

CMI Fee Structure

for

Product Certification Scheme

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Published by:

CertMark International Pty Ltd

14/76 Wisers Rd

Buderim QLD 4556

PO Box 7144

Sippy Downs QLD 4556

Phone: 1800 CertMark (237 862)

Phone: (07) 5445 2199

Email: office@CertMark.org

Website: www.CertMark.org

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INITIAL CERTIFICATION STAGES

Stage	Description
Application & Technical Audit	<p>This stage is a full-scale audit of your supporting technical data including its relation to the requirements of the Product Certification Scheme Rules.</p> <p>A review will also be conducted on the supplied Product Quality Plan (ISO 10005), Type Test Plan, Batch Release Test Regime & Marking Proposal.</p> <p><i>Note: CMI do not conduct Gap Analysis' between standards.</i></p>
Manufacturing Audit (On-site assessment of all Manufacturers)	<p>Your Manufacturer(s) will be required to supply evidence of Quality Manufacture. CMI require Documentation addressing, as a minimum, all of the matters specified in the Requirements for a Quality Plan setting out the specific quality practices, resources and sequence of activities relevant to a particular product and its manufacture.</p> <p><i>NOTE: The Quality Plan may stand alone, for example in a small company making one simple product. In larger companies it may be part of the company's quality management system. For further information on Quality Plans refer to AS/NZS ISO 10005 and CMI's PQP Guidance Document, available upon request.</i></p> <p>If you are both the Manufacturer and Distributor, this audit will be conducted at your premises.</p>
Certificate License	<p>This is the final stage of the audit and certification process. This stage includes the decision of certification, finalisation of reports and the issuance of the Certificate of Conformity.</p> <p>Before the Certificate of Conformity is issued, you will be required to enter into an Approved User Agreement. This Agreement is to authorise your use of the Mark of Conformity and claim conformance under the Product Certification Scheme.</p> <p>Once Certified your Certificate of Conformity is uploaded onto the relevant Registers.</p>
Certificate Registration	
On-going Client Administration	<p>Includes ongoing administration of your certification throughout the year, basic support and access to your Client Manager. CMI do not specifically bill for this. The cost is incorporated into the Surveillance and Recertification fees.</p> <p><i>Note: Technical support does not include costs associated with changes to certifications, additional technical reviews, evaluations and opinions.</i></p>

ONGOING CERTIFICATION STAGES

Stage	Description
Surveillance Audit	<p>Surveillance Audits are a requirement for each certification. This audit is a routine desktop annual Surveillance Audit, whereby we are required to complete the following:</p> <p>throughout the term of the certificate, CMI shall conduct annual product conformity surveillance including:</p> <ol style="list-style-type: none"> a. request and/or review type testing as per the product specification and when one or more of the following occurs: a change in specification, design, material, manufacturing process or location; and b. as a minimum annually, a desktop review of: <ol style="list-style-type: none"> i. batch release test results; ii. any complaints; iii. any non-conformities; iv. consistency with applicable specifications; and v. certification currency of individually certified integral components; c. ensuring that there is no change to design, material, manufacturing process or location, integral products with individual certification, etc. or to provide details where there is a change; and

	<p>d. if CMI has concerns arising from the annual review, those concerns shall be investigated and resolved by CMI prior to re-issuing of the Licence. This may require follow up activities including but not limited to factory inspection and re-testing. Should it be determined that a site visit is required there will be additional costs levied to cover this visit.</p> <p>CMI may at its discretion choose to conduct an inspection of product samples from, or intended for, the Australian market:</p> <ul style="list-style-type: none"> i. samples for product inspection may be selected by CMI from the factory/factories, warehouse, from the market or by a CMI authorised person; ii. samples shall be representative of the range of products; iii. the scope of inspection shall not be less than that defined in the applicable specification for product inspection or, where not specified, a scope developed by CMI; iv. examination shall include reviewing the product markings, claims associated with a product; installation instructions and the Scope of Use included with the product; v. characteristics/critical attributes of the product against specifications and drawings; individually certified integral components against Licence details; and any other aspects identified by CMI; vi. dis-assembling the product if required.
Recertification Audit	<p>A Recertification for a Certified Product is required to commence 3 months prior to the date of expiry of the Certificate of Conformity.</p> <p>For the purpose of the recertification, a full review is required inclusive of the requirements for the Annual Surveillance Audit as detailed in the above section as well as an on-site assessment of manufacturing quality management system and production process at each location. The scope shall be as per the initial assessment.</p> <p>At the discretion of CMI, Recertification may also comprise of the following:</p> <ul style="list-style-type: none"> a. Product Testing <ul style="list-style-type: none"> i. samples for product testing shall be selected by CMI from the factory/factories, warehouse, from the market or by a CMI approved person; ii. samples shall be representative of the range of products; iii. for products that have been added to the schedule after initial certification, re-evaluation testing shall commence within three months of the fifth anniversary of the certification decision; iv. the scope of testing shall not be less than that defined in the applicable specification for re-evaluation testing or, where not specified, for batch release testing or, where not specified, a scope developed by CMI; and v. re-evaluation testing shall be conducted by an accredited testing laboratory.

NEW CERTIFICATION

Product Certification Scheme Stages	Price (AUD) ex GST
1. Certification Agreement	
2. Application & Technical Audit ^	
3. Manufacturing Audit (per site) ^ If required	\$5,500
4. Certification and License	

^ Fee includes one full day and may be subject to expenses. Additional time required to complete works are billable as per the Hourly Rates Schedule listed below.

Where it is determined that an onsite Administrative Audit is required, additional fees will be incurred to cover this requirement.

ON-GOING AUDIT REQUIREMENTS

On-going Requirement – Per Certification	Price (AUD) ex GST
1. Annual Surveillance Audit - Desktop Technical Audit - Annual License Fee	\$3,500 <i>Includes Annual License Fee and excludes costs associated with Certificate Reissuance.</i>
2. Recertification Audit - Desktop Technical Audit - Annual License Fee - Certificate Reissuance Fee	\$6,000 <i>Includes Annual License Fee and Costs associated with Certificate Reissuance.</i>
3. Product Selection and Sampling	\$1,500
4. Recertification Testing	<i>TBD closer to the certification expiry date if required.</i>

Note:

- Audits are subject to expenses.*
- Surveillance Audits may also result in the revision of the Certificate. If so, each Revision will be subject to Certificate Reissuance Fees.*
- Product Selection & Sampling is subject to expenses. These charges will be billed as actual following the completion of this audit.*
- Annual Surveillance and Recertification Audits include a maximum allowance of One (1) day, additional time required to conduct these Audits is billable.*
- Annual Surveillance Audits may result in the requirement for an Onsite Audit(s) for a number of reasons and is at the discretion of CMI. Eg. to close out Major Non-Conformities, where substantial changes have occurred to the organisation or product, where CMI determine this is a requirement etc.*
- Rectification of any Non-Conformities raised as a result of these audits are not included in the audit time and are subsequently billable following the closing out of the Non-Conformities.*
- At the discretion of CMI or where CMI are not able to conduct any portions of the audit as a desktop Audit, additional fees will be incurred to cover the cost of an on-site audit.*
- Recertification Audit fee excludes re-certification testing, which is TBD as required.*

NON-SCHEDULED WORKS

On-going Requirement	Price (AUD) ex GST
1. Certificate Changes & Reissuance Fees (Per Certificate)	\$500 <i>Refer Hourly Rate Schedule for applicable Admin and Technical Fees.</i>
2. Non-Conformities	<i>Refer Hourly Rate Schedule for Admin, Technical & Compliance Fees.</i>
3. Miscellaneous Tasks	<i>Refer Hourly Rate Schedule for indication of tasks and associated fees.</i>

Note:

- Rectification of any Non-Conformities raised as a result of these audit are not included in the audit and are subsequently billable following the closing out of the Non-Conformities. Time billed is as actual. Refer below for CMI's Hourly Rates Schedule.*
- Additional Audits, Such as Administration and/or Manufacturing may be required prior to the completion of the requested/required works, Clients will be notified if this is applicable*

HOURLY RATES SCHEDULE

Activity	Price (AUD) ex GST
1. Administrative & Data Entry Includes works such as processing Certificate Changes, updating client details, organising additional Audits, Processing Non-Conformities, Complaints and any other works deemed to be administrative in nature.	\$185/Hour
2. Compliance Review Includes works required to close out Non-Conformities and additional time required to complete Audits.	\$250/Hour
3. Management Review Review and action of Complaints, Appeals and escalations resultant from certification activities.	\$250/Hour
4. Technical Reviews & Opinions	\$350/Hour

Includes completion of Certificate Changes, close out Technical Non-Conformities, additional time required to complete the Technical aspects of Initial certifications, Surveillance and Recertification Audits and any other works required for completion.

Where possible, CMI endeavour to provide an estimate of anticipated time and the applicable hourly rates for required works; however, due to the nature of the works required, these are estimates only and additional time may be needed to complete works on a Do & Charge basis.