

Schedule of charges

- 1 **Scope of Application**
This Schedule of Charges shall apply to services provided by the Inspection and Certification Body under the Inspection and Certification Code applicable to the inspection and certification bodies affiliated with DGUV Test (www.dguv.de/dguv-test/pzo), as well as to other services.
- 2 **Validity**
This Schedule of Charges shall take effect on January 25, 2023. Previous Schedules of Charges will then become inoperative
- 3 **Product Testing and Certification**
 - 3.1 Services provided will be invoiced at the agreed lump-sum remuneration rates, or as per expenditure of time.
 - 3.2 Any necessary retesting or reexamination will be settled as per expenditure incurred.
 - 3.3 Inspection measures – such as e.g. plant visits, factory visits, sampling inspections – will be settled as per expenditure of time.
 - 3.4 Separate invoices will be issued in respect of the costs of transportation and transportation insurance for test objects, subcontracts / partial inspections conducted by other inspection bodies (indicated as external costs of inspection), customs duties, machine operators, processing materials, (input materials), or other inspection-related costs accruing in any special case.
- 4 **Auditing and Certification of QM Systems**
 - 4.1 The charges due for the auditing and certification of management systems will be calculated based on the relevant certification program taking time spent into account, and invoiced in the form of an annual certification fee.
 - 4.2 The calculation of charges for the auditing and certification of management systems pursuant to Directive 2000/14/EC, Annex VIII and Directive 2006/42/EC, Annex X, takes into account the requirements stipulated in DAkkS document IAF MD 5.
- 5 **Miscellaneous Services**
 - 5.1 Miscellaneous services will be invoiced at the agreed lump-sum remuneration rates, or in accordance with time spent.
 - 5.2 Any necessary extra expenditure will be invoiced upon consultation with the client.
 - 5.3 Documentation of miscellaneous services (e.g. expert opinions, project reports) may be invoiced separately.
- 6 **Charges**
 - 6.1 Hourly rates shall be as follows
 - in respect of services pursuant to Section 3: EUR 135.00
 - in respect of services pursuant to Section 4: EUR 160.00
 - in respect of services pursuant to Section 5: EUR 170.00
 - 6.2 Charges will be calculated upon receipt of complete application documents, based on lump-sum fees or hourly rates, respectively, and sent to the client in the form of a proposal.
 - 6.3 Charges will be collected also in cases where an inspection/audit/certification has been discontinued for reasons not attributable to the Inspection and Certification Body, or where the inspection/audit/certification result is not in conformity with the basis on which such inspection/audit/certification has been conducted.
- 7 **Charges in respect of Inspection/Audit/Certification Documents**
 - 7.1 German-language inspection/audit/certification documents will be included in the inspection and certification charges unless indicated separately in the proposal.
 - 7.2 Separate fees may be charged in respect of translations (if translations are possible).
 - 7.3 Any alteration made to inspection/audit/certification documents (e.g. reissuance on the grounds of change of address) will be invoiced separately.
 - 7.4 No license fee will be charged in respect of maintaining the validity of certificates.
- 8 **Travel Expenses**

Any travel expenses shall be refunded as a general rule. Travel expenses will be deemed to include transport expenses, the costs of overnight accommodation, and any other costs necessary for the provision of the service.

 - 8.1 **Transport Expenses**

Transport expenses will be deemed to include the costs incurred for the use of passenger cars, rail, air travel and local passenger transportation, as well as any other costs for hired cars, taxi ride, ferry and car train.

 - 8.1.1 **Passenger Cars**

A per-kilometer fee of EUR 0.45 will be charged for travel by car, plus a lump-sum fee of EUR 50.00. Distances in kilometers will be determined using related Internet applications such as, for instance, Google Maps.
Any parking fees, user fees (e.g. road tolls), as well as other travel-related costs will be invoiced as actually incurred, and indicated in the invoice accordingly.
 - 8.1.2 **Rail/Air**

Rail and flight tickets will be invoiced in accordance with the actual costs incurred, plus a lump-sum fee of EUR 50.00. Unless provided otherwise in the proposal, air tickets will be booked in business class as a general rule.
 - 8.1.3 **Local Passenger Transportation**

Tickets for local passenger transportation will be settled as incurred.
 - 8.1.4 **Other Costs Related to transport**

Other costs related to transport will, for instance, include the costs of hired cars or taxi rides. If such other transport costs are in excess of those incurred for comparable costs of passenger-car travel, such extra costs will be charged upon consultation with the client.
 - 8.2 **Overnight Expenses**

Overnight expenses will be invoiced at a lump-sum rate of EUR 95.00 per night. In the event of actual costs being in excess of the lump-sum fee, the actual daily expenditure and overnight expenses will be applied.
 - 8.3 **Miscellaneous Costs**

Any necessary extra expenses (e.g. customs duties, travel expenses abroad) will be settled upon consultation with the client.