

Product Schedule: ScheduleIQ SOP Library

This schedule attaches to the FaolaniQ Terms and Conditions, published at <https://faolaniq.com/legal>. If they conflict, this schedule wins for the SOP Library.

Payment is collected by Faolan Consulting (Pty) Ltd on behalf of FaolaniQ (Pty) Ltd.

#	Item	ScheduleIQ SOP Library
1	What it is	124 operational standard operating procedures (SOPs) across 15 project controls domains, referenced to AACE Recommended Practices and PMI Standards
2	Sale mode	A. Annual subscription (Digital tier, online checkout). Professional, Enterprise and Per-Project tiers are sold on a signed order form (the order form governs). B. Twelve free SOPs, downloadable without an account
3	Price	Digital tier: the annual price shown on the product page and at checkout. Professional, Enterprise and Per-Project: as quoted on the order form. VAT: see Terms and Conditions clause 6.1
4	Term and cancellation	12 months, paid in advance, renewing each year until cancelled. Cancel at any time to stop the next renewal. Annual fees are not refunded for unused months, except as the Refund and Cancellation Policy or the law requires
5	Licence	Your organisation may download, use, adapt and brand the SOPs as its own internal procedures, and share them with its own employees and contractors working on its projects
6	Restrictions	Do not resell, publish, sublicense or distribute the SOPs, or adapted versions of them, outside your organisation, including to clients as a product in their own right, or load them into any AI or retrieval system except for your own internal use. SOPs cite AACE and PMI publications by reference only; they do not reproduce those publications, and AACE and PMI do not endorse the library
7	On ending	You may keep using the SOP versions you adopted into your own procedures during the subscription, internally, without further fee. New downloads and updates stop
8	Free SOPs	The 12 free SOPs are licensed on items 5 and 6, free of charge, and are provided as is
9	Reliance	SOPs are templates for qualified professionals. Adapt them to your organisation, contracts and the law that applies to you. They are not legal, health and safety, or regulatory compliance advice
10	Your data	Not applicable: the library does not process your project data
11	Support	Email to info@faolaniq.com , business days. Professional and Enterprise: as the order form says

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