安骐认证服务（上海）有限公司

Anqi Certification Service (Shanghai) Co., Ltd.

收费说明

Charging Instruction

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1 认证费用的构成 Composition of certification fees

1.1 申请费 Application fee

凡拟申请 AQC 认证的组织，在签署认证合同后，均应支付申请费。申请费为 1000 元人民币，费用应由受审核方向 AQC 直接支付。

All organizations intending to apply for AQC certification must pay the application fee upon signing the certification contract. The application fee is RMB 1,000, which shall be paid directly by the audited party to AQC.

1.2 审核费 Audit fee

审核费的收取依据认证审核所需的工作量确定，以审核人日计算。管理体系审核、服务认证审查、产品检查统称为审核，不再细分。

The collection of audit fee shall be determined according to the workload required for certification audit, and shall be calculated by audit man day.

1.2.1 现场审核的人日主要取决于：

The man-day of on-site audit mainly depends on:

1.2.1.1 申请认证组织的规模；

Scale of the organization applying for certification;

1.2.1.2 雇员人数（有效人数）；

Number of employees (effective number)

1.2.1.3 产品类型；

Product type;

1.2.1.4 生产（服务）过程的复杂程度、环境、安全风险；

Complexity, environment and safety risks of production (service) process;

1.2.1.5 作业场所的分散程度（多场所）；

Degree of dispersion of workplaces (multiple locations)

1.2.1.6 管理体系认证涉及的产品、过程或活动的风险等级；

The risk level of the products, processes, or activities covered by the management system certification;

1.2.1.7 管理体系结合审核、联合审核和一体化审核情况；

The management system integrates the results of audits, joint audits, and integrated audits.

上述因素在不同的组织对现场审核工作量的影响是各不相同的。

The influence of the above factors on the on-site audit workload in different organizations is different.

1.2.2 确定的工作量（人日）除现场审核/检查外，还包括与审核/检查有关的文件审查、审核准备、编写审核报告和不合格纠正措施的验证。

In addition to on-site audit / inspection, the determined workload (man-day) includes document review, audit preparation, preparation of audit report and verification of unqualified corrective measures related to audit / inspection

1.2.3 各种认证业务审核工作量标准详见相应文件要求。

1.2.4 AQC 每人日的费用由 AQC 根据国家的有关规定和物价变化制订。

The daily expenses of AQC shall be determined by AQC according to the relevant regulations of the state and the price changes.

1.2.5 在审核员时间表中所列的人日中还应增加适当的多场所交通往返时间。

The person-days listed in the auditor's schedule should also include appropriate time for round-trip transportation between multiple locations.

1.2.6 如果组织要求预审，AQC 将为组织进行工作量少于正式初审的预审核，预审只做一次。预审的目的仅为确定组织是否已作好评定准备。预审费按投入的审核员人日计费；

If the organization requests a pre-audit, AQC will conduct a preliminary review with less workload than a formal initial audit, and this pre-audit is performed only once. The purpose of the pre-audit is solely to determine whether the organization is adequately prepared for certification. The pre-audit fee is calculated based on the number of auditor man-days invested.

1.2.7 审定与注册费（含证书费）Examination and registration fee (including certificate fee)

审定与注册费（含证书费）2000 元，AQC 提供中英文正本一套。

The examination and registration fee (including certificate fee) is 2000 yuan. AQC provides one set of Chinese and English originals.

1.2.8 特殊审核费 Special Review Fee

机构为调查针对获证组织投诉、事故、对变更做出回应以及需要补充现场审核时，AQC 需派人员到现场进行审核，如相关费用由获证组织承担，按实际工作人日计算。

When investigating complaints, incidents, responding to changes, or conducting supplementary on-site audits for certified organizations, AQC must dispatch personnel to perform the audits. If the associated costs are borne by the certified organization, they shall be calculated based on actual man-days worked.

1.2.9 在证书的有效期内，AQC 将进行初次审核后的监督审核，一般情况下，监督审核按投入审核员人日计费。同时，考虑变更引起的费用增加情况。

During the validity period of the certificate, AQC will conduct a supervisory audit after the initial audit. In general, the supervisory audit will be charged based on the input of auditors per day. At the same time, consider the cost increase caused by the change.

1.2.10 证书有效期满，AQC 将对申请再认证组织进行再认证审核，再认证审核费用包括投入审核员人日费及再注册费用，综合考虑后予以定价。

After the certificate expires, AQC will conduct a re certification audit on the organization applying for re certification. The re certification audit fee includes the input auditor's daily fee and re registration fee, which will be priced after comprehensive consideration.

1.2.11 企业申请扩大认证证书范围（可包括产品、活动范围、组织范围、地域或场所等）

获证组织提出扩大认证范围的申请，并提供变更的体系文件和相应的资料，市场部按规定进行申请评审受理。

Enterprises apply to expand the scope of certification certificate (including products, activities, organizations, regions or places, etc.).The certificated organization shall apply for expanding the scope of certification, provide the changed system documents and corresponding data, and the marketing department shall review and accept the application as required.

1.2.11.1 根据认证组织要求可单独进行扩大认证范围审核，也可同监督审核或再认证一起进行。

According to the requirements of the certification organization, an expanded certification scope audit can be conducted separately, or it can be conducted together with supervision audit or re certification.

1.2.11.2 因扩大产品范围，审核人日增加时，需收取审核费用。

When the number of reviewers increases due to expanding the product range, audit fees will be charged.

1.2.12 认证范围的缩小 Reduction of certification scope

当缩小认证范围时，如范围的缩小只引起环境因素的减少和体系覆盖的部门及分支机构的减少，客服部可直接报请技委会对缩小的范围进行确认后办理有关换证手续。如果有可能因工艺/流程的变化、原材料的变化、生产设施的变化带来新的环境因素情况，则审核部仍应安排现场审核/检查（可结合监督或再认证进行）对审核/检查后的情况由技术部组织评定，并办理有关换证手续。

When the scope of certification is reduced, for example, the reduction of the scope only causes the reduction of environmental factors and the reduction of departments and branches covered by the system, the customer service department can directly report to the Technical Committee for confirmation of the reduced scope and then go through the relevant certificate replacement procedures. If it is possible to bring new environmental factors due to changes in process / process, raw materials and production facilities, the audit department shall still arrange on-site audit / inspection (which can be carried out in combination with supervision or re-certification) to assess the situation after audit / inspection organized by the technical department, and handle relevant certificate replacement procedures.

1.3 年金（含标志使用费）

Annuity (including mark use fee)

年金（含标志使用费）2000 元，每年交纳一次（随监督审核费一并交纳）。

Annuity (including mark use fee) is 2000 yuan, which shall be paid once a year (together with supervision and audit fee).

1.4 差旅费（含食宿）Travel expenses (including accommodation).

审核所发生的差旅费按实际支出结算，由申请认证的组织承担。

The travel expenses incurred in the audit shall be settled according to the actual expenses, and shall be borne by the organization applying for certification.

1.5 费用支付时间 Payment time

按照合同规定方式支付；Pay in accordance with the contract terms.

1.6 AQC 在收到全部申请费、审核费、证书费、差旅费、管理费用后颁发认证证书或确定证书保持有效，认证费用应由受审核方直接向 AQC 支付。

AQC issues the certification certificate or confirms its validity upon receipt of all application fees, audit fees, certification fees, travel expenses, and administrative costs. The certification fees shall be paid directly by the audited party to AQC.

1.7 综合以上费用来源，给予报价方案。最终价格按照市场定价执行。

Based on the above cost sources, a quotation plan is provided. The final price shall be based on market pricing.

1.8 AQC 保留在未事先通知的情况下对本说明修改的权利。

AQC reserves the right to modify these instructions without prior notice.