



Certifying Body Cost & Fee Structure

Purpose: The purpose of this procedure is to describe the cost and fee schedule and policies associated with the approval and surveillance of certification bodies offering Regenerative Organic Certified™ program certification activities.

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1.0 General Information

Certification bodies (CB) work directly with Regenerative Organic Alliance (ROA) for approval. Review and approval of certification bodies are based on requirements outlined by the ROC™ Certification Body Requirements available at RegenOrganic.org/Resources.

A minimum of one ROC™ applicant is required for ROA approval of a CB, with a goal of ten certified ROC™ operators within the first eighteen months.

2.0 Timing of Reviews

Full Reviews (FR) with **Witness Audit of Auditor(s)** (WAA) occurs the first year and then every third year thereafter of the approval cycle.

Surveillance Reviews occur in year two and year three of an approval cycle.

3.0 Fees and Costs

Fees and costs cover all three ROC™ program levels of Bronze, Silver, and Gold and all three pillar scopes: Soil and Land Management, Animal Welfare, and Social Fairness.

Certification Body regional offices and/or independent offices that carry out critical certification activities¹ for ROC™ will be required to have a site visit as part of the CB review process for approval and may be assessed an additional fee per site review.

3.1 Administration of Fees and Costs

1. Costs and fees for approved certification bodies are set by the ROA and subject to being changed.
2. ROC™ approved certification bodies will be notified of changes to fees.
3. All fees and costs associated with the approval process of a certification body are to be paid directly by the certification body to ROA using electronic payment bank transfer method.
 - i. Fees are in United States Dollars (USD\$) and any applicable foreign exchange fee or monetary transfer fees are the responsibility of the certification body.

¹ Critical activities are defined as inspection, technical review, or certification decision making.

- ii. Electronic invoices are generated by ROA and sent directly to the Certification Body and invoices are due upon receipt.
4. Certification bodies must submit their ROC™ certification client fee schedule to ROA as part of the review process, which includes inspection rates.
5. Fees may be subject to a customized cost and structure based on organizational complexity, countries of operation, risk level, number of critical offices, etc.
6. Failure to pay associated costs and fees in a timely manner may result in suspension or termination of an approved certification body for Regenerative Organic Certified™.

3.2 ROA Fee Schedule

Application Fee

Guidance: The application fee is due upon initial application acceptance and at re-application.

Fee: \$350 USD

Full Review (FR) Fee

Guidance: The Full Review fee is paid in year 1 and then every three years as part of the reapplication cycle.

Fees:

1. \$400 USD - document screening review fee
2. \$400 USD - remote evaluation visit of the CB main office
3. \$300 USD - foreign or regional office site audit, if applicable, where critical ROC™ certification activities take place. This fee is assessed per office.

Witness Audit (WA) Fee

Guidance

1. All actual travel costs directly incurred by a ROA lead auditor that are related to a witness audit are payable by the Certification Body (CB). These include, but not limited to, airfare, ground transportation, VISA fees, meals, and hotel accommodations.
2. All on-site visit costs can be paid directly by the CB.
3. An estimate of visit costs will be provided to the CB at least 60 days before the visit and a 50% pre-payment is required at least two weeks prior to the scheduled visit.

Fees

1. \$400 USD/day fee for on-site witness audit of CB auditor(s) by a ROA lead auditor. This includes preparation of the visit report.
2. \$300 per day travel for the ROA auditor.

Surveillance Review (SR) Fee

Guidance:

1. The fee for Surveillance Review will be invoiced annually and sent to the CB as part of the surveillance process based on the CB approval anniversary date.
2. The Surveillance Review process includes the CB submitting an update form, ROA review of at least one ROC™ operator file, and if applicable, a ROA remote site visit of a critical office in at least one of the countries of operation where ROC™ operators are certified.
3. The surveillance review annual fee for continued approval is based on a sliding scale per licensed operator volume.

Fees

1. 100 or less ROC™ operators - \$400 USD
2. Over 100 ROC™ operators - \$600 USD
3. Over 250 ROC™ operators - \$800 USD

ROC™ Assurance Personnel Training (SR) Fee

1. Assessment personnel (inspectors and technical reviewers) must complete ROC™ asynchronous training in the ROA *Trainual.com* site. The first four user accounts for a certifying body are free, but thereafter, is a \$50 USD charge per user.

3.3 Sample Fee Schedule

Below is an example of fee schedule cycle for a domestic CB with 150 ROC™ operators and no foreign offices.

	FR with WAA	SR	SR	FR with WAA
Application fee	\$350	NA	NA	\$350
Document screening	\$400	NA	NA	\$400
Remote site audit	\$400	NA	NA	\$400

Witness audit	\$1000	NA	NA	\$1000
Travel costs	\$300- \$1,500*	NA	NA	\$300- \$1,500*
Surveillance report	NA	\$600	\$600	NA

* *International and USA domestic travel costs vary by region and by season for on-site witness audit.*