

CERTIFICATION QB 37 (CSTBat35)

HUMIDITY CONTROLLED VENTILATION



Price list 2018

In accordance with the QB 35 technical certification rules

(The indicated price lists are exclusive of any added tax and are to be increased by the rate of current VAT)

Version of 2018/03/09

Applicable fees – terms of payment

1. APPLICABLE FEES

1.1. FEES FOR OBTAINING CERTIFICATION (in € EXCL. TAXES)

Ref	SERVICES	RATE
412	ENTRANCE FEE	1 375
EXAMINATION OF THE APPLICATION FILE ⁽¹⁾		
415	- by range ⁽⁴⁾	2 145
INITIAL AUDIT ON PRODUCTION SITE FOR ONE FAMILY⁽³⁾		
311 +	<u>Package Area 1⁽²⁾</u> : (including the preparation, the audit conduction, the report, the follow-up of corrective action, the travel time and the on-site sampling, if applicable) (Variable travel expenses not included: see Terms and Conditions)	4 180
331		
311 +	<u>Package Area 2⁽²⁾</u> : (including the preparation, the audit conduction, the report, the follow-up of corrective action, the travel time and the on-site sampling, if applicable) (Variable travel expenses not included: see Terms and Conditions)	4 895
332		
311 +	<u>Package Area 3⁽²⁾</u> : (including the preparation, the audit conduction, the report, the follow-up of corrective action, the travel time and the on-site sampling, if applicable) (Variable travel expenses not included: see Terms and Conditions)	5 550
333		
314	Unexpected time, if applicable, per hour	165
231	SAMPLING ON THE MARKET OR ON STOCK (conducted outside audit)	1 815
371	ADDITIONAL CHECKING : Checking of corrective action plan following non-conformities found during tests.	880

Ref	SERVICES	RATE
INITIAL AUDIT ON PRODUCTION SITE FOR MORE THAN ONE FAMILY⁽³⁾		
311 +	<u>Package Area 1⁽²⁾</u> : (including the preparation, the audit conduction, the report, the follow-up of corrective action, the travel time and the on-site sampling, if applicable) (Variable travel expenses not included: see Terms and Conditions)	4 895
311 +	<u>Package Area 2⁽²⁾</u> : (including the preparation, the audit conduction, the report, the follow-up of corrective action, the travel time and the on-site sampling, if applicable) (Variable travel expenses not included: see Terms and Conditions)	5 550
311 +	<u>Package Area 3⁽²⁾</u> : (including the preparation, the audit conduction, the report, the follow-up of corrective action, the travel time and the on-site sampling, if applicable) (Variable travel expenses not included: see Terms and Conditions)	6 270
314	Unexpected time, if applicable, per hour	165
231	SAMPLING ON THE MARKET OR ON STOCK (conducted outside audit)	1 815
371	ADDITIONAL CHECKING : Checking of corrective action plan following non-conformities found during tests.	880

- (1) Management fees are charged at the minimum rate. However, additional fees may be charged on the basis of EUROVENT CERTITA CERTIFICATION's hourly fee, in case of review or additional technical assistance necessary to process an application.

Hourly Fee = 165 € EXCL. TAXES

- (2) Geographical areas are defined in attached Terms and Conditions
- (3) The families of products are exhaust terminal self-regulating or humidity controlled exhaust terminal or air inlets self-regulating or humidity controlled air inlets or simple exhaust self-regulating unit or simple exhaust humidity controlled unit or mechanical supply and exhaust ventilation unit.
- (4) The range is a family type humidity controlled exhaust terminal "CHY1 or CHY2", humidity controlled air inlets "CHY3 or CHY4", or simple exhaust humidity controlled unit "CHY5",

1.2. SURVEILLANCE OF CERTIFIED PRODUCT (in € EXCL. TAXES)

Ref	SERVICES	RATE
722	FIXED ANNUAL FEE	495
	VARIABLE ANNUAL FEE	
613	Per factory	330
611	Per range ⁽⁴⁾	770
417	EXAMINATION OF AN ADDITIONAL APPLICATION FILE ⁽¹⁾	2 145
417	EXAMINATION OF AN EXTENSION FILE ⁽¹⁾	1 705
417	EXAMINATION OF A BRAND-NAME REQUEST FILE ⁽¹⁾	1 705
	SURVEILLANCE or ADDITIONAL AUDIT ON PRODUCTION SITE FOR ONE FAMILY⁽³⁾	
312	<u>Package Area 1⁽²⁾ :</u>	
+	(including the preparation, the audit conduction, the report, the follow-up of	3 465
331	corrective action, the time of travel and the sampling, if applicable) (Variable travel expenses not included: see Terms and Conditions)	
312	<u>Package Area 2⁽²⁾ :</u>	
+	(including the preparation, the audit conduction, the report, the follow-up of	4 180
332	corrective action, the time of travel and the sampling, if applicable) (Variable travel expenses not included: see Terms and Conditions)	
312	<u>Package Area 2⁽²⁾ :</u>	
+	(including the preparation, the audit conduction, the report, the follow-up of	4 895
333	corrective action, the time of travel and the sampling, if applicable) (Variable travel expenses not included: see Terms and Conditions)	
314	Unexpected time, if applicable, per hour	165

Ref	SERVICES	RATE
	SURVEILLANCE or ADDITIONAL AUDIT ON PRODUCTION SITE FOR MORE THAN ONE FAMILY⁽³⁾	
312 + 331	<u>Package Area 1⁽²⁾</u> : (including the preparation, the audit conduction, the report, the follow-up of corrective action, the time of travel and the sampling, if applicable) (Variable travel expenses not included: see Terms and Conditions)	4 895
312 + 332	<u>Package Area 2⁽²⁾</u> : (including the preparation, the audit conduction, the report, the follow-up of corrective action, the time of travel and the sampling, if applicable) (Variable travel expenses not included: see Terms and Conditions)	5 550
312 + 333	<u>Package Area 2⁽²⁾</u> : (including the preparation, the audit conduction, the report, the follow-up of corrective action, the time of travel and the sampling, if applicable) (Variable travel expenses not included: see Terms and Conditions)	6 270
231	SAMPLING ON THE MARKET OR ON STOCK (conducted outside audit)	1815
371	ADDITIONAL CHECKING : Checking of corrective action plan following non-conformities found during tests.	880

(1) Management fees are charged at the minimum rate. However, additional fees may be charged on the basis of EUROVENT CERTITA CERTIFICATION's hourly rate, in case of review or additional technical assistance necessary to process an application.

Hourly Fee = 165 € EXCL. TAXES

(2) Geographical areas are defined in attached Terms and Conditions

2. INVOICING TERMS AND CONDITIONS

Invoicing conditions and terms are described in attached Terms and Conditions which overrules the chapter 4 of the Certification manual for NF programmes managed by EUROVENT CERTITA CERTIFICATION.

Terms and conditions of payment are mentioned on the invoices.

Invoices are only sent by e-mail. Paper copies are available upon request.



INVOICING TERMS AND CONDITIONS 2018

In accordance with all ECC certification programmes reference documents into force

Version of 05/12/2017

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1. APPLICABLE FEES AND RELATED TERMS AND CONDITIONS

1.1. GENERAL

EUROVENT CERTITA CERTIFICATION reserves the right to put the certification decision on hold if a payment is due. Unpaid invoices can lead to the suspension of a certificate. Unpaid invoices generated under a given certification programme can lead to a certificate suspension process to another programme belonging to the same company or group.

1.1.1. Prices

The listed prices are net prices, i.e. exclusive of any added taxes. They are expressed in Euro.

1.1.2. Prepayment

Invoiced fees are to be prepaid unless otherwise stipulated.

1.1.3. Refunds

Fees are not refundable, even in the event of non-renewal, waiver, suspension or withdrawal of the certification and regardless of the certification process outcome.

1.1.4. Terms of payment

Net 30 days end of the month unless otherwise stipulated. Interest at the rate of 10% per year, effective from the first calendar day following the payment deadline indicated on the invoice, will be charged on all overdue balance. Fixed charge to cover debt collection costs is fixed at 40 euros.

1.1.5. Price list publication period

Fourth quarter of year N-1 for existing programmes unless otherwise stipulated.

1.1.6. Price list validity

Valid for the calendar year N specified on the price list. All services are invoiced at valid prices at date of accomplishment unless otherwise stipulated.

1.2. ADMINISTRATION FEES

Administration fees are charged at the minimum rate. However, additional fees may be charged on the basis of EUROVENT CERTITA CERTIFICATION's hourly fee, in case of additional assistance necessary to process an application file.

1.2.1. Launching committee participation fee

Fee requested for the participation to the launching committee (or "working group" for NF/QB marks). Covers the costs incurred in the development of the certification programme in question.

When entrance to the developed programme is made soon after the programme entry into force the manufacturer who participated to the development work can be exempted from paying the entrance fee (see conditions in §1.2.2).

1.2.2. Entrance fee (EF)

Fee requested at the entrance of each certification programme – once.

Invoiced at valid price at date of application.

Covers the costs incurred in updating the various documents necessary for the running of the certification programme in question.

If the applicant took part in the development work of the programme in question and signed the license agreement within an 18-month period from the programme start (entry into force date specified on the certification documents) he is exempted from paying the entrance fee.

For ECP programmes, in the event of an application as a holding, as defined in the Certification Manual, the amount invoiced equals three (3) times the EF price indicated in the price list.

1.2.3. Fixed annual fee (FAF)

Fee requested on a yearly basis, including at entrance time.

Following granting of product certification, EUROVENT CERTITA CERTIFICATION invoices annually a fixed amount which covers, notably and not limited to:

- evaluation/follow-up of the applicant/participant product list and planning of the surveillance campaign;
- evaluation of the surveillance operations outcome (success or failure) and implementation of resulting actions;
- whenever applicable, the right of use¹ of the certification mark. The corresponding amount is paid out to the mark owner.

For ECP programmes, if the licensee is a holding, as defined in the Certification Manual, the amount invoiced equals three (3) times the FAF price indicated in the price list.

For ECP and NEx programmes, the FAF is invoiced yearly mid-October to applicants/participants as the yearly fee corresponding to the following year activity unless otherwise stipulated. For applicants the FAF is invoiced at valid price at date of application. When date of application is between 1 August and 31 December of year N, the following FAF invoice is requested in mid-October of year N+1.

For other programmes the FAF is invoiced yearly in January as the yearly fee corresponding to the ongoing year activity unless otherwise stipulated.

1.2.4. Variable annual fee (VAF)

The Variable Annual Fee accounts for the certification scope (number of ranges and/or models and/or production sites, etc.) variability from one applicant/participant to another which impacts the amount of work needed to evaluate, check and publish the certified data.

For ECP and NEx programmes, the VAF is invoiced yearly in April. Adjustment may be applied in October if need be.

Otherwise the VAF is invoiced yearly in January.

1.2.5. Contract modification fee

Charge for each contract change or modification.

1.2.6. Certification request evaluation fee

The evaluation fee covers the cost incurred in evaluating the application file admissibility.

¹ Note: The right of use the certification mark is aimed at covering:

- general operation of the certification mark (quality system, monitoring of bodies in the network, management of the mark committee if any, etc.);
- protection of the mark: filing and protection of the mark, legal counsel, processing of misuses (legal services, etc.);
- contribution to the general promotion of the mark.

1.3. TESTING FEES (TF)

Testing fee indicated in the price list is per unit tested.

Adjustment according to price list valid at actual test date may apply.

Must be paid prior to testing date unless otherwise stipulated.

The testing fees are invoiced prior to the test according to valid price list unless otherwise stipulated.

All transport costs, tax and duties shall be paid by applicant or participant. Shipping DDP (Duty Delivered Paid) to the laboratory, return shipment must be ordered EXW (Ex works). 11% service charge for any fees, customs or duties fees.

In some particular cases specified in relevant technical certification rules the product testing is conducted by the independent laboratory personnel in the applicant/participant premises, called participant laboratory. This case is foreseen in the price list with specific prices whenever applicable.

1.4. AUDIT FEES (AF)

Fees related to initial/surveillance audit base price (see §1.4.1) are invoiced prior to the audit according to valid price list.

Other audit related fees, such as variable travel expenses (see §1.4.4) and, when applicable, additional range(s) audited (see §1.4.2) and/or fees related to evaluation of nonconformity(ies) corrective actions plan (see §1.4.5), are invoiced separately unless otherwise stipulated.

Any unexpected time (see §1.4.7) will be charged on a separate invoice at the defined ECC hourly rate.

Adjustment according to price list valid at actual audit date may apply.

1.4.1. Initial/surveillance audit base price

Covers fixed travel expenses for the applicable geographical area, fees related to on-site working time, fees related to on-site software checking and/or product sampling when applicable and fees related to off-site (in house) working time (preparation and analysis of the audit).

1.4.2. Additional range during the audit

When an additional range is audited with respect to the regular audit content defined in relevant technical certification rules, the corresponding price is invoiced to the applicant/participant, either prior to the audit when included in the foreseen audit plan or as a separate invoice otherwise.

1.4.3. Fixed travel expenses

Fixed rate for time allocated to travel from auditor doorstep to production site.

Standard travel times are defined for each of the three (3) geographical areas defined below:

- Area 1: metropolitan France + Benelux + Italy + Switzerland + Germany + Spain + Portugal + Liechtenstein + United Kingdom
- Area 2: EU countries not listed in Area 1 + Turkey + Norway + Morocco + Tunisia + Algeria + Iceland + Albania + Serbia + Bosnia and Herzegovina + Montenegro + FYR Macedonia
- Area 3: French Overseas Departments and Territories + Countries departments or territories neither listed in Area 1 nor in Area 2

1.4.4. Variable Travel Expenses (VTE)

Include meals and lodging, flight ticket, train ticket, car rental including gas, taxi or private hire, road toll fees, parking fees, transfer fee, visa and any other tax or duties related to audit destination. Invoiced based on actual costs with an 11% service charge.

1.4.5. Evaluation of nonconformity(ies) corrective actions plan

If nonconformities are identified during the on-site audit, the applicant/participant is asked to prepare a corrective actions plan within a given delay. The relevance of this corrective actions plan is then evaluated by the auditor.

1.4.6. Checking of the nonconformity(ies) resolution

ECC verifies the elements provided by the applicant/participant with respect to the actions undertaken in the frame of the corrective actions plan. The decision regarding the elements admissibility is specified in the corrective actions report which is returned to the applicant/participant.

1.4.7. Unexpected time

Additional time required to complete any of the items, unexpected travel time, unexpected waiting time at the factory location, unexpected delays of all kind not caused by ECC.

Minimum invoicing time is three (3) hours.

1.4.8. Discount for combined audits or close-location audits (audit tours)

A non-cumulative discount of 20 % per applicant/participant and per programme is applied on the audit base price if the audit is conducted in the context of a geographical grouping of a number of production sites.

A non-cumulative discount of 30 % per applicant/participant and per programme is applied on the audit base price for a single audited site (several programmes and/or several applicants/participants).

A non-cumulative discount of 40 % per applicant/participant is applied on the audit base price if the audit scope is similar and that the following conditions are met:

- a single audited site for several applicants/participants of the same programme;
- and the audited products / processes are the same. If the auditor observes that this is not actually the case then an adjustment of the invoicing will be made.

In the statements here above, programme means any certification programme managed by EUROVENT CERTITA CERTIFICATION.

The discounts are non-cumulative. When several of the aforementioned cases are met, the case the most favourable to the applicant/participant is applied.

1.4.9. Audit cancellation

Any audit cancellation by the applicant/participant, which date has been agreed on by EUROVENT CERTITA CERTIFICATION and the audited company, will be charged according to the following:

- cancellation 20 calendar days to 11 calendar days prior to the planned date: 50% of the audit amount ;
- cancellation 10 calendar days before the planned date: 100 % of the audit amount.

Besides, 100% of incurred costs, with applicable service charge (see §0), are due regardless of the cancellation date.



In case an audit is cancelled by ECC due to unpaid invoices, the audit cancellation is considered the responsibility of the applicant/participant. ECC is entitled to cancel an audit as soon as the corresponding invoice is overdue.

1.5. CHECK SOFTWARE FEES

Invoiced prior to the check software according to valid price list.

Adjustment according to price list valid at actual check date may apply.

Must be paid prior to the check software date. In case of CD ROM format all transport costs, tax and duties shall be paid by applicant or participant.

1.5.1. Pre check

Pre-checking of software is a pre-requisite, done in house by ECC. When the software complies with the requirements, this step is completed and ECC can schedule the production site audit.

1.5.2. Comparison check

When the BN uses the same software as the OEM, ECC proceeds to a comparison check between BN and OEM software versions to verify their consistency.

1.5.3. Annual software checking

Annual verification of the software compliance to the Operational Manual requirements, done in house by ECC.

1.5.4. Test check

After a test is completed, the operating (real) testing conditions are re-introduced in the software for determination of actual performance ratings to be considered as declared values and confrontation with test results.

1.5.5. Additional check

Punctual checking of new software version following test failure and/or in between the foreseen checks on a voluntary basis.

1.6. SAMPLING VISIT

Whenever applicable an auditor conducts a specific visit to the production site dedicated to the on-site sampling of units to be tested.

1.7. DESK STUDY FEES

Study of documents (technical drawings, specification, Installation Operational Manual, quality procedure, etc.) issued by a manufacturer prior to an audit to validate requirements listed in the reference documents.

The desk study can also include a review of the software if required.

1.8. SOURCING FEES

In case sourcing fees are requested for the purchase of the unit(s) to be tested, or the purchase of a unit in the frame of a challenge procedure, partial down payment is invoiced prior to sourcing according to valid price list and balance is invoiced based on actual costs with an 11% service charge.

1.9. ADDITIONAL CHECKING OPERATIONS

Costs resulting from additional checking operations (audits, tests, check software...) considered necessary following non-conformities or anomalies detected during routine inspections, or as a result of sanctions proposed by ECC, if applicable, are payable by the applicant/participant, regardless of the results.

2. LEGEND

Applicant	Status of company in the process of obtaining first certification for a given certification programme.
Brand Name (BN)	Companies that are not the manufacturer of the product sold under their own name; can be another manufacturer or a distributor.
CE marking	ECC is notified body for certification of factory production control of metal and plastic chimney products necessary for their CE marking.
Date of application	Date of reception by ECC of paper version of the signed license agreement.
DDP	Duty Delivered Paid
DINPlus	Voluntary quality certification mark (Germany mainly). ECC organises controls (tests, audits, etc.) on heat pumps, and transfers the complete certified files to DINCertco who can deliver DINPlus.
ECC	Eurovent Certita Certification
ECP	Eurovent Certified Performance. Voluntary third-party product certification mark owned by ECC.
EXW	Incoterm meaning Ex works
Initial audit	Audit conducted in the frame of the qualification procedure.
Keymark	Voluntary certification mark based on conformity with European Standards and owned by CEN and CENELEC. ECC is part of the qualified certification bodies.
Launching Committee (LC)	Committee started to establish a new certification programme by contributing to the reference documents preparation and providing guidance for the laboratory/test agency/audit agency choice. Cease activities when the programme starts.
MCS	Microgeneration Certification Scheme. Quality assurance scheme recognized in United Kingdom. ECC is part of the Certification Bodies accredited to assess products according to the MCS Standards.
NEx	Nature of Excellence. Voluntary third-party product certification mark, owned by ECC, with a dedicated focus on quality and durability of high performance product.
NF	Voluntary product certification mark, owned by the Association Francaise de Normalisation (AFNOR), for which ECC is mandated body for specific certification applications.
Participant	Status of company who has obtained first certification and who participates in the annual control process of a given certification programme.
QB	Voluntary product certification mark, owned by the Centre Scientifique et Technique du Bâtiment (CSTB), for which ECC is licensee for specific certification applications.
Surveillance audit	Audit conducted in the frame of the repetition procedure.
Technical certification Rules	Document that describes specific rules and procedures, notably regarding testing and rating of certified products, for a given certification programme.