

# Fee Schedule for Accreditation Programs for Management Systems Certification Bodies



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## Initial Application Fees

Payable to obtain electronic application

Management Systems CB Payable when applying as base applicant	\$5,000 (includes one assessor day initial documentation review; additional days will be charged if applicable)
Base Standard Programs: <ul style="list-style-type: none"> <li>• QMS – ISO 9001</li> <li>• EMS – ISO 14001</li> <li>• FSMS – ISO 22000</li> <li>• ISMS – ISO 27001</li> <li>• ISO 13485</li> <li>• ITSMS – ISO 20000-1</li> <li>• OHSMS – ANSI/AIHA Z10, CSA Z1000, BS OHSAS 18001</li> <li>• RIOS</li> <li>• SCSMS - ISO 28000</li> <li>• e-Stewards®</li> <li>• Responsible Recycling (R2)</li> <li>• SFI</li> <li>• ATFS</li> <li>• HSPM (see Assessment Fees/Assessment Personnel)</li> <li>• PS-Prep – ASIS SPC.1, BS 25999-2, NFPA 1600</li> <li>• OREMBCMS (Preparedness) – ASIS SPC.1, ASIS/BSI BCM.01, BS 25999-2, NFPA 1600</li> <li>• EnMS – ISO 50001</li> </ul>	\$5,000 (includes one assessor day for initial documentation review; additional days will be charged if applicable)
Subordinate Standard Programs <ul style="list-style-type: none"> <li>• AS9003 (subordinate to ISO 9001)</li> <li>• AS9100 (subordinate to ISO 9001)</li> <li>• AS9110 (subordinate to ISO 9001)</li> <li>• AS9120 (subordinate to ISO 9001)</li> <li>• FSSC 22000 (subordinate to ISO 22000)</li> <li>• TL 9000 (subordinate to ISO 9001)</li> <li>• RC (including RC14001 and RCMS) (subordinate to ISO 14001)</li> </ul>	\$2,500 (includes one assessor day for initial documentation review; additional days will be charged if applicable)

Note: If an application is not accepted by ANAB after three reviews the application will be declined. After 60 days the CB may re-apply (including application fees).

## Scope Extension Application Fees

Payable to obtain electronic application unless otherwise noted

Includes scope categories for QMS, EMS, and OHSMS accreditation; scopes for FSMS and FSSC 22000 accreditation; and CAAT and ASRP for QMS and EMS accreditation

Per scope extension request. A \$100 credit will be assessed if no additional information is required from the CB after ANAB's initial review.	\$500
Per scope extension that includes a request to review for acceptance of an IAF MLA signatory accreditation body's witnessed audit report. Will be billed upon review of the witnessed audit report.	\$500

## Annual Accreditation Fees

Invoiced at time of accreditation and annually

Base Standard Programs (see above) and AS9100	\$1,000
Subordinate Standard Programs (see above) except AS9100	\$500

## Other Accreditation Body's Report Review

Review and administration of an IAF MLA signatory accreditation body's report in lieu of an ANAB assessment	\$500
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## Assessment Fees

Invoiced following assessment

<b>Assessment Personnel</b> Per person per day for on-site and off-site activities for assessments (office and witness), document review (not including initial document reviews), report preparation, and informational visits. One off-site day will be charged per audit. This includes preparation, report writing, CB report review (if applicable), and initial cycles (two reviews) of corrective action reviews. A CB will be charged for one and a half days (\$1,875 per person) for on-site assessment activity exceeding 12 hours.	\$1,250
<b>HSPM</b> Per person per day for on-site and off-site activities for assessments (office and witness), document review (not including initial document reviews), report preparation, and informational visits. One off-site day will be charged per audit. This includes preparation, report writing, CB report review (if applicable), and initial cycles (two reviews) of corrective action reviews. A CB will be charged for one and a half days (\$2,100 per person) for on-site assessment activity exceeding 12 hours.	\$1,400
<b>Translation Services</b> Administrative fee per translator per assessment (in addition to translation costs, which will be billed to the CB at the exact cost).	\$125
<b>Assessments Conducted by Another AB on ANAB's Behalf (on CB's Request)</b> Administrative fee per assessment conducted by another AB on ANAB's behalf (in addition to the normal assessment fees as outlined on this fee schedule).	\$125
<b>Enforced Idle Time</b> Per person per day for non-working days required away from home due to a restrictive schedule required to complete an ANAB assignment (for example, when required to stay through a weekend or to rest after extended international travel). Idle time is not considered time taken at the auditor's option.	\$400
<b>Travel Time</b> Per person per day for portal to portal travel time (not including travel from home to departing airport) in excess of four scheduled hours (as governed by ANAB administrative procedures).	\$200
Additional per hour for full hours exceeding four scheduled hours up to 12 hours or \$600 maximum.	\$50
<b>Travel Expenses</b> In addition to the above fees. Refundable airfares are purchased and airfares for witnessed audits are not purchased until the CB's audit plan has been received by ANAB. ANAB may invoice CBs in advance of assessments for airfares purchased by assessors.	Varies

## Cancellation/Change Fees

Audit cancelled or re-scheduled by CB or organization within 8-29 days of scheduled audit date, plus associated travel fees if applicable (for example, airfare change fees).	15% of projected day rate total charge including on-site and off-site activities charged to CB
Audit cancelled or re-scheduled by CB or organization within 0-7 days of scheduled audit date, plus associated travel fees if applicable (for example, airfare change fees).	30% of projected day rate total charge including on-site and off-site activities charged to CB
Audit cancelled or re-scheduled by ANAB, unless because it is learned the audit will not meet the mutual objectives of ANAB and the CB.	Same percentage and time frame as above paid by ANAB to CB

Note: Cancellation fees do not apply when the audit is canceled or re-scheduled because of acts of nature as jointly agreed by ANAB and the CB.

## Annual Royalty Fees

Payable for each Base and Subordinate Standard Program unless otherwise noted

Payable semi-annually (see notes 1 and 2 below)	1.25% of worldwide gross revenue up to \$3,600,000 for each program
First year exemption	First \$500,000 of worldwide gross revenue for each program
Maximum annual fee (see note 3 below)	\$45,000 for each program (each base standard)
Minimum annual fee (does not apply in first year of first accreditation program)	\$2,500 for each program (each base standard)
Discount on annual fee (see note 4 below)	A discount may be applied to royalties for each program based on the proportion of total ANAB-accredited certifications in force. At least 50% of all certifications for a program in force must be issued under ANAB accreditation to be eligible for the discount for that program.

Note 1: Worldwide gross revenue includes all revenue-generating activities associated with certification, regardless of where those activities take place and who performs them, including sub-contractors. These activities include but are not limited to initial visits, pre-assessments, document reviews, certification audits, report preparation, certification fees, surveillance audits, re-certification audits, follow-up audits, and associated administrative activities. Reimbursement of auditor travel expenses is excluded.

Note 2: The annual fee invoice, billed in two six-month intervals, is invoiced for each base standard and shall include the revenue generated from base and subordinate standards. The CB's corporate officer is required to attest on the invoice that the reported gross revenue is correct. The CB's accounting method and fee calculations are subject to periodic review and verification by ANAB per the ANAB Accreditation Agreement.

Note 3: The invoice must be completed and submitted to ANAB even if the maximum annual fee is being paid.

Note 4:

- a. An annual fee discount can be earned by CBs only in current paid invoice status at the time of annual fee invoice issuance (current paid invoice status = no invoice overdue 30+ days).
- b. An annual fee discount can be earned only if the annual fee invoice is paid within 30 days of issuance.
- c. Percent annual fee discount is calculated as:  $(\text{total ANAB-accredited certifications in force} / \text{total of all accredited and unaccredited certifications in force}) \times 10 = \% \text{ discount}$ .
- d. A discount may be applied only if the calculated discount is at least 5%.
- e. The discount is applied before computing the minimum and maximum annual fees due.

## Fee Payments

ANAB invoices are to be paid in full by the due date on the invoice (30 days from invoice date). Any tax required to be paid by a government authority in the CB's country is the responsibility of the CB and shall not be deducted from the invoice total. Late payments will be assessed interest and may result in further action per the ANAB Accreditation Manual. All fees are payable in U.S. dollars only. A 3% administrative fee will be added for all payments made by credit card.

## Fee Schedule Changes

All fees and terms are subject to change.