Statement of Work – Management Consultancy

Systems analysis, process improvement, project management and training

This Statement of Work (the **"SOW"**) is part of the Master Services Agreement (the **"MSA"**) between **Ataman Consulting Ltd** (company number 13597881) (the **"Provider"**) and the client named in the Contract Acceptance Form (the **"Client"**). The MSA applies to this SOW, and words defined in the MSA have the same meaning here.

ENGAGEMENT DETAILS

Item	Where it is recorded
Service line	Management Consultancy (brand: Ataman Consulting)
Client, contacts, start date and duration	Contract Acceptance Form
Fees, payment term and invoicing	Contract Acceptance Form; otherwise the invoice terms apply
Business area	Contract Acceptance Form or accepted proposal
Number of workshops or training sessions	Contract Acceptance Form or accepted proposal
Milestones (where relevant)	Accepted proposal or project plan

1. SCOPE OF SERVICES

1.1 The Provider shall provide the following Services, as selected for the engagement:

(a) systems and process analysis;

(b) process improvement and redesign;

(c) project management and coordination;

(d) management advisory and implementation support;

(e) management system support (ISO 9001, 14001, 45001 and 50001);

(f) short training sessions and workshops.

1.2 Any additional scope or exclusions are recorded in the Contract Acceptance Form or an accepted proposal. Work not described there or in this SOW is out of scope and requires a change agreed under the MSA.

2. DELIVERABLES

(a) a current-state analysis report;

(b) improvement recommendations and an implementation roadmap;

(c) project plans and regular progress reports;

(d) training materials and attendance records, where training is delivered.

3. FEES

3.1 Fees may be charged as a fixed price, day or visit rate, monthly retainer or per session, as recorded in the Contract Acceptance Form. Unless otherwise stated there, the payment terms shown on the invoice apply.

4. CLIENT RESPONSIBILITIES

4.1 The Client shall give the Provider access to the people, data and systems needed for the analysis.

4.2 The Client shall nominate a sponsor with authority to make decisions and approve Deliverables.

4.3 The Client is responsible for implementing the recommendations it decides to adopt.

5. SERVICE-SPECIFIC TERMS

5.1 The Client keeps full decision-making authority. The Provider is not responsible for the results of decisions made by the Client.

5.2 Where the Provider manages or coordinates a project, it is not responsible for the performance of the Client's staff or other suppliers.

5.3 Any management system certification is decided by an independent certification body and is not guaranteed.

5.4 Training materials are licensed to the Client for internal use only.

5.5 Workshops or training sessions cancelled by the Client with less than 5 Business Days' notice are chargeable in full.

6. PERSONAL DATA

6.1 Where the Provider processes personal data on the Client's behalf under this SOW, the Data Processing Agreement applies.

ACCEPTANCE

This document is accepted by signing the Ataman Consulting Contract Acceptance Form, electronically or by hand. The version accepted is the version shown in the footer and published at atamanconsulting.co.uk/legal/sow-management-consultancy.pdf on the date the form is signed. The Client's details, the agreed fees and any special terms are recorded in that form.

A typed name with confirmation of acceptance through the Provider's signing platform is an electronic signature and has the same effect as a handwritten signature.