

Global Certification and Monitoring Services

PROCEDURE ON DEFINING THE COST OF CERTIFICATION



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GCMS
Global Certification and Monitoring Services

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GENERAL

This document was prepared by Global Certification and Monitoring Service Group (hereafter GCMS Group) and defines the procedure on defining the costs of Certification.

1. PRINCIPLES OF CALCULATION OF CERTIFICATION COST

- 1.1 All certification activities carried out are covered from the own funds of enterprises/organisations that applied for the relevant service, regardless of the decisions made based on the application results.
- 1.2 The labour intensity standards for the Certification of the relevant scope are established based on the need for a set of works stated by the certification standards to assess its compliance with the requirements of the standards to ensure safety.
- 1.3 The profit from the certification activities, remaining at the disposal of the GCMS Group, shall be used for the improvement and development of the regulatory and technical base, as well as for the specialists' trainings.
- 1.4 The average daily rate of specialists employed to carry out certification activities, including the monitoring of the conformity of certified scope to the requirements of relevant certification standards, must not be less than the minimum monthly wage established by the legislation of the relevant country.

2. CRITERIA DEFINING THE CERTIFICATION COST

The calculation of the certification depends on the following criteria:

- Cost of application review activity and the initial documents' review.
- Specialist's (auditor/inspector) average daily allowances.
- Cost of translation from a foreign language and confirming the authenticity of a document.
- Number of certified unique scope.
- Cost of certification tests (according to the fees of testing laboratories).
- Travel expenses and daily allowances for the on-site inspections.
- Value of added tax established by applicable law.
- Cost of surveillance inspections carried out as part of monitoring of the conformity.

The complexity of the activity for specific scope is determined by the table below:

Limit standards of labour intensity/ Number of days for one person assigned		
<i>Elements marked with this sign (*) are determined by the formula of audit time calculation defined in the related GCMS procedures following the specific requirements of the certification scheme.</i>		
1.	Decision on Certification application:	
1.1.	Reception, entrance control and registration of an application	0,5
1.2.	Review of the documentation attached to the application	2,0
1.3.	Preliminary familiarization with the condition of certified scope	2,0
1.4.	Choosing a certification scheme and program	0,5
1.5.	Definition of co-executing organizations	1,5
1.6.	Preparation of a decision on an application	1,0
2.	Certification Procedures	
2.1.	Sampling and identification of samples for certification tests	1,0
2.2.	Test report analysis	1,0
2.3.	Client's activity site assessment	*
2.4.	Analysis of certification activity results	1,0
2.5.	Assessment of scope compliance with established requirements and preparation of a decision on the possibility of Certificate granting	1,0
3.	Preparation, registration and issuance of Certificate, annexes to the Certificate	2,0
4.	Monitoring of certified scope	
4.1.	Selection of a program and preparation of a contract for monitoring	1,5
4.2.	Verification, including analysis of certified scope data	1,0
4.3.	Analysis of corrective measures (if necessary) and the time frames of their implementation	1,5
4.4.	Monitoring activities at the clients' activity site	*

3. DOCUMENT HISTORY

Version number	Description	Date
01	First release	2026-01-05



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