

Kenya Bureau of Standards

KENYA BUREAU OF STANDARDS CERTIFICATION BODY

CER/POL/03: Policy on certification fees and terms of payment

1. Introduction

This policy defines the basis of determination of fees payable by the Clients to the Kenya Bureau of Standards Certification Body (KEBS CB) for purposes of Management Systems Certification, and the terms of payment.

Fees cover the CB's cost of administration of the application and such costs as may be incurred during initial and subsequent audits.

2. General

- 2.1 Audit fees are based on auditor time which is calculated based on the International Accreditation Forum (IAF) document: *IAF MD5: IAF Mandatory document for the duration of QMS and EMS audits*.
- 2.2 Individual cost estimates are prepared for each Client based on the size of the organization and other factors as indicated in the IAF mandatory document and the requirements in the relevant conformity assessment standards (IAF MD5 may be downloaded for free from the IAF website, www.iaf.nu).

Note: the conformity assessment standards below are implemented at the CB according to the management system being certified:

(a) ISO/IEC 17021: Conformity assessment – Requirements for bodies providing audit and certification of management systems.

(b) ISO/TS 22003: Food safety management systems - requirements for bodies

providing audit and certification of food safety management systems

(c) ISO 27006: Information technology - Security techniques - Requirements for

bodies providing audit and certification of information security

management systems.

- 2.3 Where applicable the client is also charged subsistence and transport costs which are directly associated with the specific audits.
- 2.3.1 All associated fees shall be notified to the Client.

3. Application Fee

Application fee is fixed and payable in advance.

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4. Audit Fees

- 4.1 Audit fees (charged at the KEBS CB prevailing rate) shall be invoiced before each certification stage as these depend on the duration of the activity.
- 4.2 One extra day shall be charged for audit preparation and reporting.

5. Travel and Subsistence

- 5.1 In addition to audit fees, per diem and travelling expenses are charged as applicable. This is specifically for audits carried out outside Nairobi.
- 5.2 The travel cost is based on each return trip to the site to be audited:
 - i) Road transport is charged per km at the approved Automobile Association (AA) rate.
 - ii) Air transport is charged, where applicable, at the prevailing rate.
 - iii) Included in the travel cost is one extra day for traveling.

6. Terms of Payment

- Where the client does not have an account with KEBS, they shall make a formal request. The request shall be considered and a decision on whether to open a client account. Once the account has been opened, the KEBS CB shall accept Orders from the client which shall be due for payment within 30 days of the date of invoice.
- 6.2 If the client does not have an account, payment shall be made upfront.
- 6.3 Failure to pay invoices as per agreed upon terms may result in a revocation of certification.

7. Change of Fees

Whenever the KEBS CB wishes to alter the fees a written notification shall be sent to the Client at least two calendar months before the implementation of the changes.

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