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1.0 Introduction

This policy defines the basis of determination of fees payable and terms of payment of certification fees by the client to the Ethiopian Conformity Assessment Enterprise Certification Department. It also defines payment of auditing fees to technical experts and contracted assessors.

2.0 Certification Fees

- 2.1 Management System Certification audit fees are based on audit time determination which is calculated based on the requirements in IAF MD5 (Mandatory document for the determination of audit time of QMS and EMS, OHSMS, EOMS audits) and ISO/TS 22003 (Food safety management systems – requirements for bodies providing audit and certification of food safety management systems).
- 2.2 Consideration is also made to ISO/IEC 17023 (Guidelines for determining the duration of management system certification audits) and IAF MD 11 for Integrated Management System.
- 2.3 Product certification fees are as guided by the Product certification service fee document & Service fee rate document for system certification ECAE /MD/001.
- 2.4 For each client ECAE CD shall prepare individual cost estimates for the complete certification activity and communicate this to the client at application stage through the Customer Offer and Order letter OF/CD/2.14.
- 2.5 Audit fees shall be invoiced and communicated to the client together with the certification agreement after completion of the application stage for initial audits. For surveillance and recertification, the client is notified and invoice sent two months in advance of the scheduled date of audit.
- 2.6 The certification fee shall be charged to the client based on the calculated auditor man days. The fee charged per auditor man day shall be determined by ECAE CD.
- 2.7 The client shall be responsible for any other costs in addition to the certification fees as calculated, related with transportation, meals and accommodation for the audit team for each audit activity that is conducted in the certification cycle i.e., initial audit (stage 1 and stage 2), Surveillance audits, recertification audit and any special audit that may be conducted.
- 2.8 Where accommodation is required, the client shall arrange for accommodation in a minimum of a three-star hotel or its equivalent as applicable.
- 2.9 All associated fees shall be notified to the client in advance and mutually agreed.

3.0 Special audits

- 3.1 Fees for special audit visits (e.g. to verify implementation of corrective actions, investigation of customer complaints, changes / revisions in the management systems which the Client has reported as having an effect on the registration, change in address, scope of the certified management system, changes / revision in management system

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standard etc.) are not included in the fees quoted and will be invoiced separately to the Client at rates in effect at the time of the visit.

4.0 Non-Payment of fees:

- 4.1 Whenever a client fails to pay the certification fee as agreed upon, ECAE CD shall not proceed with the certification activities for new or initial clients.
- 4.2 For the case of already certified clients ECAE CD shall give 14 days' notification to the client upon which if no action is taken by the client, then suspension process is initiated.

Author:	Signature:
Approval:	Signature: