
	GENERAL REQUIREMENTS	Code: HFQ-4.6-P02
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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/ SMIIIC parameters. Change code number.	Tarik Bouallala
01	03	29/06/22	Actualization of time calculation	Esra Mine Karakas

Reviewed and approved by	
Name and Function	Date
Said Ratbi Director	29-06-22

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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: 2-2021** and **OIC-SMIIC-2-2019**. The calculation of the minimum time audit is performed by the following formula:

$$T_s = T_D + T_H + T_{MS} + T_{FTE}$$

T_D: minimum time (in days) in factory audit

T_H: Minimum time (days) for each additional audit Additional study HACCP applied to products and services in the food chain.

T_{MS}: Audit days in absence of management system

T_{FTE}: minimum time (days) number of workers

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

$$T_{asv} = T_a * 50/100$$

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


- HFQ is accredited with GSO 2055-2:2021 and SMIIC 2:2019.
- Both SMIIC 2 and GSO 2055-2 have been based on ISO22003:2013 for scope and minimum audit time.
- In both standards minimum audit time requirements are informative. Not normative.
- According to SMIIC 2:2019, the Islamic affairs experts is not taken into consideration in the minimum audit time even though Islamic expert acts as an auditor. Applying this requirement, the minimum audit time in SMIIC 2:2019 is very high.
- At the same time, the experience we have gained over the years has shown us that the minimum audit time according to GSO 2055:2 parameters cover sufficiently all the needs of Halal + food safety assessment (Tayyiban).
- Therefor, in our procedure we apply the minimum audit time according to GSO 2055-2:2021.

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

Table 1 Concepts of audits and their costs

Scope	Concept	Fee (máx)
Slaughterhouses	<i>Lead Auditor</i>	880 €/day
	<i>Technical Auditor</i>	660 €/day
	<i>Islamic Expert</i>	450 €/day
	<i>Use of logo</i>	150 €/year
	<i>Supervisor</i>	15 €/hour (min 3 hours)
	<i>Realization of batch certificate</i>	50 €/1 batch certificate
	<i>Doc. review by administration</i>	750 €/year
Other Scopes	<i>Lead Auditor</i>	880 €/day
	<i>Technical Auditor</i>	660 €/day
	<i>Islamic Expert</i>	450 €/day
	<i>Use of logo</i>	150 €/year
	<i>Product extension</i>	40 – 70 €/product

**The costs indicated in the table correspond to the maximum cost for certification.
The differences may be due to the type of risk*

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2. Other concepts

I. Travel expenses

Travel expenses are borne by the client.

II. 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.

III. Special audits

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

IV. 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-F02: Time audit calculation