



June 22, 2016

Re: IAPMO R&T Registration Services Department relationship with ISO Ready

This memorandum is intended to inform you regarding IAPMO R&T Registration Services department's policy on Conflict of Interest and its requirement that all of its staff, including independent contractors, disclose any relationships with entities to which IAPMO R&T Registration Services department provides services. You can find a copy of the Conflict of Interest Policy by clicking here: <http://www.isoipmort.org/Documents/Impartiality%20Policy.pdf>

To prevent a potential conflict of interest, no IAPMO R&T Registration Services Department staff person who has had a relationship with any IAPMO R&T Registration Services department client within the past 2 years shall be assigned to conduct any certification activities related to those clients, including performing audits, performing technical reviews, and making certification decisions.

At this time, we feel it is important to formally advise you that Michael Madewell, individually, is an IAPMO R&T Registration Services department independent contractor who owns and operates a consulting firm, ISO Ready, un-affiliated with IAPMO.

For any client, a past, or current, relationship with ISO Ready has not and will not affect the client's certification with IAPMO R&T Registration Services Department in any form or fashion whatsoever. IAPMO R&T expressly disclaims any implication that choosing to work with ISO Ready will result in a certification process that is simpler, easier, faster or less expensive.

IAPMO R&T Registration Services department is committed to provide all clients with the same level of customer service and to treat all clients fairly.

Should you have any questions on this matter, please address your questions to isoinfo@iapmort.org.

Sincerely,

Shirley Dewi
Sr. VP of Management Systems Registration