.**

#3 - 130 Research Lane

Guelph, Ontario, Canada N1G 5G3

Phone: (877) 494-0477

Fax: (866) 624-1115

[www.orioncan.com](http://www.orioncan.com)

[info@orioncan.com](mailto:info@orioncan.com)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Date of Application:** | | | |  | | | |
| **A: Contact Information:** | | | | | | | | |
| **Institution:** |  | | | | | | | |
| *****Address:***** | | | | | | | | |
| **Street** |  | | | | | | | |
| **City** |  | | | **Province** |  | | | |
| **Postal Code** |  | | | | | | | |
| **Web-site** |  | | |  |  | | | |
|  |  | | |  |  | | | |
|  |  | | |  |  | | | |
| *****Contact:***** |  |  | *****Billing Contact:***** | | | |  |
| **Name** |  |  | **Name** | | |  | | |
| **Position** |  |  | **Position** | | |  | | |
| **Telephone Number** |  |  | **Telephone** | | |  | | |
| **Email** |  |  | **Email** | | |  | | |
|  |  |  | **Address (if different)** | | |  | | |
|  |  |  |  | | |  | | |
|  |  | | |  |  | | | |
| **Language Used:** | | | | | | | | |
|  | **English**  **French** | | |  |  | | | |
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| **How many employees do you have?** | | | | |  | | | | | | |
| **How many locations do you have?** | | | | |  | | | | | | |
| **(if more than one please complete the table below)** | | | | | | | | | |  | | | | |
| **1** | | **Location Name** | | **Address** | | | | | **Contact** | | | | | **Phone** |
| **2** | |  | |  | | | | |  | | | | |  |
| **3** | |  | |  | | | | |  | | | | |  |
| **4** | |  | |  | | | | |  | | | | |  |
|  | | | | | | | | | |  | | | | |
| **Are you an AILIA member? Please note special pricing on the fees page for members.** | | | | | | | | | | **Yes  No** | | | | |
|  | | | | | |  | | | | | | |  | | | |
|  | | | | | | | | | |  | | | | | |
| **Thank-you for your application. Please sign below and attach the fees to indicate your acceptance of this application along with the terms and conditions attached.** | | | | | | | | | | | | | | | | |
| Approved By: | | |  | | | | | **Date:** | | |  | | | | |
|  | | | **Signature** | | | | |  | | |  | | | | |
|  | | |  | | | | |  | | |  | | | | |
|  | | | **Name / Title** | | | | |  | | |  | | | | |
|  |  | | | | | |  | | |  | | | | | | |
| *****NOTE: Please attach application fee of 50% of the first year fees plus applicable taxes. The application fee will be deducted from the 1st year fees.***** | | | | | | | | | | | | | | | | |
| **Other Notes or Comments.** | | | | | | | | | | | | | | | | |

*****Fees & Expenses*****

**Please check the standard you are applying for:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Accreditation Bodies** | |
|  | CGSB 131.10 Canadian Translation Standard |  | LICS-GeneralLogo |
|  | Note the fees include one accreditation body. If you would like both there is an additional $350 accreditation fee. | AILIA | LICS |
|  | EN 15038 European Translation Standard | LICS-GeneralLogo |  |
|  | National Standard Guide for Community Interpreting Services |  | LICS-GeneralLogo |
|  | Note the fees include one accreditation body. If you would like both there is an additional $350 accreditation fee. | AILIA | LICS |
|  | ISO 9001 – Orion will have to issue a specific quote to include this standard. Note that audits with the other standards can be integrated which is more cost effective. |  |  |

*****Non AILIA Members*****

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Base Pricing*** | | | ***Additional Options*** | |  |
| ***Please check appropriate box*** | ***Number of Employees*** | ***Fee for Certification to One Standard***  ***(i.e. CGSB 131.10)*** | ***Each Additional Standard***  ***(i.e. EN15038)*** | ***Additional***  ***Accreditation***  ***Body*** | ***Additional Sites*** |
|  | ***1 – 4*** | $2,350 | +$500 per standard | + $350 | + $1,400 per site |
|  | ***5-24*** | $3,595 | +$500 per standard | + $350 | + $1,400 per site |
|  | ***24-100*** | $4,895 | +$500 per standard | + $350 | + $1,400 per site |

*****AILIA MEMBERS*****

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Base Pricing*** | | | ***Additional Options*** | |  |
| ***Please check appropriate box*** | ***Number of Employees*** | ***Fee for Certification to One Standard***  ***(i.e. CGSB 131.10)*** | ***Each Additional Standard***  ***(i.e. EN15038)*** | ***Additional***  ***Accreditation***  ***Body*** | ***Additional Sites*** |
|  | ***1 – 4*** | $1,595 | +$350 per standard | + $350 | + $1,400 per site |
|  | ***5-24*** | $2,295 | +$350 per standard | + $350 | + $1,400 per site |
|  | ***24-100*** | $2,995 | +$350 per standard | + $350 | + $1,400 per site |

*****Note:*****

***Taxes are in addition to the fees above.***

***For Multi-site applications please confirm pricing with Orion.***

***Assessments are conducted every 2 years. Annual assessments are required for ISO 9001.***

*****Expenses*****

***For locations outside Toronto, Montreal, Vancouver expenses are billed at cost. Note these may include: air travel, hotel, car rental, meals, gas and mileage etc.. Every attempt will be made to use a local auditor.***

|  |  |  |  |
| --- | --- | --- | --- |
| **1.0 General Conditions** | | | |
| 1.1 | **When used in this agreement the following terms have the following meaning:** | | |
|  | **Orion:** | Orion Assessment Services of Canada Inc. | |
|  | **AILIA** | Association De L'Industrie De La Langue / Language Industry Association | |
|  | **LICS** | Language Industry Certification Scheme | |
|  | **Applicant:** | The company applying for registration. | |
|  | **Registration:** | The decision by Orion that the applicant meets the requirements of the management system standard. | |
|  | **Pre-Assessment:** | A review of the management system to identify the strengths and weaknesses and does not result in Registration. The Pre-Assessment is optional. | |
|  | **Registration Assessment:** | Review of the management system to determine the acceptability of meeting the designated requirements. | |
|  | **Surveillance Assessment:** | Assessments that are normally carried out once every two years. | |
|  | **Standard:** | The recognized commercial, national, or international standard governing the CGSB 131-10 or EN15038. | |
|  | **Program:** | A set of requirements or principles that are not a recognized as a standard. | |
|  | **Certificate:** | Document issued upon registration to recognize the management system that has been audited by Orion and found to meet the requirements of the designated standard. | |
|  | **Management System:** | The documented, implemented, and maintained actions that fulfill the requirements of the standard or program. | |
| 1.2 | An applicant who is assessed by Orion and found to meet the Standard or Program is entitled to hold a Certificate. A minimum of one audit every 2 years is required to maintain your certification status and subject to terms and conditions of this application. All certificates are for specific scope and location(s). | | |
| **2.0 Requirements** | | | |
|  | | |  |
| 2.1 | Each registered facility shall: | | |
| 2.1.1 | Have documents that address the applicable standard or program. | | |
| 2.1.2 | Document and maintain a management system in accordance with the Standard or Program. | | |
| 2.1.3 | Perform a management review and internal audit/check of the applicable Standard or Program before the Registration Assessment and a minimum of once a year thereafter. The intent is to help ensure the system is implemented and maintained. | | |
| 2.1.4 | Allow Orion access to all certified locations during normal working hours in order to assess the management system in order to continue determining the implementation of the Standard or Program. | | |
| 2.1.5 | Inform Orion in writing of major changes to the Program (e.g., ownership, management structure, production capability changes, change of location, and major changes to the documentation.) | | |
| 2.1.6 | Use the Registration Mark in accordance with Orion / AILIA / LCIS requirements. The original Certificate of Registration / Certification is the property of Orion. | | |
| 2.1.7 | Upon termination of registration, discontinue reference to the registration in all advertising material or other documents. The applicant shall notify companies that the registration has been terminated. The registration shall not be used as evidence of product certification, product endorsement or product approval. | | |
| 2.1.8 | Comply with the Registration Regulations. | | |
| 2.1.9 | Pay fees according to the registration contract | | |
| 2.2 | Orion Shall: | | |
| 2.2.1 | Perform Preliminary Reviews, On-Site Reviews and Maintenance Assessments as applicable to the requirements of the Orion Quality Manual and Procedures as well as any requirements of AILIA and LICS. | | |
| 2.2.2 | Maintain and make available a listing of Accredited Programs that identify the company name, location, Accreditation and date of certification expiration. This information may also be sent to listing agencies. | | |
| 2.2.3 | Maintain all information pertaining to the applicant (other than specified in 2.2b) confidential and not release any information without written permission of the applicant except as required by program requirements and/or required by law. | | |
| 2.3 | Other Requirements | | |
| 2.3.1 | This agreement shall be governed by the laws of the province of Ontario. | | |
| 2.3.2 | The applicant shall pay Orion upon demand the cost of all activities wherever conducted as referred to in this Application for Registration based upon Orion fixed quotes or fee schedule which is incorporated herein by reference and which may be modified from time to time. Applicant agrees expenses incurred by Orion in collecting any unpaid account of applicant shall include reasonable attorney’s fees and default interest in amount of 1.75% per month on any unpaid balance over 60 days from the billing date, and collection fees. | | |
| 2.3.3 | Invoices issued in accordance with 2.3.2 shall be paid within 15 days of billing date. Any account not paid within 60 days after the date of billing will be cause for revocation of registration. Certificates will not be released until payment is received by Orion for the Document Review and Registration Assessment. | | |
| 2.3.4 | Neither applicant nor Orion shall be responsible or liable for delay or failure to perform in accordance with 2.1 or to be performed on its part if such delay or failures are due to bombings, invasions or other acts of war by either armed forces of Canada or any other nation or nations, insurrection, strike, earthquake, fire, flood, or acts of God or actual inability to obtain materials or personnel to perform services, or other conditions beyond reasonable control of Orion or Applicant whether of the kind of nature specified herein or otherwise. | | |
| 2.3.5 | APPLICANT AGREES TO NOT HOLD ORION AND ITS MEMBER, OFFICERS, EMPLOYEES, BROKERS, AGENTS, REPRESENTATIVE, OR ADVISORY BOARD MEMBERS RESPONSIBLE FOR ANY CLAIMS FOR PERSONAL INJURY, DEATH, PROPERTY DAMAGE OR FOR ALL LOSS DAMAGE INCLUDING COMPENSATORY, CONSEQUENTIAL AND PUNITIVE DAMAGES OR INJURY OF ANY NATURE WHATSOEVER INCLUDING BUT NOT LIMITED TO CLAIMS ASSOCIATED WITH THE REGISTRATION PROCESS. | | |
| 2.3.6 | APPLICANT HEREBY RELIEVES ORION, ITS MEMBERS, OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, BROKERS, REPRESENTATIVES OR ADVISORY BOARD FROM ANY LIABILITY TO APPLICANT ARISING OUT OF OR CONNECTED WITH REGISTRATION, THE ISSUANCE OR DENIAL OF REGISTRATION OR THE REVOCATION OR CANCELLATION OF SAME UNDER THE CONDITIONS HEREIN SET FORTH . THIS PROVISION INCLUDES BUT IS NOT LIMITED TO CLAIMS, ALL LOSS, DAMAGE, OR INJURY OCCASIONED BY SOLE SIMPLE OR GROSS NEGLIGENCE OF ORION AND IS TO BE CONSTRUED BROADLY. | | |
| 2.3.7 | If Applicant is aggrieved by any ruling, determination or action of Orion in any manner relating to registration or denial of registration pursuant to the provision of the Application, Applicant shall within sixty (60) days notify the President of Orion. If resolution is not obtained, the Applicant may appeal to Orion's management team or the AILIA Board. | | |
| 2.3.8 | Any statutes of limitation not withstanding, Applicant expressly agrees that its right to bring or assert against any claims, demands, or proceedings whether in arbitration or otherwise shall be waived unless (a) notice is received by Orion within thirty (30) days after the Applicant has notice of or should reasonably have been expected to have had notice of the basis for such claims; (b) arbitration if any, based on such claims or demands of whatever nature is commenced within one (1) year of the notice to Orion. | | |
| 2.3.9 | This Application shall become a contract between Applicant and Orion upon its acceptance in the space below, it being mutually agreed that this instrument, upon such acceptance, contains all, and the only agreements between Orion and Applicant, and that no broker or agent or representative of either party has made any statements, representations or agreements, orally or written, modifying, contradicting, or adding to these terms and conditions. All modifications to this Application shall be in writing and signed by the Applicant and Orion. | | |
| 2.3.10 | Except as otherwise noted herein, both Orion and Applicant may terminate this agreement, without cause, upon written notice to the other party of such termination at least thirty (30) days prior to the date of such termination with the exception that accrued fees shall be payable in accordance with the terms hereof. Orion hereby accepts the above application and agrees to the terms thereof: | | |