

## 1 PURPOSE AND SCOPE

1.1 This document outlines the fee schedule for all ASI Accreditation Programs.

## 2 CHANGE HISTORY

Version number	Date of approval (Effective date)	Description of changes
1.0	11/09/2015	First publication of joint fee schedules for all ASI Accreditation Programs. This document supersedes as of 1 <sup>st</sup> of March 2016 all previous program specific fee schedules. Annual accreditation fees and daily rates have been aligned for all programs.

## 3 TERMS AND DEFINITIONS

3.1 All terms and definitions are provided in the ASI Glossary (ASI-PRO-20-100).

## 4 ASSOCIATED DOCUMENTATION

4.1	Procedures, Guidelines	ASI-PRO-20-101-Accreditation Procedure ASI-INF-20-100-ASI Glossary ASI-TPL-20-102-Accreditation Application Form ASI-TPL-20-216-Scope Extension & Reduction Application Form
4.2	Agreements	ASI Accreditation and License Agreement for the respective Accreditation Program

## 5 SCOPE OVERVIEW

5.1 The following technical scopes of accreditation are available:

Accreditation Program	Possible Scope of Accreditation
<b>ASC</b>	a) ASC Aquaculture Dialogue Standard (MSC CoC a co/pre-requisite) b) ASC feed standard
<b>FSC</b>	a) FSC COC b) FSC COC & FM
<b>GSTC</b>	a) GSTC Criteria for Hotels and Tour operators b) GSTC Criteria for Destinations
<b>MSC</b>	a) MSC CoC (single site, group and CFO) b) MSC Fisheries & COC
<b>RSB</b>	a) RSB Primary biomass production (agriculture, forestry) b) RSB Biomass processing, biofuel or biomaterial production (industrial facilities), intermediaries (trade):
<b>RSPO</b>	a) RSPO Supply Chain Certification Systems (SCCS) b) RSPO Principles and Criteria for Sustainable Palm Oil Production (P&C)

- 5.2 For the ASC and RSPO programs additional technical subscopes apply. CABs planning to offer services against a subscope shall inform ASI in advance with sufficient notice by completing the ASI application and/or extension form. ASI does not invoice application or annual fees for sub-scopes, but reserves the right to carry out assessment activities before granting an inclusion of a sub-scope. Accreditation Committee (AC) fees do not apply for adding sub-scopes.

5.2.1 ASC aquaculture dialogue subscopes:

- 5.2.1.1 Tilapia
- 5.2.1.2 Pangasius
- 5.2.1.3 Freshwater Trout
- 5.2.1.4 Salmon
- 5.2.1.5 Shrimp
- 5.2.1.6 Abalone
- 5.2.1.7 Bivalves
- 5.2.1.8 Seriola & Cobia

5.2.2 RSPO P&C subscopes

- 5.2.2.1 Group certification
- 5.2.2.2 New Planting Procedure (once released)
- 5.2.2.3 RSPO Next (once released)

## 6 FEE SCHEDULE

For the provision of Accreditation Assessment services the CAB shall pay to ASI fees as set out below:

### 6.1 Application Fees:

- 6.1.1 The non-refundable application fee for a CABs first ASI program and scope is 3000 Euros (€), payable upon application acceptance by ASI.
- 6.1.2 For each subsequent program or scope applied for, the CAB shall be charged 1000 €.

### 6.2 Annual Accreditation Fees:

- 6.2.1 ASI Annual Accreditation Fee is 3000 € for the first applicant or accredited program or scope payable on the 1<sup>st</sup> of April each year.
- 6.2.2 For each subsequent program or scope accredited for, or holding applicant status for, the CAB shall be charged 1000 €.

6.2.3 The annual accreditation fee will not be invoiced to applicants within the first calendar year of application.

6.2.4 **For the MSC program:** Due to program support the annual accreditation fees remain reduced in 2016 for CABs not holding an applicant or accreditation status for any other further ASI program in addition to MSC as follows:

MSC CoC 1140 €;  
MSC CoC and Fisheries 1520 €.

From 2017 onwards annual accreditation fees as specified under clauses 6.2.1 & and 6.2.2 apply for all CABs for the MSC program.

### 6.3 Daily rates for each accreditation assessment activity:

6.3.1 The ASI standard daily rate is 950 €.

6.3.2 For the ASC, GSTC and MSC programs the ASI standard daily rate is temporarily reduced as follows:

Accreditation Program	Daily Rate	
<b>ASC</b>	760 € <i>reduced due to ASI support</i>	Until 30.06.2016
	950 €	From 01.07.2016
<b>GSTC</b>	630 € <i>reduced due to ASI support</i>	Until 30.06.2016
	950 €	From 01.07.2016
<b>MSC</b>	900 € <i>reduced due to MSC support</i>	From 01.01.2016
	950 €	From 01.01.2017

6.3.3 Assessment fees exclude travel expenses and accommodation.

6.3.4 The standard daily rate applies for any additional work including, but not restricted to follow-up of non-conformities, complaint investigation, transfer of accreditation and/or review of organizational changes of an accredited CAB.

## 7 TRAVEL TIME AND EXPENSES

7.1 Travel time is charged at half the daily rate and applies to total travel duration in excess of 4 h return from starting location to the site. Enforced idle time may be included under travel time. Expenses (travel, hotel, food etc.) shall be charged to the CAB based on actual costs incurred.

7.2 ASI's Finance Department shall issue the invoices related to travel and other related expenses to the CAB upon receipt of the expenses from the ASI assessor.

## **8 ACCREDITATION COMMITTEE FEE**

- 8.1 The rate for recommendations from the AC to grant, extend, re-accredit, reduce, suspend or terminate accreditation of a CAB or to take any disciplinary measures is 3000 €.
- 8.2 If more than one AC recommendation process concur at the same time (allowing ASI to make one submission to the AC), each additional AC recommendation(s) is reduced to 1500 €.

## **9 NC FOLLOW UP & COMPLAINTS HANDLING**

- 9.1 As part of the assessment process, ASI shall review the CAB's response to the NCs raised during any ASI assessment. This review shall be charged to the CAB based on the actual time invested by ASI assessor(s).
- 9.2 ASI reserves the right to conduct on-site verification assessments to review the status of open NCs. The CAB shall cover all cost related to this verification.
- 9.3 Complaint investigations related to ASI processes shall be charged using the standard daily rate. For further information, please refer to the ASI Complaints Procedure.

## **10 CANCELLATION FEE**

- 10.1 Should a CAB cancel or reschedule an assessment within 14 calendar days prior to the mutually-agreed date, the CAB shall be:
  - 10.1.1 Invoiced for the total number of on-site days scheduled by the ASI assessor at half the standard daily rate.
  - 10.1.2 Invoiced for any non-refundable or actual travel and accommodation expenses incurred by ASI prior cancellation.
- 10.2 ASI reserves the right, in extenuating circumstances to cancel or reschedule any scheduled assessment activity. In this case, ASI will be responsible for its own cost associated with the cancellation. ASI does not accept any liability for any cost incurred by the CAB itself in relation to any cancellation or rescheduling by ASI.

## **11 CONDITIONS**

- 11.1 ASI reserves the right to vary the fee schedule structure.
- 11.2 ASI will provide CABs with formal notification six (6) months in advance of any changes to the published ASI Fee Schedule.

- 11.3 All sums payable under the ASI Fee Schedule are exclusive of Value Added Tax ('VAT') and any other duties or taxes.
- 11.4 Any VAT or other duties or taxes payable with respect to such sums shall be payable in addition to such sums.
- 11.5 ASI shall issue the CAB with an invoice for any sums payable and the CAB shall pay such invoices within 30 days of the issue date.
- 11.6 ASI reserves the right to apply an interest charge of 1 % per month on any outstanding invoices.
- 11.7 Accreditation may be suspended or withheld if CABs do not pay for services provided by ASI according with the payment periods established.
- 11.8 ASI reserve the right to employ local experts, translators or other consultants as required. The CAB shall be:
- 11.8.1 Invoiced for the direct costs incurred by these parties.
- 11.8.2 Invoiced with a 20% administrative fee.
- 11.9 The minimum time unit, which can be invoiced, is 0.5 days. The minimum onsite audit duration is 1.0 day.
- 11.10 ASI shall invoice the CAB for 1.5 days should the on-site assessment activity exceed 12 hours.

## **12 ESTIMATES OF INITIAL ACCREDITATION COSTS**

- 12.1 Initial accreditation costs listed in Annex 1 are estimates based on past applications and experience. These costs will vary according to the individual circumstances of each CAB and the scope of accreditation requested.
- 12.2 The costs below exclude travel time and expenses related to travel, food and accommodation, which will be invoiced on a cost-incurred basis.
- 12.3 ASI will provide to CABs a draft budget which is an estimate of the number of days required of all accreditation and assessment activity. These draft budgets are for guidance only and may be subject to change.
- 12.4 The number of surveillance assessments conducted annually by ASI for each CAB are specified in the ASI Procedure on Surveillance & Sampling. Therefore, estimates on surveillance assessment costs are not included below.
- 12.5 Where possible, ASI will seek to reduce costs by combining trips, especially on international travel.

## ANNEX 1

### Estimates of the fees and charges that apply to applicant CABs for each step of the accreditation process.

#### NOTES:

- The Accreditation costs listed on the following page were estimated from past activities. Accreditation costs will vary according to the individual circumstances of each CAB and will depend upon the scope(s) of accreditation requested.
- The estimated totals listed on the following page do not include direct costs associated with travel, food and accommodation of ASI assessors or local experts, which will be invoiced on a cost-basis.
- The annual fee will not be invoiced to applicants within the first calendar year of application.
- The tables below do not include additional time that may be required of ASI to follow-up on non-conformities, or investigate complaints.
- ASI will provide to CABs advance estimates of the number of days required of all accreditation assessment activity. These estimates are for guidance only and may be subject to change.
- The number of surveillance assessments conducted annually by ASI is determined according to the ASI Surveillance & Sampling procedure for CABs.
- Where possible, ASI will seek to reduce costs by combining trips, especially on international travel

Step	Description	Fees (€)	Estimate of duration per program/scope (days)
Application Fee(s)	Initial scope or program	3000	
	Subsequent scope or program	1000	
Initial documentation review*	ASI Assessor	at ASI daily rate	2 (per scope)
Office assessment including preparation, site audit, report writing and finalisation	ASI Assessor	at ASI daily rate	6
Witness assessment(s) including preparation, stakeholder consultation, site audit, report writing and finalisation (1 each per scope)	ASI Assessor	at ASI daily rate	4 to 8 (depending on duration of CAB site audit(s))
	Local Expert (if needed)	as incurred +20% admin	5
ASI Accreditation Committee	Decision making process (including accreditation report preparation)	3000	
Expenses/Other Charges	Costs for travel, accommodation and food (per invoice, billed at cost)	as incurred	

\* Number of days for document review depends of the quality of supplied documents and CAB preparedness