

1. Scope and purpose

1.1. This document outlines the SFC fee schedule for its Conformity Assessment Scheme (CAS), as it applies to Validation and Verification Bodies (VVBs).

2. Fees

2.1. The VVB fee covers all services needed to ensure the necessary oversight of the CAS, specifically for VVBs. The VVB fee is calculated based on the CAS scope for which the VVB has applied to SFC for approval.

2.2. **Application Fee:** The non-refundable application fee for a VVB is **3 000€**. SFC reserves the right to request that application fees be paid in advance by an applicant VVB before SFC commences any approval activities. This includes review of the VVB application and supporting documentation, reporting and decision-making, and management of VVB listing and of SFC CAS marks. It also includes contribution towards costs of managing misuse of approval, investigation of third-party complaints, maintenance of SFC competence and update of its training provision services for VVBs.

2.3. **Annual Approval Fee:** The SFC Annual Fee for ongoing maintenance of Approval is **2 000€**. The fee is invoiced in January and payable in full within 30 days. The Annual Fee will not be invoiced to applicants within the first calendar year of application. This Fee covers the renewal of the approval of VVBs before their approval certificate expires at the end of the 3-year approval cycle. In years that are not the renewal year, it covers a review of a random sample of VVB outputs, such as Verification Opinions.

2.4. **Training Fees:** The SFC CAS includes mandatory training for verifiers, as described in the **VVB Manual** (ASU-PRO-002-02). The cost of such training will be defined and communicated on a case-by-case basis. However, for planning purposes it is estimated as the following: one day initial remote training at **1 200€/ day + 200€ for taking the associated exam**; one annual half day remote ongoing training session at **600€/ session**.

2.5. **Daily Rate:** The SFC Assurance daily rate is 1 000€.

3. Conditions

3.1. Normally, investigation of third-party complaints are covered by the Annual Approval Fee. However in some cases the need for more in-depth investigation may require significant time. For these in-depth complaints investigations and other ad hoc exceptional work, SFC reserves the right to add extra assurance activities. These will be budgeted at the SFC Assurance daily rate. SFC shall inform the VVB in advance of these activities with a quote for the estimated fee for them. For further information regarding complaints, see the **SFC Disputes Procedure** (ASU-PRO-005-02).

3.2. The SFC Fee Schedule shall be revised and adjusted annually, in line with inflation and possible changes to the activities it covers.

3.3. Fees outlined in the SFC Fee Schedule do not include Value Added Tax (VAT) or any other duties or taxes. Payment of any invoice is due within 30 days of the issue date.

4. Related documents and other information

- SFC Disputes Procedure (ASU-PRO-005-02)
- VVB Manual (ASU-PRO-002-02)

Version history

1	30/06/2023	First edition
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