
	RECORD	SMT-QM-4.2-R-03	
	NON-DISCLOSURE AGREEMENT (NDA)	ISO/IEC 17025:2017 Clause 4.2	
		REV No: 03	
	Compiled By: Quality assurance	Date Approved: 27.05.2022	
Approved By: Shirleen Theisinger	Page 1 of 2		

THIS AGREEMENT dated _____, 20_____, by and between SMT LABS and _____ (“Customer”).

SMT LABS operates a laboratory management system in compliance with ISO/IEC 17025 and requirements as set out in the South African National Accreditation System (SANAS) policies and procedures.

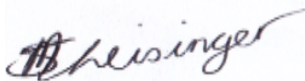
In compliance with these requirements, confidentiality, with regards to all laboratory activities contracted to SMT LABS (as agreed upon by both parties), shall be undertaken in the following manner:

1. SMT LABS shall be responsible, through legally enforceable commitments, for the management of all information obtained or created during the performance of laboratory activities.
2. Except for information that the customer makes publicly available, or when agreed between SMT LABS and the customer, all other information is considered proprietary information and shall be regarded as confidential.
3. When the laboratory is required by law or authorized by contractual arrangements to release confidential information, the customer shall, unless prohibited by law, be notified of the information provided before information is released.
4. Personnel, including any committee members, contractors, personnel of external bodies, or individuals acting on the laboratory's behalf, shall keep confidential all information obtained or created during the performance of laboratory activities, except as required by law.
5. As part of the SANAS accreditation, DALRRD regulatory arrangement, SAVC, SAVLSF and Internal audit policy, SMT LABS participates in regular external audits and assessments. These external service providers might view confidential information but are bound to confidentiality through signing a Non-disclosure Agreement/Confidentiality Agreement as part of our contractual agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

SMT LABS

By:



Shirleen Theisinger
Managing Director



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CUSTOMER

Company name:	
Date:	
Name and Surname:	
Designation:	
Signature:	

Master Copy