

TARIFF SYSTEM

This document Edition 20 – 13 July 2022 has been approved by the Governing Board.

0 VALIDITY

The present tariff system come into force on 13 July 2022.

1 GENERALITY

This document describes the method for composition of tariff and prices of the various services that the IGQ provides to the Organizations:

1. Certification of business management systems
 - quality (ISO 9001, **IATF** 16949);
 - enviroment (ISO 14001, **EMAS**);
 - health and worker safety (**ISO 45001**);
 - energy management (ISO 50001)
 - other schemes for certification of management system.
2. products certification (in conformity to standard/technical specification/specification);
3. attestation of conformity for the CE marking of products;
4. inspections
 - audits under the European system EU ETS (Emission Trading System) and greenhouse gas emissions;
 - F-GAS audits;
 - audits related to the safety of the work equipment pursuant to Legislative Decree No. 81 of 8 April 2008 and Ministerial Decree of 11 April 2011 and any subsequent amendments and additions;
 - second and third part inspections.

The rates quoted in this document are such as to guarantee a fair and non-discriminatory economic treatment for all companies, either certified or undergoing certification.

For the definition of Organization see the regulations concerning the required certification.

For Company, in the following we mean the corporate name of the Organization, or in the case of sole proprietorship the Holder.

Rates are divided into entries. In particular, the "annual variable rate" is differentiated by type of Organization and by service provided by the IGQ.

All amounts are regularly invoiced by the IGQ to the Company.

The amount of VAT is charged to the Company.

The payment method for invoices is as follows:

- 30 days end month invoice date with direct remittance (bank transfer or non-transferable check), or

- 60 days end month invoice date with bank receipt.

Any suspension of the certification does not interrupt the payment obligations by the Company.

IGQ reserves the right to adjust the rates annually to the variation in the cost of living according to the harmonized European consumer price index calculated by ISTAT and available on the website www.istat.it. If the tariff variation exceeds this limit IGQ will notify the certified and under certification Organizations affected by the variation.

Payments must be received by IGQ without any deduction for taxes, charges, fees or other present and future charges that will be in charge exclusively by the Company. If the Company incurs deduction obligations for taxes or other on the amount due to IGQ, this amount will be increased by an amount that ensures that, after deduction, IGQ receives an amount equal to that originally due.

Failure to pay in the terms indicated on the invoice will result in the revocation of the certification.

2 RATES FOR THE CERTIFICATION OF COMPANY MANAGEMENT SYSTEMS

The tariff system is the same for all the certification schemes of the company management systems. Rates are built according to modular principles.

2.1 *Application fee*

Cover the cost for documental analysis.

2.2 *Annual fixed fee*

This is the annual certificate issue and renewal fee.

It is paid for each calendar year, at the beginning of the year or immediately after the certificate is issued.

It includes:

- the issuing and updating of all documents related to certification (IGQ and IQNet certificates, reports, etc.)
- the publication and updating of company data in the register and in internet databases (www.igq.it, www.cisq.com, iqnet-certification.com, www.accredia.it)
- accreditation and membership of CISQ and IQNet that guarantee the international validity of the IGQ certification.

2.3 *Annual variable fee*

This tariff item is different for different types and organization size.

The payment is generally requested in two half-yearly installments (the first for the period January-June, the second for the period July-December).

For First Certification Organizations, the first installment consists of the only portion calculated from the month following the issue of the certificate at the end of the semester.

2.3.1 General criteria for determining the variable rate

At the time of application and later by 30 June of each year, the Organization must inform IGQ of the turnover of the previous year, understood as the value of the goods or services supplied. Revenues from activities other than those subject to certification are excluded.

If the Organization is one of the operating units of the same company or if the Company belongs to a Group, this turnover is to be understood as the portion of the consolidated company or group attributable to the certified operating unit.

This turnover is referred to as the reference turnover (F_0) of the Organization.

2.3.1.1 PRODUCTION AND TRANSFORMATION ORGANIZATIONS OF STEEL PRODUCTS AND METALLIC CARPENTRY.

The annual fee is calculated as a percentage of the F_0 reference turnover.

2.3.1.2 PRODUCTION AND TRANSFORMATION ORGANIZATIONS OF NON-FERROUS METALS.

To take into account the difference in the cost of raw materials, the reference turnover is reduced with the following formula:

$$F_R = F_0 \times C_M$$

where:

F_R it is the reduced turnover.

C_M it is the coefficient relative to the raw material used, which takes into account its value in relation to that of the other metals.

The annual fee is calculated as a percentage of the reduced turnover F_R .

2.3.1.3 STEEL SERVICE CENTERS AND COMMERCIAL COMPANIES

The tariff is differentiated as follows, depending on the number of employees of the Organization:

- a) for Organizations with a number of employees up to 30
- b) for Organizations with a number of employees between 31 e 100
- c) for Organizations with a number of employees more than 100

2.3.1.4 CERTIFICATION OF ENVIRONMENTAL MANAGEMENT SYSTEMS, EMAS AND HEALTH AND SAFETY MANAGEMENT SYSTEMS IN WORKPLACE

The rate is calculated based on the number of employees in the organization.

2.3.1.5 SPECIAL FEES

Business groups

For the purpose of this fee, the corporate group is defined as the whole of the parent company and of the subsidiaries and associated companies according to article 2359 of the Civil Code.

For groups of any type that contribute with an annual variable fee of at least 25 modules regardless of the number of certified units, a fee of no more than 4 modules applies for each newly certified unit.

Multiple certifications quality, environment, product

In the case of organizations that use multiple quality, environment and product certifications, the annual variable fee due for certifications beyond the first one may be reduced.

2.3.1.5 SMALL ORGANIZATIONS

A discounted rate is applied for Organizations with a number of employees up to 15.

2.4 *Performance rates of the IGQ staff*

They are divided into two parts.

2.4.1 **Rate for daily services**

The payment is requested based on the days of engagement of the technical staff for the services both at the Organization and at the IGQ or elsewhere.

2.4.2 **Refund of travel expenses**

It is related to the expenses incurred by the technical staff of the IGQ to carry out the verifications and technical meetings at the Organization.

3 RATES FOR PRODUCT CERTIFICATION AND CERTIFICATION OF CONFORMITY FOR CE MARKING

3.1 *Application fee*

It is applied for each certification scheme ie for each range of products made in compliance with the same standard / specification / reference specification as indicated in the applicable Regulations.

It is the same for every type of Organization and covers the costs of analyzing the documentation.

3.2 *Annual fixed fee*

It is the certificate issue fee and the right to use the IGQ mark.

It is paid for each calendar year, at the beginning of the year or immediately after the certificate is issued. It is applied for each certification scheme ie for each range of products made in compliance with the same standard / specification / reference specification as indicated in the applicable Regulations.

3.3 *Annual variable fee*

This tariff item is established for each certification scheme.

The payment is generally requested in two half-yearly installments (the first for the period January-June, the second for the period July-December).

For First Certification Organizations, the first installment consists of the only portion calculated from the month following the issue of the certificate at the end of the semester.

3.4 *Performance rates of the IGQ staff*

They are divided into two parts.

3.4.1 **Rate for daily services**

The payment is requested based on the days of engagement of the technical staff for the services both at the Organization and at the IGQ or elsewhere.

3.4.2 **Refund of travel expenses**

It is related to the expenses incurred by the technical staff of the IGQ to carry out the verifications and technical meetings at the Organization.

3.5 *Laboratory tests fee*

It covers the costs of the tests carried out at independent laboratories, qualified by the IGQ.

4 FEES FOR WEB SITE CERTIFICATION (Qweb)

4.1 *Certification fee*

It must be paid when the certification is issued. Includes application instruction, website checks and audits at the Organization.

4.2 *Annual certification maintenance fee*

It must be paid at the beginning of each year of validity of the certification. Includes periodic checks on the website and checks at the Organization where applicable.

5 INSPECTION FEES

For checks on the safety of work equipment pursuant to Legislative Decree 8 April 2008 n° 81, the rates imposed by the Persons in charge of the Function apply.

For checks in the EU ETS, the daily service rate of the IGQ staff applies, including travel costs.

For other second and third part inspections, the applicable parts of the rates for the certification of company management systems apply. Although not applicable, different rates may be defined depending on the complexity, specificity and location of the inspection.

FEES IN FORCE FROM 13 JULY 2022

(approval of the Governing Board of 13 July 2022)

RATE “MODULES”

Basic module	€ 560,00 + VAT
Refund travel module	€ 26,00 + VAT

APPLICATION FEE (phase 1)

- **4 basic moduls**, applicable for each application rate for certification sent to IGQ.

ANNUAL FIXED FEE

- **1 basic module** per year

VARIABLE ANNUAL FEE

For the certification of quality management systems

PRODUCTION AND TRANSFORMATION OF STEEL PRODUCTS ORGANIZATIONS AND METALLIC CARPENTRY.

0,1‰ (zero point one per thousand) on the reference turnover
With a **minimum** rate of **2 basic modules**
and a **maximum** of **25 basic modules**.

PRODUCTION AND TRANSFORMATION OF NON-FERROUS METALS ORGANIZATIONS.

0,1‰ (zero point one per thousand) on the reference turnover
With a **minimum** rate of **2 basic modules**
and a **maximum** of **25 basic modules**.

For the purposes of calculating the reduced turnover, the coefficient is valid:

$C_M = 1,00$ for lead
= 0,40 for copper and its alloy (excluded leaded brass bars)
= 0,60 for the others non-ferrous metals, non-precious metals (aluminum and its alloy, zinc and its alloy, leaded brass bars, etc.)

IRON AND STEEL SERVICE CENTERS AND COMMERCIAL COMPANIES.

- A) **1 basic module** company with less than 30 employers
- B) **2 basic modules** company that employ between 31 to 100 employers
- C) **3 basic modules** company with less more 100 employers

SMALL ORGANIZATIONS

- **1 basic module** up to 15 empolyers

For the certification of environmental management systems, **EMAS** and energy management systems

Class of employees	Number of modules
<=10	0 basic module
11-25	0,5 basic module

Class of employees	Number of modules
26-50	1 basic module
51-125	2 basic modules
126-250	3 basic modules
251-500	4 basic modules
501-1000	5 basic modules
>1001	6 basic modules

Per la certificazione dei sistemi di gestione della salute e sicurezza nei luoghi di lavoro

Class of employees	Number of modules
<=10	0 basic modules
11-25	0,5 basic modules
26-50	1 basic module
51-125	2 basic modules
126-250	3 basic modules
251-500	4 basic modules
501-1000	5 basic modules
>1001	6 basic modules

VARIABLE ANNUAL FEE for product certification

IGQ certification Schemes SC in voluntary sector and certification Schemes CP in the cogent or regulated sector and CertiCAM Scheme

- 2 basic modules per year

Companies with Quality Management System ISO 9001 certified by IGQ

- 1 basic module

Small organizations

- 1 basic module up to 30 employers
- 2 basic modules more than 30 employers

DAILY RATES

Daily rates of IGQ staff

Rates per person and per day

Quality management systems according to ISO 9001	€ 800,00 + VAT
Quality management systems scheme <i>automotive</i> IATF 16949	€ 900,00 + VAT
Environmental management systems, <i>EMAS</i> and energy management systems	€ 800,00 + VAT
Health management and safety systems for workers	€ 800,00 + VAT
Information security management systems; social ethics management systems (IQNet SR 10 e SA 8000); other IQNet scheme	€ 800,00 + VAT
Product Certification	€ 800,00 + VAT
Product Certification CertiCAM	€ 800,00 + VAT

Product Certification “Industria 4.0”	€ 800,00 + VAT
Inspection: audit Emission Trading System (including travel costs)	€ 800,00 + VAT
Inspection: audit F-GAS	€ 1.200,00 + VAT
Second part inspection	€ 800,00 + VAT

Travel fees (travel and stay)

Refund of expenses calculated as a lump sum based on the distance from Milan to the place of inspection on the basis of the following table:

ZONE	Distance from Milan (km)	First day of audit	Following days
1	<25	1 refund module	1 refund module
2	25 ÷ 50	2 refund modules	2 refund modules
3	51 ÷ 100	3 refund modules	3 refund modules
4	101 ÷ 200	6 refund modules	5 refund modules
5	201 ÷ 300	8 refund modules	5 refund modules
6	301 ÷ 400	10 refund modules	5 refund modules
7	401 ÷ 500	12 refund modules	5 refund modules
8	501 ÷ 600	14 refund modules	5 refund modules
9	601 ÷ 700	16 refund modules	5 refund modules
10	701 ÷ 800	18 refund modules	5 refund modules
11	801 ÷ 900	20 refund modules	5 refund modules
12	901 ÷ 1000	22 refund modules	5 refund modules
13	>1001	24 refund modules	5 refund modules

The allocation of the Organizations to the single zone is decided, on the basis of the criterion above, by IGQ Management. For some localities included in a zone, but which can be reached with difficulty, a higher band can be attributed.

For locations abroad, the charge is defined as a lump sum taking into account travel costs.

LABORATORY TESTS FEES

Price of the tests and of the issue of the relative certificates, according to the laboratory tariff, increased by 20%.