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FUNCTION: CERTIFICATION UNIT	ISSUE No: 01 TITLE: CERTIFICATION FEES & TERMS OF PAYMENT

Botswana Bureau of Standards



BOBS/MSC/01/POL10


Policy on Certification Fees & Terms of Payment

Approved By: 

M. B. Marobela
 Deputy Managing Director

2008/08/29

 Date of Approval (YY/MM/DD)

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0.0 Introduction

This document defines the fees payable by the Clients to Botswana Bureau of Standards (BOBS) for purposes of Management Systems Certification, and the terms of payment. Fees cover the Bureau's cost of administration of the application and such costs as may be incurred initial and subsequent audits.

1.0 General

- Auditor time forms a component of the Fee schedule [[MSC/PROC06.A04 Fee Schedule](#)] which is based on Annex 2 of IAF Guidance on the Application of ISO/IEC Guide 62.
- Individual cost estimates are prepared for each Client based on the size of the organization.
- All associated fees are notified to the Client.

2.0 Application Fee

- Application fee is fixed and payable in advance.

3.0 Audit Fees

- Audit fees (charged at the BOBS prevailing rate) shall be invoiced following each certification stage as these depend on the duration of the activity (i.e. documentation review and site audit).

4.0 Annual Licence Fee

- Annual Licence is a fixed fee that shall be paid by the certified organization upon issuance of certification and annually for the subsequent years until expiration or termination of certification.


5.0 Travel and Boarding

- In addition to audit fees, per diem and travelling expenses are charged as applicable. In some cases, Clients may be charged for extended travel time. (The travel time is one return trip to and from the Client's premises).
- Mileage is charged at prevailing BOBS rate.
- Hotel accommodation is charged at cost.

6.0 Terms of Payment

- Invoices are due for payment within 30 days of date of invoice. Failure to pay invoices per agreed upon terms may result in a revocation of certification.
- For initial certification BOBS shall withhold the certification licence until the invoice has been settled. Where organizations have been granted a credit facility with BOBS then the applicable requirements for credit will rule.
- The Client shall pay all financial dues to BOBS, as prescribed even for the period during which the operation of the certification licence remains discontinued by him or suspended by BOBS.
- The Client shall reimburse all costs which BOBS may reasonably incur as a result of the Client's failure to comply with this Contract. This condition shall remain binding on the Client after the termination of the certification licence for whatsoever cause.

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7.0 Change of Fees

- Whenever BOBS 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.

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