## **Certification fee standard**

After research and decision by the company. the certification fees are implemented according to the following standards:

**Ⅰ. Basic fees.**

**(Ⅰ) Basic charging standards for system certification**

|  |  |  |  |
| --- | --- | --- | --- |
| **serial number** | **charging item** | **charging standards** | **Reserve note** |
| 1 | application fee | 1000 yuan (per system) | Each system of each applicant organization |
| 2 | Preliminary examination fee | 3,000 yuan/person-day × auditor-day. | According to the "audit time calculation" to determine the number of auditor days to collect the preliminary audit fee. |
| 3 | Examination and registration fees (including  Certificate fee) | 2000 yuan (per system) | If you need to print additional certificates. you will be charged 100 yuan for each copy. |
| 4 | Supervision and audit fee | 3,000 yuan/person-day × auditor-day. | In the three-year validity period of the certification certificate. the fee is charged according to the preliminary examination fee every time 1/3 charge |
| 5 | Special expanded audit fee | 3,000 yuan/person-day × auditor-day. | Including the increase of standard terms. the expansion of places. the expansion of the scope of products (services) etc. not less than 1 person-day. |
| 6 | Annuity (including sign/card use)  Fee) | 2000 yuan | Pay once a year after certification and registration. |
| 7 | Re-certification fee | 3,000 yuan/person-day × auditor-day. | According to 2/3 of the fee standard for preliminary examination. |
| 8 | Replacement fee | 200 yuan/set | Including Chinese and English |

Note : The certification fee can be appropriately increased or decreased on the basis of this standard according to factors such as the level of organization management. whether the certification certificate has been obtained. the maturity of management system. the size of certification risk. etc.

**Ⅱ. the determination of the quality management system audit time**

**(Ⅰ) the audit time calculation**

**Table QMS-Relationship between Effective Number of Employees and Audit Time (only applicable to initial audit)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Effective number of organizations** | **Audit time Stage 1+Stage 2 (days)** | **Effective number of organizations** | **Audit time Stage 1+Stage 2 (days)** |
| 1-5 | 1.5 | 626-875 | 12 |
| 6-10 | 2 | 876-1175 | 13 |
| 11-15 | 2.5 | 1176-1550 | 14 |
| 16-25 | 3 | 1551-2025 | 15 |
| 26-45 | 4 | 2026-2675 | 16 |
| 46-65 | 5 | 2676-3450 | 17 |
| 66-85 | 6 | 3451-4350 | 18 |
| 86-125 | 7 | 4351-5450 | 19 |
| 126-175 | 8 | 5451-6800 | 20 |
| 176-275 | 9 | 6801-8500 | 21 |
| 276-425 | 10 | 8501-10700 | 22 |
| 426-625 | 11 | >10700 | Follow the above progressive law |

Note 1: The number of people in the table QMS should be regarded as continuous change. rather than stepwise change.

Note 2: The company stipulates the audit time when the number of people exceeds 10,700. This review time follows the progressive law in QMS. which is consistent with this table.

Note 3: Under normal circumstances. the number of auditor days required for the first-stage on-site audit should not be less than 1 person-day. For audited organizations with a small number of employees (such as organizations with less than 10 effective employees) and low risk. it can be appropriately reduced to 0.5 person-days. When the number of employees exceeds 4,000,Should not be less than 2 person days.

**(Ⅱ) Description**

**1. Initial audit time (Phase 1+Phase 2)**

The calculation method of initial audit (phase 1+phase 2) time is based on table QMS. Table QMS is based entirely on the effective number of people in the organization. but there is no minimum or maximum number of person-days. The company will appropriately increase or decrease the review time according to the complexity of the application organization.

**2. Supervision**

In the initial three-year certification cycle. the time for supervision and audit of a specific organization should be proportional to the time for the initial certification audit (Phase 1+Phase 2). that is. the total time for supervision and audit every year is about 1/3 of the time for the initial certification audit. When planning each supervision and audit. you should be able to obtain the updated information of the certified organization related to certification.

**3. Re-certification**

The re-certification audit time is calculated according to the updated information of the certified organization. and usually the re-certification audit time is about 70% of the time required for the organization's initial certification audit (phase 1+phase 2). If the re-certification is implemented according to the requirements of the initial certification audit. the re-certification audit time is not simply calculated as 70% of the initial certification audit time. Audit time should consider the evaluation results of management system performance.

**4. Time for multi-site audit**

When determining the time of multi-site audit. the benchmark audit time of each site should be determined according to table QMS. However. when some management system processes are not applicable to a certain place. but belong to the main responsibilities of the place that controls them. we can consider reducing the audit time of the place. For the requirements of multi-site audit. please refer to the Implementation Regulations of Multi-site Certification of the company.**Ⅲ. the determination of environmental management system audit time**

**(Ⅰ) the audit time calculation**

Table EMS 1-Relationship between effective number of employees. complexity and audit time (only applicable to initial audit)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Effective number of organizations | Audit time Stage 1+Stage 2 (days) | | | | Effective number of organizations | Audit time Stage 1+Stage 2 (days) | | | |
|  | tall | middle | low | limited |  | tall | middle | low | limited |
| 1-5 | 3 | 2.5 | 2.5 | 2.5 | 626-875 | 17 | 13 | 10 | 6.5 |
| 6-10 | 3.5 | 3 | 3 | 3 | 876-1175 | 19 | 15 | 11 | 7 |
| 11-15 | 4.5 | 3.5 | 3 | 3 | 1176-1550 | 20 | 16 | 12 | 7.5 |
| 16-25 | 5.5 | 4.5 | 3.5 | 3 | 1551-2025 | 21 | 17 | 12 | 8 |
| 26-45 | 6 | 5.5 | 4 | 3 | 2026-2675 | 23 | 18 | 13 | 8.5 |
| 46-65 | 8 | 6 | 4.5 | 3.5 | 2676-3450 | 25 | 19 | 14 | 9 |
| 66-85 | 9 | 6 | 5 | 3.5 | 3451-4350 | 27 | 20 | 15 | 10 |
| 86-125 | 11 | 8 | 5.5 | 4 | 4351-5450 | 28 | 21 | 16 | 11 |
| 126-175 | 12 | 9 | 6 | 4.5 | 5451-6800 | 30 | 23 | 17 | 12 |
| 176-275 | 13 | 10 | 7 | 5 | 6801-8500 | 32 | 25 | 19 | 13 |
| 276-425 | 15 | 11 | 8 | 5.5 | 8501-10700 | 34 | 27 | 20 | 14 |
| 426-625 | 16 | 12 | 9 | 6 | >10700 | Follow the above progressive law | | | |

Note 1: The audit time is displayed according to the complexity of high. medium. low and limited environmental factors.

Note 2: the number of people in table EMS 1 should be regarded as continuous change. not stepwise change.

Note 3: The company stipulates the audit time when the number of people exceeds 10,700. The audit time should follow the progressive law in table EMS 1 and be consistent with this table.

**(Ⅱ) Description**

**1. Initial audit time (Phase 1+Phase 2)**

The calculation method of initial audit (phase 1+phase 2) time is based on table EMS 1. Table EMS 1 is based not only on the effective number of people in the organization. but also on the complexity of the organization's environment. and there is no minimum or maximum man-days. The company will increase or decrease the audit time according to the complexity of the environmental factors of the applicant organization.

The audit time for planning. preparation and report writing should not make the total on-site audit time less than 80% of the determined audit time. The need for more time to plan and/or write reports is not the reason to reduce the on-site audit time.

**2. Supervision**

In the initial three-year certification cycle. the time for supervision and audit of a specific organization should be proportional to the time for the initial certification audit (Phase 1+Phase 2). that is. the total time for supervision and audit every year is about 1/3 of the time for the initial certification audit. When planning each supervision and audit. you should be able to obtain the updated information of the certified organization related to certification.

**3. Re-certification**

The re-certification audit time is calculated according to the updated information of the certified organization. and usually the re-certification audit time is about 70% of the time required for the organization's initial certification audit (phase 1+phase 2). If the re-certification is implemented according to the requirements of the initial certification audit. the re-certification audit time is not simply calculated as 70% of the initial certification audit time. Audit time should consider the evaluation results of management system performance.

**4. Time for multi-site audit**

When determining the time of multi-site audit. the benchmark audit time of each site shall be determined according to table EMS1. However. when some management system processes are not applicable to a certain place. but belong to the main responsibilities of the place that controls them. we can consider reducing the audit time of the place. For the requirements of multi-site audit. please refer to the Implementation Regulations of Multi-site Certification of the company.

**IV. Determination of the Audit Time of Occupational Health and Safety Management System**

**(Ⅰ) the audit time calculation**

**Table OHSMS1—— Relationship between effective number of employees. risk level and audit time (only applicable to initial audit)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Effective number of organizations** | **Audit time Stage 1+Stage 2 (days)** | | | **Effective number of organizations** | **Audit time Stage 1+Stage 2 (days)** | | |
|  | tall | middle | low |  | tall | middle | low |
| 1-5 | 3 | 2.5 | 2.5 | 626-875 | 17 | 13 | 10 |
| 6-10 | 3.5 | 3 | 3 | 876-1175 | 19 | 15 | 11 |
| 11-15 | 4.5 | 3.5 | 3 | 1176-1550 | 20 | 16 | 12 |
| 16-25 | 5.5 | 4.5 | 3.5 | 1551-2025 | 21 | 17 | 12 |
| 26-45 | 7 | 5.5 | 4 | 2026-2675 | 23 | 18 | 13 |
| 46-65 | 8 | 6 | 4.5 | 2676-3450 | 25 | 19 | 14 |
| 66-85 | 9 | 7 | 5 | 3451-4350 | 27 | 20 | 15 |
| 86-125 | 11 | 8 | 5.5 | 4351-5450 | 28 | 21 | 16 |
| 126-175 | 12 | 9 | 6 | 5451-6800 | 30 | 23 | 17 |
| 176-275 | 13 | 10 | 7 | 6801-8500 | 32 | 25 | 19 |
| 276-425 | 15 | 11 | 8 | 8501-10700 | 34 | 27 | 20 |
| 426-625 | 16 | 12 | 9 | >10700 | Follow the above progressive law | | |

Note 1: Audit time is displayed according to three risk levels: high. medium and low.

Note 2: The number of people in Table 2 should be regarded as continuous change. not stepwise change.

Note 3: The company stipulates the audit time when the number of people exceeds 10,700. The audit time should follow the progressive law in table SMS 1 and be consistent with the table.

**(Ⅱ) Description**

**1. Initial audit time (Phase 1+Phase 2)**

The calculation method of initial audit (phase 1+phase 2) time is based on table OHSMS1. Table OHSMS1 is based not only on the effective number of people in the organization. but also on the risk level of the organization. and there is no minimum or maximum number of person-days. The company will increase or decrease the review time according to the organizational wind level and complexity of the application.

**2. Supervision**

In the initial three-year certification cycle. the time for supervision and audit of a specific organization should be proportional to the time for the initial certification audit (Phase 1+Phase 2). that is. the total time for supervision and audit every year is about 1/3 of the time for the initial certification audit. When planning each supervision and audit. you should be able to obtain the updated information of the certified organization related to certification.

**3. Re-certification**

The re-certification audit time is calculated according to the updated information of the certified organization. and usually the re-certification audit time is about 70% of the time required for the organization's initial certification audit (phase 1+phase 2). If the re-certification is implemented according to the requirements of the initial certification audit. the re-certification audit time is not simply calculated as 70% of the initial certification audit time. Audit time should consider the evaluation results of management system performance.

**4. Time for multi-site audit**

When determining the time of multi-site audit. the benchmark audit time of each site shall be determined according to table OHSMS1. However. when some management system processes are not applicable to a certain place. but belong to the main responsibilities of the place that controls them. we can consider reducing the audit time of the place. For the requirements of multi-site audit. please refer to the Implementation Regulations of Multi-site Certification of the company.

**V. Method of charging**

1. Pay 30% ~ 50% of the three expenses determined in the preliminary examination contract to the company within 20 days after the contract takes effect. and pay off all expenses one month before the formal examination.

2. supervision and audit fees and annuities; Pay it to the company 10 days before the on-site audit (see the certification fee notice for the specific amount).

3. Re-certification fee: paid to the certification party 10 days before the on-site audit (see the company's fee notice for specific amount).

4. The travel. room and board expenses of auditors shall be borne by the applicant organization according to the actual expenses.

5. If the audit time needs to be increased due to the reasons of the applicant organization. the expenses shall be borne by the applicant organization.

**Ⅵ.Statement**

The above fees are the financial source of the company. and should not be exempted in whole or in part without justifiable reasons (except for public welfare certification). The company also refuses any gifts or sponsorship. otherwise it will seriously damage the fairness of certification and violate the accreditation requirements.