

(Appendix C of the Internal Regulations Pertaining to Accreditation for Certifiers)

A) Service Fee Schedule

The CAEQ provides conformity verification services and recommends to the competent authorities (CARTV, CFIA, European Commission, SENASICA) the accreditation of certification bodies that certify agricultural products, aquaculture and foods. This accreditation is granted on the basis of laws and regulations or a private and voluntary act.

Type of service	Fees	Fees cover	On-site audit fees
Registration in accreditation program	\$6,000 CAD when the body does not have any accreditation that meets ISO 17065 requirements for certification of agricultural products, aquaculture and foods	Documentary review	For time related to preparation, assessment work, and audit report : Per diem of \$625 CAD per auditor
	\$4,000 CAD when the body has ISO 17065 accreditation that meets certification requirements, issued by a recognized accreditation body, in a certification field different from the scope requested to the CAEQ		
	\$2,000 CAD when the body transfers an ISO 17065 accreditation from another body for the same scope as requested to the CAEQ		
Continued accreditation granted	a) <u>Certification activities carried out in the province of Québec</u> : \$1,500 CAD billed annually. In addition, at the beginning of the year, an accreditation fee equivalent to 15,3% of the amounts billed by certification bodies during the previous calendar year to operators holding a compliance certification for products bearing a reserved designation in Québec*.	Administrative expenses	Per diem of \$450 CAD per junior auditor member of an audit team
	b) <u>Certification activities carried out outside of Québec or for private specification manuals</u> : annual accreditation fees set according to the number of registered operators for certification activities of products against a standard included in the accreditation scope, at a cost of \$55 CAD per operator, from a minimum of \$250 CAD and up to a maximum of \$5,720 CAD per certification scope included in the accreditation scope.	Meetings	Hourly rate of \$45 CAD for travel time of each auditor Accommodation and travel costs according to policies in effect ^[1]
Renewal of accreditation	\$4,000 CAD		

* **All amounts billed by certification bodies to operators**: Include among others the fees charged for evaluation or inspection (including subcontractors) in order to certify products, maintain certification and issue conformity certificates or other certificates and attestations to all companies licensed by the certification body, if they manage at least one operation site in Québec, and if their products are subject to a Board-approved specification manual and included in the certification body's accreditation scope. Revenue from companies whose operation sites are all pre-certified are excluded. The above-mentioned amounts must be declared by the certification body in accordance with the latest directive issued by CAEQ about the payment of this fee.

Type of service	Fees	Documentary review fee	On-site audit fees
Major extension to accreditation scope **	\$ 180 CAD	Hourly rate of \$90 CAD if the assessment plan remains the sole property of the applicant	For time related to preparation, assessment work, and audit report : Per diem of \$625 CAD per auditor Per diem of \$450 CAD per junior auditor member of an audit team
Minor extension to accreditation scope ***	\$ 90 CAD		Hourly rate of \$45 CAD for travel time of each auditor Accommodation and travel costs according to policies in effect ^[1]

[1] Real costs for lodging (hotel) and transport (plane, train, bus, taxi, rental car, parking, road toll, gas) due to the audit will be invoiced to the certification body. The use of a car is billed \$0,45 CAD per kilometer or according to the rental cost. Meals are billed \$55 CAD per day and per auditor. Depending on circumstances, the per diem can be separated per meal: \$10 CAD per breakfast, \$20 CAD per lunch, \$25 CAD par diner. Incidental allowances are billed \$6 CAD per night and per auditor. If special expenses are incurred, particularly for legal reasons, they will be added on the invoice.

A deposit equivalent to 70% of the estimated costs is charged before the audit.

N.B. When assessment work is subcontracted to another organization, the on-site audit fees correspond to the fees from this organization if they exceed the CAEQ fees.

** **Major extension:** addition of new accreditation scope to control:

- products which meet Specification Manual different from those the certification body is already accredited.

For example, a certification based on a Geographical Protected Designation different from the certification based on a Geographical Protected Designation for which the certification body is accredited or another type of reserved designation like a production mode (i.e.: Organic)

*** **Minor extension:** addition of new accreditation scope to control:

- products or activities different but included in a similar Specification Manual and which require a particular expertise (sectorial scope)
- products from a different geographical area but in the same Specification Manual (geographical scope)

For example, a certification based on the Organic Specification Manual for a new production sector (i.e: dairy, crops, aquaculture) or a new activity (i.e.: production, processing, packaging) or the addition of a new country (geographical extension)

B) Applicable fees for other services

Type of service	Applicable fees for each service	Document evaluation fees
Analysis of differences between a private standard and the national standard of a given country	N.A.	Hourly rate of \$90 CAD A deposit equivalent to 70% of the estimated costs is charged before beginning the work
Appeal made by a certification body regarding an adverse decision made by the Accreditation Committee	\$500 CAD	Hourly rate of \$90 CAD (refundable if decision is overturned)

C) Payment

Payments are made in Canadian dollars.

In order to pay the amount due, certification bodies must take into consideration the currency exchange rates and the banks costs in relation with a wire transfer. The CAEQ reserves the right to claim any difference with the amount due.

The date your payment is due depends on the date of the invoice. Invoices are sent by email and must be paid within 30 days. Interest is added to any past due amounts. The interest rate on past due accounts is indicated on the invoice.

After 30 days, a reminder will be sent to the certification body. Interest rates will be subject of an additional invoice.

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