



## 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). The policy also covers the terms of payment.

#### 2. General

2.1 Audit fees are based on auditor time which is calculated based on the requirements in International Accreditation Forum (IAF) document: IAF MD5 (*Mandatory document for the determination of audit time of QMS, EMS and OHSMS audits*) and ISO 22003-1 (*Food safety management systems – requirements for bodies providing audit and certification of food safety management systems*). Consideration is also made to ISO 17023 (*Guidelines for determining the duration of management system certification audits*) IAF MD 22 for Occupational Health and Safety IAF MD 11 for Integrated Management System and ISO/IEC 27006 for ISMS.

**Note:** IAF MD documents may be downloaded for free from the IAF website, [www.iaf.nu](http://www.iaf.nu).

2.2 Fees for personnel certification are based on the scope of certification of the applicant.

2.3 Fees for KEBS TQM Software are based on the number of user licenses requested and the desired number of con-current users, over and above the cost of buying the software which includes the cost of installation and training of a maximum of 5 key personnel.

2.4 Individual cost estimates are prepared for each Client.

2.5 Where applicable the client is also charged subsistence and transport costs which are directly associated with the specific activity. All associated fees shall be notified to the Client in advance.

#### 3. Certification Fees

Certification fees are fixed and payable in advance.

#### **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 Evidence of commitment inform of LSO, payment receipts or contracts, shall be uploaded in the automated System by the client prior to commencement of certification process.

#### **5. Travel and Subsistence**

5.1 In addition to fees, per diem (subsistence) and travelling expenses are charged as applicable. This is specifically for activities carried out outside Nairobi. Included in the subsistence cost is one extra day for traveling

5.2 The travel cost is based on each return trip:

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) For international payments the certification officer shall consider the terms and conditions applicable especially on tax retention and work permit fees.

#### **6. Terms of Payment**

6.1 Where the client does not have an account with KEBS, they shall make a formal request for credit facility. 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 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.