



## MANAGEMENT SYSTEM CERTIFICATION SECTION

### MSC/POL/03: POLICY FOR CERTIFICATION FEES, CHARGES AND TERMS OF PAYMENTS

#### 1 INTRODUCTION

This policy defines the fees payable by the Clients for purposes of Management Systems Certification and provide terms and condition for payment. Audit fees and charges are raised based on audit time as per procedure for determination of audit time MSC/SOP/03.

#### 2 TBS CB FEE STRUCTURE

##### 2.1 Application Fee

Organizations seeking certification submit a completed application form, client management systems documents, and application fees as stipulated in The Standards (Fees and Charge) Regulations 2021. The application fee covers one document review. The application fee is not refundable, should the applicant organization decide to withdraw the application.

##### 2.2 Audit Fees and Charges

- a) Audit fees and charges are issued in the debit advice before each certification stage (Stage1, Stage 2, Surveillance, recertification audit) depending on the audit time determined for the activity.
- b) Charges for report writing are derived from 20% of the audit time.

#### 3 TRANSPORT AND SUBSISTENCE CHARGES

Client shall be charged transport and subsistence expenses as applicable.

The transport cost is based on each return trip to the site to be audited:

# TANZANIA BUREAU OF STANDARDS



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- a) Road transport expenses (Fares) are charged according to guidelines provided by Land Transport Regulatory Authority (LATRA) rates;
- b) Air transport (where applicable) is charged at the prevailing rates;
- c) Extra day(s) for traveling is included in the travel cost (where applicable), and
- d) In a situation where TBS vehicle is used, actual cost shall be charged.

#### 4 TERMS AND CONDITIONS OF PAYMENTS

- a) Debit advice is raised in Tanzania Shillings (TZS) and payable in full. Debit advice expires within 30 days.
- b) All costs regarding transfer of certification shall be paid by the client.
- c) Payments shall be made before commencement of the certification activities.
- d) Whenever the TBS CB changes the fees, a written notification shall be sent to the Client at least two (2) calendar months before the implementation of the changes.

#### 5 PAYMENT METHODS

Payments for the certification services are made through issued control number.

Issued by

**Director General:**

Date: 2022-11-02