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CERTIFICATION FEES

Revision History				
Edition	Revision	Date	Detail	Author
01	01	14/10/19	Created document	Maribel Sánchis Nieto
01	02	13/02/21	Modified content: Inclusion of OIC/ SMIIC “ parameters. Change code number.	Tarik Bouallala
Reviewed and approved by				
Name and Function			Date	
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1. Calculation method

The calculation of certification fees is determined by the calculation of the audit time defined by the requirements established in **clause 9.1.4** of **ISO / IEC 17021-1**, as well as **GSO 2055: 2-2015** and **OIC-SMIIC-2-2019**. In them, it is established that the minimum time is defined by:

- **B or TD:** is the basic on-site audit time, in days.
- In the case of having to audit more than one site, the following formula will be applied:
- **Tasv:** $Ta * 50/100$
- **H or TH:** Audit time for each additional HACCP and applies only to products / services in the food chain.
- **PV or TPV:** Audit time for the variety of products.
- **FTE or TFTE:** The audit time for the number of employees.
- **CC:** It is the factor as multiplier for the complexity class of the process or production.

Considering the parameters mentioned above, the calculation of the minimum audit time is carried out according to the following formula:

$$Ta = B + H + (PV + FTE) * CC$$

In the case of having to audit more than one site, the following formula will be applied:

$$Tasv = Ta * 50/100$$

Other parameters can be taken to expand the audit time due to other parameters (surfaces, need for a translator, etc.)

Once the minimum audit time has been defined, the rates indicated in table 1 are applied:


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Table 1 Concepts of audits and their costs

Concept	Fee (máx)
Lead Auditor	1000 €/day
Technical Auditor	850 €/day
Islamic Expert	600 €/day
Use of logo	150 €/year
Supervisor	15 €/hour (min 3 hours)
Realization of batch certificate	50 €/1 batch certificate
Doc. review by administration	800 €/year
Decision and issuance of certificate	450 €/year
Product extension	40 – 70 €/product

¹Taking into account other values (such as risk, level of implementation of other quality management systems or the results of the screening) the audit costs may increase, said increase will be communicated to the company.

²The minimum cost for audits in meat companies is 3000 €/ year (Not including the costs of supervision and realization of batch certificates).

³The minimum cost for audits in other scopes is 2200 €/ year (Not including the costs of supervision and realization of batch certificates).

2. Other concepts:

2.1. Travel expenses

Travel expenses are borne by the client.


2.2. Supervision costs in Meat industry

In slaughterhouse activities, HFQ supervisors are assigned to oversee Halal slaughter. The costs of these supervisors are borne by the slaughterhouse, or the end customer as agreed between the interested parties.

The cost of supervision is € 0.10 / Kg, establishing a minimum in those cases where the amounts of slaughtered animals do not cover the expenses of the supervisors.

2.3. Special audits

For extensions (plant, lines, etc), the time audit will be calculated again according to the indicated rates.

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2.4. Payment times

The payment of the certification costs will be made as follows:

- 100% before the certification.
- 50% prior to audit (at least 1 week before) and 50% after audit.

3. Actions in case of payment default

In the case of not making the payment in its corresponding moment, the certifier reserves the right to delay the audit date.

4. Reference documents

HFQ-4.1-F01: Contract between HFQ & Clients
 HFQ-7.2-F02A: Time audit calculation GSO
 HFQ-7.2-F02B: Time audit calculation SMIC 2