



IOAS Fee Schedule

IOAS is a non-profit organization committed to providing a quality accreditation service of high integrity at the lowest possible cost to certification bodies (CBs).

Pre-Assessment *(Optional)*

Pre-Assessment assists CBs in preparing for full accreditation. This proactive approach can save time and improve CBs' chances of a successful accreditation outcome.

Activity	Explanation	Unit	Fee per Unit
Pre-Assessment Fee	This service assesses a CB's readiness for accreditation. It includes an initial online meeting, comprehensive Document Review and issue of a Pre-Assessment Report for each scheme of interest, and a follow-up online meeting. There is no obligation to continue the process.	Each Scheme	\$2000

New and Re-Application Fees

These fees cover new accreditation applications and re-applications for accreditation. For CBs undergoing pre-assessment, the above fees apply.

Activity	Explanation	Unit	Fee per Unit
New Application Fee	Covers the processing of all information for initial application acceptance (non-refundable whether the application is accepted or rejected). Does not apply at re-assessment, when a CB extends their scope to a new scheme, or when a CB transfers to IOAS from another Accreditation Body.	Fixed fee for new applicants regardless of number of schemes	\$2000
New Application Document Review Fee	Covers the processing of all information for Document Review of new applicants (without pre-assessment) and scheme scope extensions. In cases where a scheme under ISO/IEC 17065:2012 imposes significant additional requirements (EU Regulation, Freshcare, GlobalG.A.P., and Peru Regulation), the additional scope will be charged as a separate Document Review fee.	Each Scheme	\$3000
	For CBs continuing the process of application for accreditation following pre-assessment , the Document Review fee is discounted as long as the full application is received within 12 months following the issue of the Pre-Assessment Report and the scope of the application does not change.	Each Scheme	\$2500
Re-Application and Document Review Fee	Applicable to CBs undergoing re-assessment. It will also apply when a scheme requires a Document Review because of major standard changes. (In the case of a CB transferring to IOAS at accreditation renewal, the CB will be charged the Re-Application and Document Review Fee instead of the New Application Document Review Fee.)	Each Scheme	\$2500

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Assessment Fees

Any combination of accreditation and assessment offered by IOAS is possible and in any order. This includes assessment, surveillance, re-assessment, operator file review and operator visits. Each scheme is charged as a separate accreditation, but the assessment process is combined allowing efficiencies and cost savings for our clients.

Activity	Explanation	Unit	Fee
Assessor/Technical Expert Daily Rate	Number of assessment days is determined by IOAS policy and scheme requirements. Expenses (travel, accommodation, meals, translator, visas etc.) are charged at cost.	8-Hour Workday	\$800/900/1000/1100 ¹
Additional Personnel Rate	Applies to cases where an IOAS representative is required onsite to serve as camera operator/translator/witness while a qualified assessor is conducting the assessment 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 additional IOAS personnel are required to complete the assessment and fulfil the accreditation requirements.	8-Hour Workday	\$400/450/500/550
Travel Time Daily Rate (from assessor's home to the location of the assessment) ²	2 days travel is charged for each assessment activity regardless of actual travel time. For any combined activities in the same visit (same CB and same country location), travel days will be charged only once.	8-Hour Workday	As above according to the full rates for assessors and additional personnel.
Preparation & Reporting	1 day covering preparation and report writing will be charged for each assessment activity report issued. 2 days will be charged for office visits lasting more than 4 days.	Fixed Daily Rate	Assessor rate based on daily rates of \$800/900/1000/1100
NC Follow-Up	Actual time taken by assessor to review and respond to non-conformity submissions and to prepare summaries for decision makers. Invoiced in July and January in relation to activity occurring in the previous 6 months.	Hourly Rate	Assessor hourly rate based on daily rates of \$800/900/1000/1100
Scope Additions	Any scope additions other than Schemes outside of the initial application or reapplication - Standards, Categories, Offices (locations).	Hourly rate	Assessor hourly rate based on daily rates of \$800/\$900/\$1000/\$1100

¹ **CB economy related fee adjustments** - The IOAS daily rate (per 8-hour workday) for all assessment types is charged on a sliding scale based on the current World Bank economic classification of the country where the CB is legally registered. Low Income: \$800, Lower Middle Income: \$900, Higher Middle Income: \$1000, High Income: \$1100. Other fees as indicated are fixed rate.

² Travel during the assessment to operator sites or other CB offices is charged as assessment time. Time over 8h/day is charged.

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Annual Fees

Annual Fees cover development and promotional costs, scheme liaison, training, implementation, and technical and administration staff.

The annual fee is made up of a fixed fee per scheme plus an Accredited Status Certificate Fee.
The Annual Scheme fees are based on the expertise and time required for each of the schemes.

	Fee
BCI**	\$ 1,500*
COR	\$ 1,500*
EU**	\$ 1,500*
Freshcare**	\$ 1,500*
GGAP**	\$ 1,500*
Peru Regulation**	\$ 1,500
IFOAM	\$ 1,500*
ISO/IEC 17065:2012	\$ 1,500*
COSMOS	\$ 2,000*
NATRUE	\$ 2,000*
GOTS	\$ 3,000*
Textile Exchange	\$ 3,000*
Accredited Status Certificate Fee	\$30*/\$20*

**The EU, Freshcare, GGAP, BCI and Peru Regulation fixed Fees are in addition to the ISO 17065:2012 Annual fixed Fee.

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Accredited Status Certificate Fee

The Accredited Status Certificate Fee is based on “use” factor of accreditation status. This portion of the annual fee is based on the number of entities issued a certification or approval document in each scheme under IOAS accreditation and is capped at 600 entities. The lower rate (\$20) is applicable to CBs that are not accredited but are undergoing full assessment. For CBs under Textile Exchange (TE) the fee is based on the number of entities issued a certification or approval document, per TE standard.

The annual fee is calculated annually based on required CB client data submitted by the CB and is invoiced in equal instalments in January and July.

For initial accreditation, the annual fee is pro-rated for remaining months in the calendar year as of the date of receiving the accreditation decision. In the event of transfer or withdrawal (voluntary or enforced) of accreditation, IOAS retains the full quarter fees already commenced at the date of the transfer or withdrawal.

*CB economy related Annual Fee adjustments

The total annual fee calculated by combining the Fixed Fee and the Accredited Status Certification Fee will be adjusted based on the current World Bank economic classification of the country where the CB is located.

The adjustment will be calculated as follows:

- * CBs located in countries designated by the World Bank as ‘High Income’ will not receive an adjustment of Annual Fees.
- * CBs located in countries designated by the World Bank as ‘Upper Middle Income’ will receive a discount of 15% on the relevant invoices.
- * CBs located in countries designated by the World Bank as ‘Lower Middle Income’ will receive a discount of 35% on the relevant invoices.
- * CBs located in countries designated by the World Bank as ‘Low Income’ will receive a discount of 55% on the relevant invoices.

Additional fees

Activity	Explanation	Fee
Finance Charges for Late Payment of Invoices	Additional administration fee. Applied when accounts reach 30 days past due.	3.5% of the total outstanding balance per month.
Suspension Fee	Additional administration and Accreditation Committee fee, invoiced upon issuing a notice of suspension.	\$2000
Appeal Fee	Additional administration and Appeal Committee fee, invoiced upon CB submission of appeal and refunded if the appeal is upheld.	\$3000
Assessment conducted through a partner Accreditation Body	Additional administration fee. IOAS clients will pay the partner Accreditation Body daily rate, plus \$200 per visit day.	Partner Accreditation Body Daily Rate + \$200

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General Notes:

1. **Cost Estimates** - IOAS provides a pre-application cost estimate for services based on information provided by the CB.
2. **Taxes** - All taxes applied in the CB home country on IOAS invoices are the CB's responsibility and may not be deducted from the IOAS invoice total. IOAS will work with CBs in countries that have a relevant tax agreement with the U.S., 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.
3. **All fees** in this Fee Schedule are in **U.S. dollars**.
4. **Payment Methods** - IOAS's preferred means of receiving payment is through a bank transfer; however, we recognize that other payment options may be needed by our clients. In this regard we also accept payment through either Credit Card or the payment platforms PayPal and Wise. Please be aware that these options may incur additional processing fees. All fees related to payment (e.g., bank transfers, credit card fees, etc.) shall be paid by the sender.
5. **Payment Agreements** - IOAS will work with CBs to accommodate payment approaches including the option for payment agreements which spread costs of accreditation, provided all fees and expenses are paid off by the end of November each year. Please contact our finance team at finance@ioas.org to discuss your preferred method and approach to payment.
6. **Visit Plans** - IOAS issues visit plans including an estimate of costs for all assessment activities. Separate visit plans are issued for all operator visits regardless of whether they take place as part of a group of activities. Other assessment activities (office visits and operator file reviews) may be combined in one visit plan where the timing, logistics and assessor competence requirements allow. Any travel time during the assessment (outside the standard travel time rate charged from assessor home to CB assessment location as shown above) is charged at the stated daily rate and will be estimated in each visit plan (if known) but final invoices will be based on actual time.
7. **Payment Terms** are within 30 days from the invoice date. All payments (apart from those associated with assessment activities) are due before the work commences.
8. **Payment for Assessment Activities** - Invoices for assessment work are normally issued post-visit once all costs and expenses are known. However, for all initial applicants and CBs whose accounts are not in good standing or those with a history of late payment, an invoice for 70% of estimated fees for assessment activity shall be issued and must be paid before undertaking the activity. Failure to pay the 70% at least 5 days before the assessment commences will result in cancellation of the activity with all costs (including any amounts incurred on the assessment to date) being charged to the CB. Following assessment, any difference between the estimated and actual cost will be billed, credited or refunded as appropriate.

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9. **Refunds:** IOAS policy is to apply any credits or overpayments to a CB's future invoices; however, once a request has been received in writing, IOAS will consider refunding client payments in the following circumstances:

1: Should a CB withdraw accreditation having paid for either annual fees (paid in half yearly instalments pro-rated to the nearest quarter based on the withdrawal date) or planned assessments in advance - then the pro-rated amount of the annual fees or the assessment fees, less any costs, will be available to be refunded.

2: If planned assessments have been paid for and those assessments are cancelled or postponed by the CB, then those amounts may be refunded. (any costs that had already been incurred by IOAS would be recovered from the prepayment).

3: If, after paying for annual fees, a CB withdraws from a scheme then the pro-rated portion may be refunded, based on the quarter in which the CB withdraws.

Refunds will NOT be considered on the payment of the \$2,000 Initial Application fee if the CB does not continue or if it is decided that the CB is not ready for the Assessment process and Annual Fees have already been paid.

(End)