CIBSE Certification Limited
Management Systems

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CIBSE Certification Limited

Fee sheet for Management Systems Certification

These fees are effective from 01 April 2021 until further notice.
These fees are used to calculate your initial quotation and are the on-going fees for your certification unless otherwise notified to you in writing. Certification of management systems is for a period of 3 years, during which time a number of audits to maintain certification will be undertaken. The cost of these certification maintenance activities will be advised to you in the initial quotation and any future change or variation confirmed to you in writing.

Application Processing	Charge
This fee will be included in your quotation and your first invoice for Stage 1/2 audits.	£500.00 + VAT
Register fees	
Annual fees for listing in our register of management systems certification (Per certificate for single certifications). Multi-site certification will be priced on a case by case basis.	£250.00 + VAT per year
Assessment	
All audit days are charged at the same rate: e.g. Initial Certification Audits, Stage1 and Stage 2 and any follow up audits, Surveillance Audits, Short notice or Special Audits arising from customer complaints or major nonconformities and Recertification audits. [Recertification audits will incur an additional charge that is to cover additional office and administration time associated with the planning of recertification, report review, certificate preparation and approval and the review and collation of data relating to the previous certification period.]	£850.00 + VAT/day £425.00 + VAT/½ day [Full day = Nominally start at 0900hrs and finish at 1630hrs with ½ hour break for lunch. Half day = Nominally start at 0900hrs and finish at 1230hrs or start at 1300hrs and finish at 1630hrs.] Recertification audit single additional charge of £500.00 + VAT per recertification

Notes:
1. Full day fees shall always be charged when work, including travel, cannot be completed within the half-day times above even when quoted as such.
2. All day and half day timings can be adjusted, whilst maintaining equivalence) with the agreement of the client and Lead Auditor to fit with working days, audit timings and other operational needs.
3. CIBSE Certification would not expect any auditor to drive more than 100 miles or 2 hours each way to a client, whichever is greater, without an overnight stay. This may be extended or reduced based on the auditors own policy and/or experience e.g. difficult route, often congested etc.

Travel and Subsistence	
Accommodation	At Gross Cost
UK car travel	£0.45 per mile
Train or other public transport	At Gross Cost
Meals and refreshments and other subsistence costs	At Gross Cost
VAT	
Fees shown here are exclusive of VAT which will be charged in addition at the prevailing rate	
Certificates	
Original Certificate (Electronic)	Free
Duplicate Certificate	£50.00 + VAT
Change to Certificate details (where further audit is not required)	£125.00 + VAT
Cancellation charges	

See Terms and Conditions CCMP002 section 5 for full details but for general guidance the following shall apply.
If arranged, dated and confirmed work, including audits, is cancelled or postponed by the organisation CIBSE Certification reserves the right to charge a cancellation fee as follows:

- 0 - 15 days in advance of the audit, 100% of all charges for the planned audit
- 16 - 30 days in advance of the audit, 50% of all charges for the planned audit
- More than 30 days before a specific booking date shall incur no charges

Unless specifically indicated in the quotation any expenditure already committed that cannot be recovered e.g. air fares, train fares, hotel bookings etc. will be charged for any cancellation or postponement at the sole discretion of CIBSE Certification Limited.

The controlled copy of this document is held on the computer network. A signed original is also held by the Certification Systems Manager.
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