



# PRICING INSTRUCTIONS

(ISO 9001-ISO14001- ISO 45001- ISO 13485- ISO 22000 -ISO 27001-ISO 27701-ISO 50001)

## 1.0. PURPOSE

Considering the audit types and organizational structure, the pricing to be applied for system certification audits is to be determined as an indication of providing equal service to all customers.

## 2.0. SCOPE

Certification under ISO 17021 includes surveillance, re-certification, follow-up and special audits.

## 3.0. RESPONSIBLES

From the implementation of this instruction; general manager, system certification manager, sales and marketing coordinator and planning officer are responsible.

## 4.0. DEFINITIONS

### 4.1 Management Systems Certification scheme

Conformity assessment system related to management systems to which the same specified requirements, specific rules and processes apply.

### 4.2 Client Organisation

Entity or defined part of an entity operating a management system.

### 4.3 Permanent site

Location (physical or virtual) where a client organization performs work or provides a service on a continuing basis.

### 4.4 Virtual Site

Virtual location where a client organization performs work or provides a service using an on-line environment allowing persons irrespective of physical locations to execute processes.

Note 1: A virtual site cannot be considered where the processes must be executed in a physical environment, e.g., warehousing, manufacturing, physical testing laboratories, installation or repairs to physical products.

Note 2: A virtual site (e.g. company intranet) is considered a single site for the calculation of audit time.

### 4.5 Temporary site

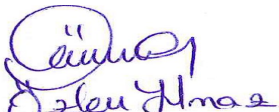
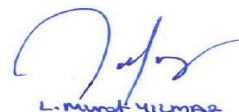
Location (physical or virtual) where a client organization performs specific work or provides a service for a finite period of time and which is not intended to become a permanent site.

### 4.6 Audit time

Time needed to plan and accomplish a complete and effective audit of the client organization's management system (ISO IEC 17021-1).

### 4.7 Duration of management system certification audits

Part of audit time spent conducting audit activities from the opening meeting to the closing meeting, inclusive.

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### 4.8 Audit Day

The duration of an audit day is normally 8 hours and may or may not include a lunch break depending upon local legislation.

### 4.9 Effective Number of Personnel

The number of effective personnel consists of all personnel (permanent, temporary and part-time) including those working in each shift within the scope of the certification. When covered by certification, it will also include non-permanent (eg contractors) and part-time personnel.

In the ISO 50001 Energy management system, those who actively contribute to meeting the requirements of an SMS are defined as active personnel.

For the OHSMS, it will include personnel from contractors and subcontractors performing work or business-related activities that are under the control or influence of the organization, which may have an impact on the OHS performance of the organization.

### 4.10 Man/day price (Auditor/day price):

It is the fee of 1 auditor who will go to a 1 day audit.

## 5.0. APPLICATIONS

### 5.1 APPLICATION OF CERTIFICATION

#### 5.1.1 Audit Duration

The audit time for all types of audits includes the total time on-site at a client's location (physical or virtual) and time spent off-site carrying out planning, document review, interacting with client personnel and report writing. Total time reserved for planning and report writing activities should not keep the time higher than %20 of total audit time. The duration of a management system certification audit should typically not be less than 80% of the audit time. If there will be any additional time need for planning and / or reporting, this situation will not be considered as decrement factor for the time spent at site in any audit. This applies to initial, surveillance and recertification audits. Travel (en-route or between sites) and any breaks (if there is not any legislation requires that breaks need to be included to audit time) are not included in the on-site duration of management system certification audits. In determination of audit time, specific guides are also considered. For exp; ISO/TS 22003 or ISO/IEC 27006.

#### 5.1.2 Audit Day (s)

Time to spend for total audit is calculated by taking the table IAF MD 5 as a base. These tables present the average audit time of management systems certification audits calculated in audit days. National adjustments on the number of days may be needed to comply with local legislation for travel, lunch breaks and working hours. Audit day is normally 8 hours but local requirements are also considered.(Meals and transit time between sites etc.. are not added to audit duration.) The number of audit days allocated shall not be reduced at the planning stages by programming longer hours per working day. Consideration can be made to allow efficient auditing of shift activities which may require additional hours in a working day. If after the calculation the result is a decimal number, the

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number of days should be adjusted to the nearest half day (e.g.: 5.3 audit days becomes 5.5 audit days, 5.2 audit days becomes 5 audit days).

Spent time by any member of audit team who can not assigned as an auditor, is not assumed as an audit time. (that is technical experts, translators, interpreters, observers and individuals receive auditing training). Usage of translators or interpreters could be required an additional audit duration To help ensure the effectiveness of the audit, the QA Technic should also consider the composition and size of the audit team (e.g. ½ day with 2 auditors may not be as effective as a one day audit with 1 auditor or 1 audit day with one lead auditor and one technical expert is more effective than 1 auditor day without the technical expert).

### 5.1.3 Calculation of the Effective Number of Personnel

The starting point for determining the time to be spent on the audit is the number of employees in the organization. Necessary information is obtained from the applicant organization with the FR-17 form. Following the determination of the number of audit days and the number of auditors according to the number of employees in the organization by using the table KYS-1, table EMS-1, Table MMS-01 and Table OHS-1, the Chief Audit Officers will reduce the number of days for the audit to be carried out from the information of the organization. or if there are factors that will increase them, they are determined.

## 5.2 METHODOLOGY FOR DETERMINING AUDIT FEES

System certification audits; It is classified as initial certification audit (Phase 1 + Stage 2), surveillance audit, recertification audit, pre-audit, follow-up audit, integrated audits and special audits. Payment explanations for these audit types are as follows;

**5.2.1- Initial Certification Audit Fee:** In order to determine the initial certification audit fee, the number of auditors/day must be determined according to the number of employees of the applicant organization in accordance with the relevant international accreditation rules. If changes in the client's qualifications are noticed as a result of the Stage 1 audit, the auditor time required for Stage 2 may change. In such a case, the customer may have to pay a different fee than the initial offer.

**5.2.2- Surveillance Audit Fee:** The fee for surveillance audits to be held at least once a year is determined depending on the auditor's duration, just as it is for the first certification audits.

**5.2.3.-Re-Certification Audit Fee:** The fee for re-certification audits is also determined according to the auditor's period, depending on the changes in the number of employees at the end of the customer's 3-year certification period.

**5.2.4- Pre-Inspection/ Follow-up Inspection/Special Inspection Fee:** The fee for the stage 1 inspection of the standard it belongs to is requested from scope expansion, follow-up inspection and pre-audits.

The determined audit fees are submitted to the customer's approval with the FR-76 Certification Contract.

## 5.3 PRICING (PLEASE CONTACT WITH US FOR PRICING)

1. 9001, 14001, 45001 and 22000 audits

- 1 audit man/day certification audit fee minimum 1600 TL
- 1 audit man/day surveillance audit fee minimum 900 TL
- Each audit man/day more than 1 audit man/day audit fee 200 TL/day for certification agreement.

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For example: Audit fee for 3 audit man / day :

1600 TL for 1 audit man / day, For the rest of 2 audit man /day :2 x 200 TL = 400 TL. Total : 2000 TL minimum fee will be charged

2. If additional certification requested for another standard fee is evaluated as %75 of first certification fee. For example: ISO 9001.....1 audit man /day..... 1600 TL, ISO 14001 ... 1 audit man / day 1600 x 0, 75 = 900 TL . Pricing will be as TOTAL ISO 9001+ ISO 14001 = 2800 TL
3. For more than 1 audit man/day, each number of auditor of audit man/day 200 TL would be charged for each standard.
4. ISO 27001 and ISO 27701 audits; 3000 TL fixed fee + 250 TL audit fee for each audit man day. 5000 TL is accepted as the fee minimumally charged
5. If the ISO 27701 audits will be integrated with ISO 27001, a fixed fee of 3400 TL + an audit fee of 300 TL per person per day is charged. 5000 TL min. considered as a fee.
6. In ISO 50001 audits; 3500 TL fixed fee + 300 TL audit fee for each audit man day. 1000 € is accepted as the fee minimumally charged
7. The daily audit fee is 200 €/man/day (A) + A\*0.25 for 13485 audits. The daily audit fee is 300 € min. It is considered as a fee to be collected.
8. Fees may be changed due to multi-site inspections of the Customer Organization (increase in the time spent on the road) and/or the ease or difficulty of accessing the customer organization location (increase/decrease in the time spent on the road).
9. Taxes are not included to these fees. Accomodation and travel expenses of auditors and technical experts belongs to customer organisation. QA Technic has a right to make a %20 discount or additional charge basing on the net amount for specific reasons.

### 5.4 TABLES

Table QMS 1 - ISO 9001 Instruction to define the audit time for initial certification

Employee number	Audit time 1.Stage + 2.Stage (day)	Employee number	Audit time 1.Stage + 2.Stage (day)
1-5	1,5	626-875	12
6-10	2	876-1175	13
11-15	2,5	1176-1550	14
16-25	3	1551-2025	15
26-45	4	2026-2675	16
46-65	5	2676-3450	17
66-85	6	3451-4350	18

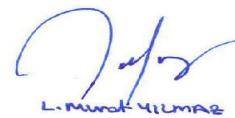
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86-125	7	4351-5450	19
126-175	8	5451-6800	20
176-275	9	6801-8500	21
276-425	10	8501-10700	22
426-625	11	>10700	23, ...

**Table EMS 1 - Relationship between Effective Number of Personnel, Complexity and Audit Time (Initial Audit only- Stage 1 + Stage 2)**

Effective Number of Personnel	Audit Time Stage 1 + Stage 2 (days)				Effective Number of Personnel	Audit Time Stage 1 + Stage 2 (days)			
	High	Med	Low	Lim		High	Med	Low	Lim
1-5	3	2.5	2.5	2.5	626-875	17	13	10	6.5
6-10	3.5	3	3	3	876-1175	19	15	11	7
11-15	4.5	3.5	3	3	1176-1550	20	16	12	7.5
16-25	5.5	4.5	3.5	3	1551-2025	21	17	12	8
26-45	7	5.5	4	3	2026-2675	23	18	13	8.5
46-65	8	6	4.5	3.5	2676-3450	25	19	14	9
66-85	9	7	5	3.5	3451-4350	27	20	15	10
86-125	11	8	5.5	4	4351-5450	28	21	16	11
126-175	12	9	6	4.5	5451-6800	30	23	17	12
176-275	13	10	7	5	6801-8500	32	25	19	13
276-425	15	11	8	5.5	8501-10700	34	27	20	14
426-625	16	12	9	6	>10700	Follow progression above.			

**Table OHS 1 - ISO 45001 Instruction to define the audit time for initial certification**

Effective Number of Personnel	Audit Time Stage 1 + Stage 2 (days)			Effective Number of Personnel	Audit Time Stage 1 + Stage 2 (days)		
	High	Med	Low		High	Med	Low
1-5	3	2.5	2.5	626-875	17	13	10
6-10	3.5	3	3	876-1175	19	15	11
11-15	4.5	3.5	3	1176-1550	20	16	12
16-25	5.5	4.5	3.5	1551-2025	21	17	12
26-45	7	5.5	4	2026-2675	23	18	13

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46-65	8	6	4.5	2676-3450	25	19	14
66-85	9	7	5	3451-4350	27	20	15
86-125	11	8	5.5	4351-5450	28	21	16
126-175	12	9	6	5451-6800	30	23	17
176-275	13	10	7	6801-8500	32	25	19
276-425	15	11	8	8501-10700	34	27	20
426-625	16	12	9	>10700	Follow progression above.		

**Tablo MYS 1 - ISO 13485 Relationship between Effective Number of Personnel, Complexity and Audit Time (Initial Audit only- Stage 1 + Stage 2)**

Employee number	Audit time 1.Stage + 2.Stage (day)	Employee number	Audit time 1.Stage + 2.Stage (day)
1-5	3	626-875	15
6-10	4	876-1175	16
11-15	4,5	1176-1550	17
16-25	5	1551-2025	18
26-45	6	2026-2675	19
46-65	7	2676-3450	20
66-85	8	3451-4350	21
86-125	10	4351-5450	22
126-175	11	5451-6800	23
176-275	12	6801-8500	24
276-425	13	8501-10700	25
426-625	14	>10700	26, ...

### 6.0 RELATED DOCUMENTS

- PR-09 AUDIT AND CERTIFICATION PROCEDURE
- TL-04 AUDIT TIME DETERMINATION INSTRUCTION
- FR-17 APPLICATION FORM
- FR-76 CERTIFICATION AGREEMENT

### 7.0 REVISION SITUATION

Revision Date	RevisionNo	Revised Number	Clause	Explanation
09.09.2021	00	-		FIRST PUBLICATION

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