

Fee Schedule for Accreditation Programs for Management Systems Certification Bodies



FM 5300

Authority: Vice President

Effective: 2015/04/29

Initial Application Fees

Payable to obtain electronic application

Management Systems CB Payable when applying as base applicant	\$5,000 (includes preliminary review of CB organizational records)
Base Standard Programs: <input type="checkbox"/> QMS – ISO 9001 <input type="checkbox"/> EMS – ISO 14001 <input type="checkbox"/> FSMS – ISO 22000 <input type="checkbox"/> ISMS – ISO 27001 <input type="checkbox"/> MD – ISO 13485 <input type="checkbox"/> ITSMS – ISO 20000-1 <input type="checkbox"/> OHSMS – ANSI/AIHA Z10, CSA Z1000, BS OHSAS 18001 <input type="checkbox"/> RIOS <input type="checkbox"/> SCSMS - ISO 28000 <input type="checkbox"/> e-Stewards® <input type="checkbox"/> Responsible Recycling (R2) <input type="checkbox"/> SFI <input type="checkbox"/> ATFS <input type="checkbox"/> HSPM (see Assessment Fees/Assessment Personnel) <input type="checkbox"/> Preparedness and PS-Prep – ASIS SPC.1, ASIS/BSI BCM.01, BS 25999-2, ISO 22301, NFPA 1600 <input type="checkbox"/> EnMS – ISO 50001 <input type="checkbox"/> ACEPMS – AS5553, AS6081 <input type="checkbox"/> PSCMS <input type="checkbox"/> Event Sustainability MS – ISO 20121 <input type="checkbox"/> Asset MS – ISO 55001 <input type="checkbox"/> SQFI Ethical Sourcing MS <input type="checkbox"/> RTS – ISO 39001	\$5,000 per standard (includes one assessor day for initial documentation review; additional days will be charged if applicable)
Subordinate Standard Programs <input type="checkbox"/> AS9100 (subordinate to ISO 9001) <input type="checkbox"/> AS9110 (subordinate to ISO 9001) <input type="checkbox"/> AS9120 (subordinate to ISO 9001) <input type="checkbox"/> BA 9000 (subordinate to ISO 9001) <input type="checkbox"/> FSSC 22000 (subordinate to ISO 22000) <input type="checkbox"/> RC (including RC14001 and RCMS, subordinate to ISO 14001) <input type="checkbox"/> SN 9001 (subordinate to ISO 9001) <input type="checkbox"/> TL 9000 (subordinate to ISO 9001)	\$2,500 per standard (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 various programs as outlined in Accreditation Rules, orCAAT for AQMS, or 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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Appeal Processing Fees

Payable with the filing of an appeal. The appeal will not be considered unless payment is submitted with the appeal documentation.

Per appeal – a credit may be assessed depending on the outcome of the appeal hearing: <input type="checkbox"/> \$500 credit if the decision is in favor of the appellant CB <input type="checkbox"/> \$250 credit if the decision is partially in favor of the appellant CB <input type="checkbox"/> No credit if the decision is against the appellant CB	\$500
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Assessment Fees

Invoiced following assessment

Assessment Personnel 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 assessment. 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
HSPM 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 assessment. 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
Technical Expert Administrative fee per expert assessment (in addition to expert costs, which will be billed to CB at exact cost, minimum \$600 per day. Note: Use of a technical expert is at ANAB's discretion.	\$150
Translation Services Administrative fee per translator per assessment (in addition to translation costs, which will be billed to the CB at the exact cost).	\$150
Assessments Conducted by Another AB on ANAB's Behalf (on CB's Request) Administrative fee per assessment conducted by another AB on ANAB's behalf or when ANAB uses another accreditation body's assessor as part of ANAB's assessment team (in addition to the normal assessment fees as outlined on this fee schedule).	\$150
Enforced Idle Time 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 assessor's option.	\$400

Travel Time	
Per person per day in excess of four planned travel hours (as governed by ANAB administrative procedures).	\$200
Additional per hour for full hours exceeding four planned hours up to 12 hours or \$600 maximum.	\$50
Travel Expenses 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

Assessment Scheduling Fees for Maintenance Witnessed Audits (per ANAB Accreditation Rule 18)

When the CB does not provide the detail needed to confirm an assessment or the information provided does not include all requested accurate information from the Witnessed Audit Criteria form to confirm the audit.	\$500 scheduling processing fee
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Change Fees for Confirmed Maintenance Witnessed Audits (per ANAB Accreditation Rule 18)

When the detail of a confirmed witnessed audit is changed within 120 days of the start date of the CB's audit and ANAB is able to support the change. If ANAB is unable to support the change, see Cancellation Fees below. Note: ANAB will consider the reason for the change and if the change is justified, ANAB will not assess the change fee.	\$50 per day per assessor for on-site and off-site assessor days
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Cancellation Fees

Confirmed assessment changed and cannot be re-scheduled or is canceled by CB or organization within 90 days of scheduled assessment start date.	5% of confirmed day rate total charge including on-site and off-site activities charged to CB plus associated travel fees if applicable (e.g., airfare change fees).
Confirmed assessment changed and cannot be re-scheduled or is canceled by CB or organization within 60 days of scheduled assessment start date.	10% of confirmed day rate total charge including on-site and off-site activities charged to CB plus associated travel fees if applicable (e.g., airfare change fees).
Confirmed assessment changed and cannot be re-scheduled or is cancelled by CB or organization within 30 days of scheduled assessment start date.	20% of projected day rate total charge including on-site and off-site activities charged to CB plus associated travel fees if applicable (e.g., airfare change fees).
Confirmed assessment changed and cannot be re-scheduled or is cancelled by CB or organization within seven days of scheduled assessment start date.	30% of confirmed day rate total charge including on-site and off-site activities charged to CB plus associated travel fees if applicable (e.g., airfare change fees).
Confirmed assessment cancelled by ANAB, unless because it is learned the assessment will not meet the mutual objectives of ANAB and the CB.	Same percentage and time frame as above paid by ANAB to CB

Note: Change and cancellation fees do not apply when the assessment 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
Maximum annual fee (see note 3 below)	\$45,000 for each program (each base standard)
Minimum annual fee	\$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, special 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 and/or any fees of any kind (e.g., fees charged by CB's bank) are 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 Management Systems 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.