

## CAEQ FEE SCHEDULE

Effective as of January 1<sup>st</sup>, 2021

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

### A) Service Fee Schedule for Accreditation

The CAEQ provides conformity verification services and recommends to the competent authorities (CARTV, CFIA, European Commission, SENASICA) the accreditation of certification bodies depending of the requested scope.

Type of service	Fees	Fees cover	On-site audit fees [E]
<i>Initial Registration in accreditation program</i>	\$6,000 CAD when the body does not have any accreditation that meets international standards (ISO)	Documentary review	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  Hourly rate of \$45 CAD for travel time of each auditor  Accommodation and travel costs according to policies in effect <sup>[1]</sup>
	\$4,000 CAD when the body has ISO 17065 accreditation, issued by a recognized accreditation body, for a scope different from the scope requested to the CAEQ		
	\$2,000 CAD when the body transfers an ISO 17065 accreditation for the same scope as requested to the CAEQ		
<i>Continuation of accreditation</i>	a) <u>Certification activities 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 the certification body during the previous calendar year to operators holding a compliance certification for products bearing a reserved designation or added-value claim in Québec*.	Administrative and operational expenses	
	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 or standard included in the accreditation scope.	Meetings	
<i>Renewal of accreditation</i>	\$4,000 CAD		

\* **All amounts billed by certification bodies to operators**: Include among others all 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 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
<b>Major extension to accreditation scope</b> **	\$180 CAD	Hourly rate of \$90 CAD.	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
<b>Minor extension to accreditation scope</b> ***	\$ 90 CAD	No fee if the assessment plan doesn't remain the sole property of the applicant	Hourly rate of \$45 CAD for travel time of each auditor Accommodation and travel costs according to policies in effect <sup>[1]</sup>

[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 \$0,47 CAD per kilometer or according to the rental cost. Meals are billed \$67 CAD per day and per auditor. Depending on circumstances, the per diem can be separated per meal: \$15 CAD per breakfast, \$21 CAD per lunch, \$31 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.

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 (or standard) different from those the certification body is already accredited.

*For example, a certification based on a Geographical Protected Indication different from the certification based on a Geographical Protected Indication 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 the same Specification Manual (or standard) 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 (not refundable)	Hourly rate of \$90 CAD (refundable if decision is overturned)

## C) Payment

A deposit equivalent to 70% of the estimated costs is charged before the audit and the final invoice based on real costs is emitted after the audit.

Payments are made in Canadian dollars (CAD).

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.

Interest rates will be subject of an additional invoice.

## D) Penalties Fee

Annual fees charged by CAEQ cover the costs in relation with the management of the accreditation file of the certification body during the year. Nevertheless, some events like the submission of document without the respect of the deadline or the submission of uncomplete document lead to additional delays, new planning (audit calendar, moved meeting ...) and other administrative costs for CAEQ.

Consequently, CAEQ put in place a penalty fee to cover those additional costs. This fee is in addition of the financial penalty for unpaid invoice and the granting of non-conformity, if necessary.

Event	Fee applicable for each event
Requested document sends more than one business day after the deadline and without any justification	\$ 90 CAD per hour of overtime and up to \$ 630 CAD per event
Reminder after the reception of uncomplete document despite a detailed request (except for initial application)	

Event	Fee applicable for each event
Postpone of an audit due to the certification body (including document not transmitted meaning that the CAEQ cannot perform the documentary review before the audit)	\$ 90 CAD per hour of overtime and up to \$ 630 CAD per event In addition, are charged all costs following the postpone (cancellation of airfare ...)
Postpone of an Accreditation Committee meeting in relation with an accreditation decision, knowing that the certification body was informed of the deadlines to meet	\$ 90 CAD per hour of overtime and up to \$ 630 CAD per event

CAEQ is part of a non-profit organization, this penalty is only to encourage the certification bodies to meet the deadlines and cover the additional costs due to delays.

### E) Fees indexation per country

Due to activities in several countries, the CAEQ has decided to introduce an indexation of some costs depending of the location of the main office of the certification body. In order to remain impartial with all the certification bodies, the classification of the country is based on the scale of assessments (SA) of the United-Nations.

Prices	Regular (SA > 2%)	Medium (0,25% < SA < 2%)	Low (SA < 0,25%)
Auditor's work:	\$ 625 CAD / day	\$ 550 CAD / day	\$ 500 CAD / day
Travel Time:	\$ 45 CAD / hour	\$ 42 CAD / hour	\$ 40 CAD / hour
Examples:	Canada, USA, UK, Germany	Mexico, India, Argentina, Chili, Ireland	Ecuador, Costa Rica, Ivory Coast, Vietnam

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