	<b>INSTRUCTION OF AUDIT AND CERTIFICATION CHARGING</b>	Document Code	BQT.02
		Release Date	01.08.2012
		Revision No	04
		Revision Date	01.03.2021
		Page	1/3

## 1. PURPOSE

The purpose of this instruction is to determine the conditions related to the fees to be applied in the audit and certification activities of ASCERT.

## 2. DEFINITIONS

**Man / days fee:** It is the fee of 1 auditor who will go to 1 day audit.

## 3. APPLICATION

### 3.1. Application and Document Review Fee

**3.1.1.** It is the fee charged from the institution for the evaluation of the application file.

**3.1.2.** This fee will not be refunded if the customer gives up the certification for any reason after the document review.

**3.1.3.** In cases where the customer has more than one branch, the application document review fee will be charged only for the center.

**3.1.4.** In the case of an organization that accepts the witness audit of the accreditation body, no application and document review fee is requested from this institution.

### 3.2. Stage 1 Audit Fee

**3.2.1.** It is the fee for Stage 1 audits performed in certification or, where necessary, certification renewal audits. Stage 1 audits are performed at the desk or on site.

### 3.3. Audit Fee

**3.3.1.** It is the fee charged for certification (Stage 2), surveillance, follow-up, transfer, special (scope extension, address change etc.), certificate renewal audits. The audit fee is calculated by multiplying the number of man \* days calculated for the audit by the man \* day rate.

**3.3.2.** It is the fee charged when follow-up audit is required for nonconformities that may arise during the audits. Follow-up audit fee is 50% of the audit fee.

### 3.4. Integrated Audit Fee

**3.4.1.** It is the fee charged when more than one management system is controlled jointly. Application and document review fee is not charged for the second system. The annual document usage fee is reflected in the fees for both systems.


### 3.5. Pre-Audit Fee

**3.5.1.** It is the fee for the audit performed before the certification audit, depending on the organization's request.

### 3.6. Annual Document Usage Fee

**3.6.1.** It is the fee collected for each year in return for using the document.

<b>Prepared by</b> <i>Management Representative</i>	<b>Approval</b> <i>General Manager</i>

	<b>INSTRUCTION OF AUDIT AND CERTIFICATION CHARGING</b>	Document Code	BQT.02
		Release Date	01.08.2012
		Revision No	04
		Revision Date	01.03.2021
		Page	2/3

### 3.7. Fee table

Standards	Audit Fee	Annual Document Usage Fee
ISO 9001 - ISO 14001 – ISO 22000	1.500 TL (Man*Day)	1.500 TL
ISO/IEC 27001	2.500 TL (Man*Day)	1.500 TL
ISO 50001	3.000 TL (Man*Day)	1.500 TL

**Note:** Pre-Audit Fee (optional) is 1 Man \* Day fee.

### 3.8. Fee according to audit types

Fee	Audit Type					
	Initial Certification Audit	Recertification Audit	Surveillance audit	Follow-up Audit	Special Audit	Transfer
Stage 1 Audit Fee	X	X*				
Audit Fee	X	X	X	X**	X	X
Annual Document Usage Fee	X	X	X			X

(\*) In the re-certification audit, in case of Stage 1 audit, the Stage 1 Audit fee is also added to the pricing.

(\*\*) Follow-up audit fee is 50% of the audit fee.

**3.9.** VAT is not included in the above mentioned fees. ASCERT reserves the right to make changes in these fees.

**3.10.** Travel and accommodation fees of the audit team belong to the customer.

**3.11.** One A4 size Turkish certificate is issued to the organizations that are entitled to receive the certificate. 1 send flag and 1 table flag are sent free of charge with the certificate.

**3.12.** If the organization requests additional certificates in the same or different language and / or size, an additional 100 TL + VAT fee is charged for each certificate.

**3.13.** Door number, street name etc. made by local administrations without any change of title or address that does not require audit for certificate printed in case of address changes, 250 TL + VAT document printing fee is charged.

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## INSTRUCTION OF AUDIT AND CERTIFICATION CHARGING

Document Code	BQT.02
Release Date	01.08.2012
Revision No	04
Revision Date	01.03.2021
Page	3/3

### 4. REVISION INFORMATION

Rev. Date	Rev. No	Item No	Rev. Descriptions
20.11.2014	01	3.7	Fee amounts have been revised.
09.01.2017	02	3.7	Fee amounts have been revised.
01.02.2021	03	3.7	ISO 27001, ISO 50003 and ISO 22003 requirements have been added.
01.03.2021	04	-	ISO 45001 requirements have been added.

Prepared by	Approval
<i>Management Representative</i>	<i>General Manager</i>