

	Fee Sheet for Product Certification and Listing under the Microgeneration Certification Scheme	Doc No:	FS 030
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The fees set out in this document are effective from **1st June 2010** until further notice.


Product Certification is divided into two activities. These are the Factory Production Control assessment (See MCS 010 for more details, which can be downloaded at www.greenbooklive.com/microgen) and the technical activities to evaluate the product (see the relevant MCS scheme document for the applicable technology plus MCS 011). This fee sheet sets out indicative fees for both activities based on a set of assumptions. Upon receipt of a signed application form and the application fee a unique proposal will be generated to include all fees associated with the assessment and ongoing maintenance. This may include bespoke fees that are not listed on this fee sheet in special cases.

Application and First Year Fees	
<p>Application fee – This fee covers the cost of us processing an application and preparing a unique cost proposal. This should be sent with the application form using the payment section on the final page.</p>	<p>£525 per product family</p>
<p>Factory Production Control – The initial assessment fee for Factory Production Control varies according to the number of employees involved in the manufacture of the products applied for plus the range and complexity of the manufacturing processes and equipment. The assessment fee (to be paid prior to the initial assessment) is £660 per day plus all travel and subsistence fees.</p> <p>For example, an assessment of a company with between 15 and 75 employees typically would take between 1-3 days on site, plus 1 day for planning and close out activities, at a charge of £660 per day. Additional time will be added for travel where no local assessor is available and charged at the day rate of £660. Wherever possible such assessments will be combined with others in the vicinity so that additional travel time and costs per assessment are minimised between applicants.</p>	<p>£660 per day plus all travel and subsistence fees</p>
<p>Technical Evaluation – This is the fee to evaluate the technical report(s) and information for a single family of products as determined by BRE Global. The fee varies according to the type of technology based on the amount of work generally required to conduct the Technical Evaluation, based on our experience.</p> <p>This fee includes all of the activities associated with the review of technical reports, but does not include testing fees or fees for witnessing tests or assessing test facilities in accordance with MCS 011 Parts 3 to 5. The report(s) must be in English and include test results covering all clauses of the relevant standard(s). If we find that the reports do not cover all of the clauses or that product failures are identified then additional charges could be implemented to cover the costs of additional work.</p>	<p>Various – see below</p>

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<p>Heat Pumps – charged at £850 for the first product within a single family and £210 for each additional product within the group. In the case where there are very similar products (for example, where the differences are cosmetic only) a bespoke cost will be quoted.</p>	<p>£850 for the first product within a single family and £210 for each additional product</p>
<p>Biomass – charged at £850 for the first product within a single family group and £210 for each additional product within the group. In the case where there are very similar products (for example, where the differences are cosmetic only) a bespoke cost will be quoted.</p> <p>The Biomass technical standards require elements of Factory Production Control assessment. In cases where this work is not assessed by an accredited test facility and included in a test report, BRE Global can complete the work during the Factory audit to MCS 010. Additional time will need to be allowed for and will be charged at the standard day rate for Factory Production Control (see above)</p>	<p>£850 for the first product within a single family and £210 for each additional product</p>
<p>Solar Thermal Collectors – charged at £850 for the first product within a single family group and £210 for each additional product within the group. In the case where there are very similar products (for example, where the differences are cosmetic only) a bespoke cost will be quoted.</p>	<p>£850 for the first product within a single family group and £210 for each additional product</p>
<p>Solar Photovoltaics – charged at £850 for the first product within a single family group and £60 for each additional product within the group. In the case where there are very similar products (for example, where the differences are cosmetic only) a bespoke cost will be quoted.</p>	<p>£850 for the first product within a single family group and £60 for each additional product</p>
<p>Micro and Small Wind Turbines – Due to the complexity of wind turbine testing, technical evaluation costs must be dealt with on a case by case basis.</p>	<p>£TBA</p>

<p>Assessment of unaccredited test facility – This work will be charged on a case by case basis, depending on the individual requirements.</p>	<p>£TBA</p>
<p>Pre-Assessment visit – This is an optional visit to the manufacturing facility before the actual Factory Production Control assessment. This option is designed for companies who are unfamiliar with such assessments or those with a fairly new Quality Management System. During the visit the assessor will spend up to a day going through the assessment procedure to give the company an idea about what will be looked at during the actual audit.</p>	<p>£660 per day plus all travel and subsistence fees</p>

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<p>MCS administration fee – This fee is levied by Gemserv Ltd., the MCS Scheme Administrator and is collected by us on their behalf. The fee depends on the number of technologies Certificated;</p> <p>1st Technology Certificated £350 2nd Technology Certificated £250 3rd Technology Certificated £175 Each additional technology thereafter £100</p> <p>For example, the administration fee for a single technology would be £350, for two technologies £600, three technologies £775, four technologies £875 etc.</p>	<p>1st Technology Certificated £350</p> <p>2nd Technology Certificated £250</p> <p>3rd Technology Certificated £175</p> <p>Each additional technology thereafter £100</p>
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Annual Scheme Fees	
<p>Surveillance Visits – This covers the annual review of the Factory Production Control requirements to MCS 010 and is charged at £660 per day plus travel and subsistence expenses. Additional time will be added for travel where no local assessor is available and charged at the day rate of £660. Wherever possible such assessments will be combined with others in the vicinity so that additional travel time and costs per assessment are minimised between applicants.</p> <p>The frequency and duration of surveillance visits will be determined after the initial assessment. Surveillance visits are usually once per year and last for a single day on site.</p>	<p>£660 per day plus travel and subsistence expenses</p>
<p>Greenbooklive listing fee – This fee includes an entry on www.greenbooklive.com and covers list and website administration, promotion of the list of products and services and customer enquiries. This is charged at £350 for the first product and £5 for each additional product for each Certificated technology.</p>	<p>£350 for the first product and £5 for each additional product for each Certificated technology</p>
<p>Product review – This is for the review of changes made to products or production processes and will be charged on a case by case basis depending on the nature of work required and the time for conducting the work.</p>	<p>£TBA</p>
<p>MCS administration fee – This fee is levied by Gemserv Ltd., the MCS Scheme Administrator and is collected by us on their behalf. The fee depends on the number of technologies Certificated;</p> <p>1st Technology Certificated £350 2nd Technology Certificated £250 3rd Technology Certificated £175 Each additional technology thereafter £100</p>	<p>1st Technology Certificated £350</p> <p>2nd Technology Certificated £250</p> <p>3rd Technology Certificated £175</p> <p>Thereafter £100</p>

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Additional Visits and Requirements	
<p>A follow up visit may be required where major non-conformances are found or the work cannot be completed in the allowed time frame, for example due to the availability of key staff or sites. This work is charged at the day rate of £660 plus all travel and subsistence expenses.</p> <p>Special visits (e.g. to investigate complaints) also charged at the above rate.</p>	<p>£660 per day plus all travel and subsistence fees</p>
<p>Certificate amendment fees including changes to company name / address and product names cost from £250. For costs relating to technical changes, please see Product Review above.</p>	<p>From £250</p>

Travel and Subsistence Expenses (for data collection and verification visits)							
<p>All visit costs are subject to the addition of travel and subsistence expenses as detailed below. Travel time is charged at the day rate of £660 per day for Factory Production Control assessments, pre-assessment visits, special visits and follow up visits.</p>							
<table border="1" style="width: 100%;"> <tr> <td>Car Travel (within UK) Radius Bands are based on the average of outward and return distances travelled by assessors.</td> <td style="text-align: center;">40p per mile travelled</td> </tr> <tr> <td>Air, Rail and Sea Travel (if necessary)</td> <td style="text-align: center;">Actual costs</td> </tr> <tr> <td>Hotel expenses + meals</td> <td style="text-align: center;">Actual costs</td> </tr> </table>	Car Travel (within UK) Radius Bands are based on the average of outward and return distances travelled by assessors.	40p per mile travelled	Air, Rail and Sea Travel (if necessary)	Actual costs	Hotel expenses + meals	Actual costs	
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Air, Rail and Sea Travel (if necessary)	Actual costs						
Hotel expenses + meals	Actual costs						

General	
<p>VAT – All fees given are exclusive of VAT which will be charged at the prevailing rate.</p>	
<p>Cancellation of visits;</p> <ul style="list-style-type: none"> • Notice of cancellation less than 16 working days of the visit will be charged at 100% of the agreed fee (plus all travel costs incurred) • Notice of cancellation given between 16 and 30 working days of the visit will be charged at 50% of the agreed fee (plus all travel costs incurred) 	
<p>Postponement of visits (where a new date is agreed immediately);</p> <ul style="list-style-type: none"> • Notice of postponement less than 16 working days of the visit will be charged at £600 (plus all travel costs incurred) • Notice of postponement given between 16 and 30 working days of the visit will be charged at £300 (plus all travel costs incurred) 	