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IRIS Schedule of Accreditation Fees

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1. INTRODUCTION AND PURPOSE

1.1 This document describes the fees of Social Accountability International, Inc. (“SAI”) and Social Accountability Accreditation Services* (“SAAS”) for accredited IRIS certification-related activities and services applicable to accredited or applicant conformity assessment bodies (“Audit Company”) effective November 28, 2022 (“Effective Date”).

**Note: Social Accountability Accreditation Services (“SAAS”) is the oversight and accreditation division of Social Accountability International, Inc.*

1.2 All fees listed are quoted in US dollars and exclude applicable taxes and bank fees. All fees are subject to change at the discretion of SAI.

2. SAI IRIS PROGRAM FEES

2.1 SAI assesses IRIS Audit Company fees to participate the IRIS Certification program, to deliver IRIS certification activity, and for use of the marks related to the IRIS program.

2.1.1 Fees for an Audit Company’s participation in the IRIS program are determined, charged and invoiced as follows:

2.1.1.1 SAI shall calculate IRIS program fees based on the number of active single-site and multi-site IRIS certificates currently held by each Audit Company as of the last day of each calendar quarter.

2.1.1.2 SAAS may suspend the accreditation of any Audit Company that misrepresents the number of certifications.

2.1.1.3 Fees shall be calculated at the end of each quarter based on the pricing shown in the table below:

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Accredited IRIS Audit Company: IRIS Activity Fee: Payment is based on the number of active single-site or multi-site IRIS certificates managed by the Audit Company on the last day of each calendar quarter.	The greater of: \$44 per active single-site certificate per quarter or \$220 minimum per quarter
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3. INITIAL ACCREDITATION, REACCREDITATION, AND EXTENSION-TO-SCOPE FEES

3.1 The table below lists applicable fees for the processing of an AC’s initial accreditation, reaccreditation and extension-to-scope applications.

Accreditation for IRIS Audit Company: Initial Accreditation Application Fee:	\$7,500.00
Accreditation for IRIS Audit Company: Reaccreditation Application Fee:	\$5,000.00
Scope Extension Fee: Should an accredited body wish to add additional locations to its accredited certificate scope, it shall notify SAAS in writing and submit an administrative fee:	\$300.00

- 3.2 These application fees cover only receipt and initial review of the application material and accreditation administrative costs. SAAS shall not consider an application until the application fee is received. Should applicant require an invoice prior to paying application fee, this is available upon request.
- 3.3 Should the applicant become accredited, the accreditation is valid for the period cited in the accreditation certificate and contract.
- 3.4 The initial application fee shall be valid for one year. Should the applicant’s assessment for accreditation not take place before the end of one year, the applicant may submit a written request to extend the application for an additional six months. Should this timeframe expire prior to assessment, the applicant shall be required to reapply and pay the application fee again.
- 3.5 Should the applicant not be accredited as a result of the SAAS assessment, the application fee is non-refundable.
- 3.6 SAI shall process and deliver application invoices to customers on behalf of SAAS.

4. ASSESSMENT/OVERSIGHT/ACCREDITATION MANAGEMENT ACTIVITY FEES

- 4.1 Each Audit Company seeking to acquire or maintain IRIS accreditation through SAAS shall be assessed through a combination of remote document reviews, on-site audits, management and staff interviews, and other assessment/oversight/management activities (per “IRIS Certification Scheme Manual – General Requirements” and additional requirements/directives as may be issued from time to time).
- 4.2 SAI shall invoice the applicant or accredited body for all accreditation activities of SAAS technical/professional personnel in accordance with the fee structure below.
- 4.3 Prior to any discrete accreditation activity, SAI shall submit to the applicant or accredited body an estimate of SAAS’ schedule of fees, followed by an invoice for the amount.
- 4.4 The Audit Company shall be invoiced for any difference between an estimated and actual invoice, and assumes responsibility for any additional charges. SAI shall issue a credit when an estimated invoice exceeds actual costs and the estimated invoice has been paid in full. In this case, SAI shall issue the Audit Company a credit, which shall be applied against future invoices.
- 4.5 Estimated accreditation activity time calculated by SAAS shall include account management, communications, reviews, preparation, reports, follow-up, evaluations, analysis, travel, and other activities related to the applicant or Audit Company’s delivery of IRIS certification services.

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- 4.6 SAI shall invoice a minimum, and in increments of, two hours (or quarter of a day) for each professional activity.
- 4.7 Time spent by SAAS on administrative or follow-up activities is normally not invoiced separately. If, however, as a result of the performance of the applicant or accredited body, the SAAS head office staff, client manager, or accreditation auditor needs to spend an above-average amount of time conducting a SAAS process, this time shall be invoiced based on the fee structure below. SAAS shall notify the AC in such cases and provide an explanation for the invoice.
- 4.8 Estimated fees exclude any travel-related expenses (such as accommodation and living expenses of assigned personnel).
- 4.9 The following fees (quoted in US dollars, below) shall apply:

Professional time for SAAS accreditation activities (per person/per day for on-site and off-site activities) may include: <ul style="list-style-type: none"> • document review • on-site pre-assessment, initial accreditation, reaccreditation, and surveillance audits [office and witness] • remote audits • special investigative audits • market surveillance visits or other alternative audits, assessments or oversight activities • audit and report preparation • follow-up of non-conformities • management of complaints and appeals • informational visits • other associated activities 	\$1,400
Travel time per person/per day	\$650
Enforced idle time, per person/per day for non-working days required away from home due to restrictive assessment schedule required to complete an assignment.	\$650

5. INVOICING AND PAYMENT POLICIES

5.1 SAI IRIS PROGRAM FEES

- 5.1.1 Audit Company shall ensure the certification status and other required data is up to date and entered within the Certification Form of the client(s) within the IRIS Certified Recruiter List.
- 5.1.2 SAI shall invoice IRIS program fees quarterly, and within thirty (30) days from each calendar quarter end date. For reporting purposes, calendar quarter end dates are March 31, June 30, September 30 and December 31
- 5.1.3 Accredited Audit Company may review and dispute the quarterly certification documentation and related invoice within five (5) days from receipt of the quarterly invoice (see Section 7 for detail).

5.2 ASSESSMENT/OVERSIGHT/ACCREDITATION MANAGEMENT ACTIVITY FEES

- 5.2.1 SAI, through its SAAS division, will provide each Audit Company with an annual (and periodically thereafter, as needed) forecast of expected accreditation activities.
- 5.2.2 Upon confirmation of each discrete accreditation activity, SAI, through its SAAS division, shall notify the Audit Company of scheduled dates and the estimated charges for each activity.

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5.2.2.1 The Audit Company shall have a period of five (5) days from receipt of an invoice to accept or dispute the charges associated with the activities. A 'confirmed delivery' electronic (email) communication is satisfactory for this purpose.

5.2.2.2 Exceptions:

5.2.2.2.1 If an activity is scheduled within 10 working days of receipt of an invoice, the Audit Company shall have a period of only two (2) days to review and dispute an invoice and the planned activity.

5.2.2.2.2 If an activity is scheduled within five (5) working days of receipt of an invoice, the Audit Company shall have a period of only one (1) day to review and dispute that invoice and the planned activity.

5.2.3 If no acceptance or dispute response notification is received from the Audit Company within the period defined above, this shall imply the Audit Company has accepted all SAI terms.

5.2.4 Upon completion of each SAAS activity, SAI shall reconcile estimated and actual fees and expenses in accordance with Section 4.4, above.

5.2.5 Any exceptions to the aforementioned terms must be agreed upon by SAI and the Audit Company in advance and in writing.

5.3 TRAVEL AND ACCOMODATION EXPENSES

5.3.1 SAI, through its Finance Department, shall issue to the Audit Company all invoices related for travel, accommodation and other expenses.

5.3.2 Reimbursement shall be based on actual costs incurred by SAI staff, staff compliance with SAI travel policies, verification of compliance by an SAI Director, and the submission of receipts. SAI reserves the right to invoice an Audit Company for significant advance expenses in advance of audit activity.

5.4 FEES IN CASE OF CANCELLATION OF ASSESSMENT/OVERSIGHT/ACCREDITATION MANAGEMENT ACTIVITY

5.4.1 The Audit Company shall be responsible for all expenses resulting from either the cancellation of SAAS activities or increases in expenses resulting from unforeseen circumstances (*i.e.*, acts of God, natural disasters, armed conflict or *force majeure*).

5.4.2 SAAS personnel shall exercise their best efforts to minimize travel costs by adhering to the organization's internal travel and entertainment policies.

5.4.3 The Audit Company shall be responsible for actual travel and accommodation expenses incurred prior to the cancellation.

5.4.4 In the case where an Audit Company cancels an assessment confirmed by SAAS, SAI shall invoice the Audit Company based on the following schedule:

Cancellation more than 2 weeks prior to the first day of the	1 day administrative fee
Cancellation 1-2 weeks prior to the first day of the scheduled assessment:	1 day administrative fee plus ½ day per audit team member
Cancellation less than 1 week prior to the first day of the assessment	100% of the estimated assessment and travel days (excluding time for report writing)

6. INVOICE PAYMENTS

6.1 All SAI invoices are due and payable by Audit Company within 30 days from the issuance date.

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- 6.2 Should SAI not have received payment within 15 days of the due date, SAI shall issue the accredited Audit Company a warning advising of a potential suspension from the IRIS system and provide an opportunity for the Audit Company to remedy the situation within 15 days.
- 6.3 Should payment not have been received within 60 days of the due date, the accredited Audit Company may be subject to suspension in accordance with Procedure 201. SAAS shall communicate this suspension to the Audit Company in a suspension letter, and place this information on the SAAS website. This suspension shall continue until the Audit Company provides evidence of payment. SAAS shall suspend an application process if the Audit Company is an applicant.
- 6.4 SAI shall have the option to assess interest at the rate of 1% monthly on any delinquent balances.

7. DISPUTES

- 7.1 Audit Company disputes or appeals that are not amicably and readily resolved via email and similar communications are handled in accordance with IRIS Scheme General Requirements paragraph 8.5.13 Audit Company Appeals.
Note: IRIS disputes are handled in accordance with the same manner as SA8000 disputes / grievances.
- 7.2 The Audit Company must raise all invoice-related disputes to SAI within five (5) working days following receipt of an invoice.
- 7.3 All disputes must include documented evidence.
- 7.4 Queries or disputes regarding assessment-related fees must be raised by the Audit Company and resolved prior to any assessment taking place.
- 7.4.1 If the dispute cannot be resolved prior to the audit (or other assessment activity), and the Audit Company wishes to continue with the assessment process, the invoice shall be accepted for payment and settled on time. If the outcome of the dispute process results in a reduction of the invoice, the accredited or applicant Audit Company shall be credited or issued a refund for the difference.
- 7.4.2 In the event that SAAS and the accredited or applicant Audit Company cannot agree on the terms of payment for an assessment-related activity and the assessment is subsequently cancelled, the Audit Company shall be responsible for all expenses incurred by SAAS and its staff relating to the cancelled assessment, including but not limited to travel expenses. Details are as above.
- 7.5 The Audit Company may raise to SAI and/or SAAS a dispute relating to any travel-related expenses that were invoiced in accordance with Sections 5.3, above.
- 7.6 Where appropriate, SAI shall either issue the Audit Company a credit or refund for an overpayment, based on the Audit Company's preference.

8. REVISION HISTORY

Date	Revision History	Requested By
November 28 2022	Requirements created to reflect SAI (SAAS) IRIS accreditation fees and invoicing.	John Brookes

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ANNEX: ESTIMATE OF ASSESSMENT/OVERSIGHT/ACCREDITATION MANAGEMENT ACTIVITY FEES – GUIDANCE ONLY

The information below provides an illustrative overview of the estimated fees by SAAS for the assessment process of an initial accreditation application.

The number of days shown is an approximation based on experience. Accreditation fees vary according to the individual circumstances of each applicant and the scope of accreditation requested.

The illustration below excludes any applicable application fee (see 3.1) and travel/ accommodation expenses (see 5.3).

Initial Accreditation Document Review	1-2 days
Initial Accreditation Office Audit Head office assessment plus possible local office assessment (as needed)	4-6 days (including preparation, assessment, and reporting)
Initial Accreditation Witness Audit (including Validation Sub-Audit activity). Variable depending upon the client being witnessed.	4-6 days (dependent upon the IRIS client being witnessed - including preparation, assessment, and reporting)
SAAS Auditor travel time	1-2 days
Typical total days	10 – 16 total days
Typical total Fees	\$12,600 - \$19,600 Auditor professional fees \$650 - \$1,300 Auditor travel time