



IOAS Fee Schedule

General notes:

1. The IOAS is a non-profit organisation committed to providing a quality accreditation service of high integrity at the lowest possible cost to certification bodies. The IOAS can provide a pre-application quotation for services based on information provided by the CB, however due to the many variables this can only be for orientation purposes.
2. All taxes applied in the CB home country on IOAS invoices are the CB responsibility and may not be deducted from the IOAS invoice total. The IOAS will work with CBs in countries that have a relevant tax agreement with the US, and IOAS will provide whatever paperwork it can to satisfy the relevant authorities. However, the CB will remain responsible for the taxes should exemption not be obtained.

WHAT YOU PAY	WHEN YOU PAY	FIRST ACCREDITATION ⁱ	ADDITIONAL ACCREDITATIONS ⁱⁱ or complex scopes ⁱⁱⁱ	WHAT THE FEE COVERS
Application and screening fees				
Application fee ^{iv}	Before document screening commences	US\$5000	US\$2000 for each	The screening and processing of all information for application acceptance and initial assessment
Re-application fee ^v	On submitting the reapplication form	US\$3500	US\$1500 for each	The screening and processing of all information for re-application and re-assessment
Standard Screening for IFOAM ^{vi}	Before standard screening commences	US\$500	N/A	Standards screening is needed in the case of IFOAM accreditation unless using an IFOAM approved standard
Additional standard scope	Before scope screening commences	US\$750 for each standard to be included in the scope of accreditation		Additional screening time for each standard scope requested
Addition of scope category	Before work commences	US\$750 unless performed as part of a re-application		Screening and processing of information related to the additional scope



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Visit fees (Assessment, surveillance, re-assessment, and operator visits)				
Visit fees ^{vii}	Assessment time must be paid prior to the visit	US\$850/day + expenses. Number of days determined by scheme requirements	Additional days at US\$850 per day will be added to the basic visit time	Assessor fees and expenses
Preparation ^{viii}	At same time as assessment visit fees	US\$850/day. Minimum 1/2 day preparation for all visits, up to a maximum of 1 day		Preparation for the assessment, includes review of documentation, travel arrangements, test call if remote
Report writing ^{ix}	At same time as assessment visit fees	US\$850/day. Minimum one day report writing for all visits, up to a maximum of 2 days		Time required to write, compile, and review the visit report(s)
Additional personnel ^x	At same time as assessment visit fees	US\$500/day		Fees for the additional personnel
Travel time ^{xi}	Travel and expenses will be invoiced after the visit	Half of the applicable daily rate + expenses. Number of days determined by actual travel itinerary		Travel costs including time and expenses
Annual Fee				
Fixed fee	For initial accreditation, annual fee is prorated for remaining months in the calendar year, then calculated annually thereafter and paid in equal instalments each January and July	US\$2000	US\$1000 for each	Covers development and promotional costs
Certificate fee for IOAS accredited schemes ^{xii}		\$25 per accredited certificate – limit of 500		Based on “use” factor of accreditation status. Covers development and promotional costs.



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Adjustment to annual fee based on economy				
<p>The total annual fee calculated by combining the Fixed fee and the Certificate fee will be adjusted based on the current World Bank economic classification of the country where the Accredited Certification Body (ACB) is located.</p> <p>The adjustment will be calculated as follows:</p> <ul style="list-style-type: none"> * ACBs located in countries designated by the World Bank as ‘High Income’ will not receive an adjustment of Annual Fees * ACBs located in countries designated by the World Bank as ‘Upper Middle Income’ will receive an adjustment by a factor of 0.75 * ACBs located in countries designated by the World Bank as ‘Lower Middle Income’ will receive an adjustment by a factor of 0.5 * ACBs located in countries designated by the World Bank as ‘Low Income’ will receive an adjustment by a factor of 0.25 				
Additional fees				
Finance charges for late payment of invoices	Applied when accounts reach 30 days past due.	2% of the total outstanding balance per month		Additional administration
Suspension fee	Upon issuing of a notice of suspension for a scope, standard, or scheme	US\$1000		Additional administration
Assessment conducted through a partner Accreditation Body	At same time as assessment visit fees	IOAS clients will pay the partner Accreditation Body daily rate, plus US\$200 per visit day		Additional administration



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Endnotes

- i. Any combination of accreditations and assessments offered by IOAS is possible and in any order. Each scheme is charged as a separate accreditation, but the assessment process is combined allowing us efficiencies and the ability to charge less for additional schemes.
- ii. For procedures on adding accreditations when already accredited by the IOAS, please see IOAS procedure PR0512.
- iii. Where the standard is part of a scheme which also imposes requirements on the CB additional to those in ISO 17065, the scope will be charged as an additional accreditation.
- iv. For addition of a single accreditation out of sequence with existing accreditation (i.e. not at the time of re-assessment) an additional fee of \$1000 is applicable. This fee will not apply however, where more than one additional accreditation is added simultaneously (PR0512).
- v. The re-application fee will also be applied in case of a transfer of accreditation from another Accreditation Body to IOAS.
- vi. Standards screening is needed in the case of IFOAM accreditation unless using an IFOAM approved standard.
- vii. All visits including remote assessments and operator visits shall require a minimum 1/2-day preparation and 1-day report writing. Where more than one person (ie assessor, technical expert, or other additional personnel) are involved in assessments, additional preparation and report writing time shall be added to the assessment time accordingly.
- viii. An additional half day of preparation time is added to all visits of 4 days or more. When operator visits are combined with CB office visits or other operator visits the preparation time is calculated based on the total number of days for the combined activities.
- ix. An additional day of report writing time is added to all visits of 4 days or more. When operator visits are combined with CB office visits or other operator visits the report writing time is calculated based on the total number of days for the combined activities.
- x. In cases where an IOAS representative is required onsite to serve as camera operator/translator/witness while at the same time a qualified assessor is conducting the evaluation of the CB, CB inspector, and/or certified operation. This allows options for local high-risk operations in regions that are under quarantine, or other scenarios where an additional IOAS personnel is required to complete the assessment and fulfil the accreditation requirements.
- xi. Travel time covers time from the assessor home airport/station to the airport/station of the CB and is based on assessor actual itinerary (total both ways) with a minimum of 1/2 day to a maximum of 4 days for an individual assessor. Travel time shall be shared between CBs for combined visits based on pro rata number of assessment days.
- xii. This portion of the annual fee is based on the number of certified operators in each scheme under IOAS accreditation, which is required to be submitted by the CB as part of the annual accreditation update process.