



# 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

Certifying bodies (CBs) work directly with Regenerative Organic Alliance (ROA) for approval. Review and approval of CBs are based on requirements outlined by the Regenerative Organic Certified® Operations Manual for CBs.

The certifying body (CB) must be active in at least one country and have at least one Regenerative Organic Certified® applicant or interested client.

## 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** (SR) occur in year two and year three of an approval cycle.

The ROA may request additional WAAs when evaluating Geographic Scope Extensions requests.

## 3.0 Fees and Costs

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

CB regional offices and/or independent offices that carry out critical certification activities<sup>1</sup> for Regenerative Organic Certified® 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 CBs are set by the ROA and are subject to change.
2. ROA approved CBs will be notified of changes to fees.
3. All fees and costs associated with the approval process of a CB are to be paid directly by the CB 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 CB.
  - ii. Electronic invoices are generated by ROA and sent directly to the CB and invoices are due upon receipt.
4. CBs must submit their Regenerative Organic Certified® client fee schedule to ROA as part of the review process, which includes inspection rates.

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<sup>1</sup> Critical activities are defined as inspection, technical review, or certification decision making.

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 CB 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 one 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 Regenerative Organic Certified® 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 CB. These include, but are 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 Regenerative Organic Certified® operator file, and

if applicable, a ROA remote site visit of a critical office in at least one of the countries of operation where Regenerative Organic Certified® 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 Regenerative Organic Certified® operators - \$400 USD
2. Over 100 Regenerative Organic Certified® operators - \$600 USD
3. Over 250 Regenerative Organic Certified® operators - \$800 USD

**Regenerative Organic Certified® Assurance Personnel Training (SR) Fee**

1. Assessment personnel (inspectors and technical reviewers) must complete Regenerative Organic Certified® 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 Regenerative Organic Certified® operators and no foreign offices.

	<b>FR with WAA</b>	<b>SR</b>	<b>SR</b>	<b>FR with WAA</b>
<b>Application fee</b>	\$350	NA	NA	\$350
<b>Document screening</b>	\$400	NA	NA	\$400
<b>Remote site audit</b>	\$400	NA	NA	\$400
<b>Witness audit</b>	\$1000	NA	NA	\$1000
<b>Travel costs</b>	\$300-\$1,500*	NA	NA	\$300-\$1,500*
<b>Surveillance report</b>	NA	\$600	\$600	NA

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

## Document Revisions

Version Number	Date Approved	Description of Changes
1.2	26 April 2024	<ul style="list-style-type: none"><li>• Changed ™ to ® in all places</li><li>• Corrected certification body to certifying body in all places</li><li>• Updated reference document in section 1.0 to current CB manual</li></ul>