



## ADR.FO.002.INT OVERVIEW FEES ADR REGISTER V9

Applicable/valid from: February 2024

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### GENERAL CLAUSES

The following applies to this document:

1. Document GNG.RD.009 General clauses for all documents

The before mentioned documents are published on our websites and hereby to be considered as repeated and inserted.

### CURRENCY, INVOICES, PAYMENTS

- All fees in € (= Euro) or ZAR (= South African Rand). The fees in ZAR are only applicable if the certificate holder is officially based in South Africa or any other African country.
- VAT if applicable and not included in the stated fees.
- Travel time and -costs are not included unless mentioned otherwise. Contact us for a quote.
- Typing- and publication errors reserved.
- Only digital invoices are provided.
- Accepted payment methods: bank transfer, debit order, Ideal payments (Netherlands), PayFast (South Africa).
- Cash payments are not possible.

### CONTRACT, CANCELLATION

- The certification contract binds Global Network Group and the certificate holder.
- The minimum period is set as the remaining months of the year in which the certification is granted plus the 1<sup>st</sup> sequential full calendar year.
- Sequential to the initial certification, accreditation, or recognition, automatic annual renewal applies, each renewal for a full calendar year.
- Cancellation of the certification can only be done in writing and
  - following the initial certification, against the last day of the 1<sup>st</sup> full calendar year or
  - up from the 2<sup>nd</sup> full calendar year only against the last day of the current calendar year
- The cancellation is accepted if Global Network Group has received and confirmed in writing.

### INDEXING

- All fees are subject to annual changes.
- The annual indexation is based on the Dutch consumers index.



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### OVERVIEW FEES FOR THE CERTIFICATION OF INDIVIDUAL PRACTITIONERS

DESCRIPTION OF THE SERVICE	FEES except for Africa	FEES if based in Africa
<b>Discounts</b>		
<p>Did you complete your basic professional training course with an ADR Register accredited training provider?</p> <p>Good news! You will receive discounts on some of our fees.</p> <ul style="list-style-type: none"> <li>ADR.PF.001 Admission audit = 25% discount</li> <li>ADR.PF.002 Adding/changing scopes – subtypes = 10% discount</li> <li>ADR.PF.051 052 053 Recertification full level = 10% discount</li> <li>ADR.AD.024.2 Video audit = 10% discount (*)</li> <li>ADR.AD/024.3 Live audit = 10% discount (*)</li> </ul> <p>(*) Only if ADR Register handles the audit. Audits handled by other organizations are excluded.</p>		
<b>International Professional Body for ADR Register Practitioners (IBAP)</b>		
<ul style="list-style-type: none"> <li>Annual fee, only in combination with ADR.PF.200</li> </ul>	Included	Included
<b>ADR.PF.001 - once-only cost admission audit</b>		
<ul style="list-style-type: none"> <li>Initial conformity assessment decision and issuing one international certificate of competence included</li> <li>1st registration main scope(s), sub-scope(s), subtype(s) included</li> </ul>	€ 210,-	R 2.100,-
<b>ADR.PF.002 – adding main scopes, sub scopes</b>		
<ul style="list-style-type: none"> <li>Per filed form ADR.PF.002</li> <li>Additional conformity assessment decision and issuing new international certificate of competence included</li> </ul>	€ 75,-	R 750,-
<b>ADR.PF.003 – adding sub types</b>		
<ul style="list-style-type: none"> <li>Per filed form ADR.PF.003</li> <li>Only adding to your profile(s)</li> </ul>	Included	Included
<b>ADR.PF.200 – certificates / certification</b>		
<b>Annual registration fee</b>		
<ul style="list-style-type: none"> <li>All main scope(s), sub-scope(s), subtype (s) included</li> <li>Co-certification ICR Coach Register/EMCI Register not included</li> </ul>	€ 107,50	R 1.075,-



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<b>Duplicate / additional certificate</b>		
<ul style="list-style-type: none"> <li>Issuing duplicate / additional international certificate</li> </ul>	€ 35,-	R 350,-
<b>Co-certification ICR Coach Register &amp; EMCI Register</b> <i>(only applicable to new certifications up from 01.01.2024)</i>		
ICR Coach Register: additional certification and listing (coaching branch)	€ 25	R 250,-
EMCI Register: additional certification and listing (maritime branch)	€ 25	R 250,-
<b>ADR.PF.023 - knowledge audit mediator - make your choice:</b>		
<ul style="list-style-type: none"> <li>Online knowledge test: multiple-choice exam, re-takes included</li> <li>No discount if the knowledge test is completed elsewhere.</li> </ul>	Included	Included
<ul style="list-style-type: none"> <li>Exam declaration issued by a qualified auditor</li> </ul>	€ 100,-	R 1.000,-
<ul style="list-style-type: none"> <li>Essay, audited by a qualified auditor</li> </ul>	€ 600,-	R 6.000,-
<ul style="list-style-type: none"> <li>Remote (phone, Skype, Zoom, Webex, Microsoft teams), audit handled by a qualified auditor</li> </ul>	€ 400,-	R 4.000,-
<b>ADR.PF.024 – skills test mediator – make your choice:</b>		
<b>ADR.PF.024.1 + PF.060 – mentor- &amp; recertification audit</b>		
<ul style="list-style-type: none"> <li>Provision payable to Global Network Group + mentor fee</li> <li>ADR Register audit tool compulsory &amp; included</li> <li>The mentor and mentee agree separately on the mentor fee</li> <li>Recertification audit associate to full = included</li> </ul>	Provision: € 150,- + mentor fee: individual agreement mentor/mentee	Provision: R 1.500,- + mentor fee: individual agreement mentor/mentee
<b>ADR.PF.024.2 – video audit</b>		
<ul style="list-style-type: none"> <li>Handled by <u>ADR Register</u></li> </ul>	€ 500,-	R 5.000,-
<ul style="list-style-type: none"> <li>Handled by <u>ADR Register accredited/appointed organizations</u></li> <li>Provision payable to Global Network Group + organization fee</li> <li>ADR Register accredited training providers can be additionally accredited for the video audit. If additionally accredited, these providers are allowed to set their own fee and to offer a one-stop-shop fee for training and exams. Not all accredited training providers are additionally accredited.</li> </ul>	Provision: € 150,- + Organization fee	Provision: R 1.500,- + Organization fee



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<b>ADR.PF.024.3 – live audit</b>		
<ul style="list-style-type: none"> <li>Handled by <u>ADR Register accredited/appointed organizations</u></li> <li>Provision payable to Global Network Group + organization fee</li> <li>ADR Register accredited training providers can be additionally accredited for the live audit. If additionally accredited, these providers are allowed to set their own fee and to offer a one-stop-shop fee for training and exams. Not all accredited training providers are additionally accredited.</li> </ul>	Provision: € 150,- + Organization fee	Provision: R 1.500,- + Organization fee
<b>ADR.PF.060 070 – recertification – make your choice:</b>		
<ul style="list-style-type: none"> <li><b>ADR.PF.061 062 063 – recertification associate to full level</b></li> </ul>	Included	Included
<ul style="list-style-type: none"> <li><b>ADR.PF.071 072 073 – recertification – remote desktop handling by office operations ADR Register</b></li> </ul>	€ 250,-	R 2.500,-
<ul style="list-style-type: none"> <li><b>ADR.PF.074 – peer review</b></li> <li>Provision payable to Global Network Group + review fee</li> <li>The certificate holder and reviewer agree separately on the review fee.</li> <li>There isn't an obligation to invoice a review fee.</li> </ul>	Provision: € 75,- + review fee: individual agreement certificate holder / reviewer	Provision: R 750,- + review fee: individual agreement certificate holder / reviewer
<b>ADR.PF.050 Scope- process- and procedure audit</b>		
<ul style="list-style-type: none"> <li>In addition to ADR.PF.001 admission audit</li> <li>Access to full level and includes exemption for PF.021 023 024</li> <li>Possible if ≥ five years experience ≥ 75 handled client assignments</li> <li>Handling of findings and non-conformities not included (€75,-/R750,- /hour)</li> <li>Travel costs not included</li> </ul>	€ 950,-	R 9.500,-
<b>COMPLAINT HANDLING</b>		
See reference document GNG.PD.014 Rules for handling complaints against certificate- & inspection report owners	See GNG.PD.014	See GNG.PD.014



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### OVERVIEW FEES FOR THE CERTIFICATION OF LEGAL ENTITIES

(companies, organization, associations, professional bodies, co-operating groups etc.)

DESCRIPTION OF THE SERVICE	FEES except for Africa	FEES if based in Africa
<p><b>Audit period (= 3 clock hours), per auditor</b></p> <p><u>Applicable to:</u></p> <ul style="list-style-type: none"> <li>Initial admission audit</li> <li>Annual surveillance audit (year 1 &amp; 2)</li> <li>Recertification audit (year 3)</li> </ul> <p><u>Compulsory audit periods:</u></p> <p>Audit legal entity, 1 - 4 participating practitioners = 1 period, 1 auditor            Audit legal entity, 5 - 8 participating practitioners = 2 periods, 1 auditor            Audit legal entity, 9 - 12 participating practitioners = 3 periods, 1 auditor            Audit legal entity, 13 - 16 participating practitioners = 4 periods, 1 auditor            Audit legal entity, more than 16 participating = contact us</p> <p><u>Included in all audits:</u></p> <ul style="list-style-type: none"> <li>Preparation, audit, reporting, review</li> <li>Audit tool (compulsory)</li> </ul> <p><u>Included in admission- and recertification audit:</u></p> <ul style="list-style-type: none"> <li>Issuing 1x certificate of approval</li> </ul> <p><b>Not included:</b></p> <ul style="list-style-type: none"> <li>Handling of findings and non-conformities (€75,-/R750,-/hour)</li> <li>Travel costs</li> <li>Admission- and recertification audits and annual registration fees for the participating practitioners</li> </ul>	<p><b>€ 600,- / period</b></p>	<p><b>R 6.000,- / period</b></p>
<p><b>ISO verification statement</b></p> <ul style="list-style-type: none"> <li>Additional verification against ISO norms</li> <li>ISO 9001 verification available, other norms to be agreed on</li> <li>The verification will be added to the certificate of approval</li> </ul>	<p>Surplus charge 25% per norm to the regular audit period fee</p>	<p>Surplus charge 25% per norm to the regular audit period fee</p>



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<p><b>Discount for participating practitioners:</b></p> <ul style="list-style-type: none"> <li>• Annual invoicing per legal entity</li> <li>• Individual practitioners are not invoiced separately</li> <li>• Discount calculated over the regular fees for individual practitioners.</li> <li>• Other discounts possible based on the identified company- and organization processes in combination with delegated certification actions</li> </ul>		
<ol style="list-style-type: none"> <li>1. Less than 6 participating individual practitioners</li> <li>2. If 6 – 10 participating individual practitioners</li> <li>3. If 11- 25 participating individual practitioners</li> <li>4. If 26- 50 participating individual practitioners</li> <li>5. If 51- 100 participating individual practitioners</li> <li>6. If 101 – 250 participating individual practitioners</li> <li>7. More than 250 participating individual practitioners</li> </ol>	<ol style="list-style-type: none"> <li>1. 5 % discount</li> <li>2. 7,5 % discount</li> <li>3. 10 % discount</li> <li>4. 12,5 % discount</li> <li>5. 15 % discount</li> <li>6. 20 % discount</li> <li>7. Contact us</li> </ol>	<ol style="list-style-type: none"> <li>1. 5 % discount</li> <li>2. 7,5 % discount</li> <li>3. 10 % discount</li> <li>4. 12,5 % discount</li> <li>5. 15 % discount</li> <li>6. 20 % discount</li> <li>7. Contact us</li> </ol>



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### OVERVIEW FEES FOR THE ACCREDITATION OF TRAINING PROVIDERS

DESCRIPTION OF THE SERVICE	FEES except for Africa	FEES if based in Africa
<b>ACCREDITATION TRAINING PROVIDERS</b>		
Initial accreditation audit	€ 2.000,-	R 20.000,-
Annual surveillance audit (year 1 & 2)	€ 250,-	R 2500,-
Re-accreditation audit (year 3)	€ 2.000,-	R 20.000,-
Handling of findings and non-conformities (€75,-/R750,-/hour)	€ 75,-/hour	R 750,-/hour
Included in all audits: <ul style="list-style-type: none"> <li>Preparation, audit, reporting, review</li> <li>Audit tool (compulsory)</li> </ul>		
Included in initial accreditation and re-accreditation audit: <ul style="list-style-type: none"> <li>Issuing 1x certificate of approval</li> <li>Discount on the recognition of training programs; contact us to discuss this and to find out what is possible</li> </ul>		
Not included: <ul style="list-style-type: none"> <li>Handling findings and non-conformities</li> <li>Travel costs</li> </ul>		
Transfer and recognition of other accreditations: <ul style="list-style-type: none"> <li>Contact us to discuss this and to find out what is possible</li> <li>If other accreditations are transferred or recognized, no or less costs will be charged</li> </ul>		
Conditions: <ul style="list-style-type: none"> <li>Accreditation agreement</li> </ul>		





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### OVERVIEW FEES FOR THE RECOGNITION OF BASIC PROFESSIONAL TRAINING PROGRAMS

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<b>RECOGNITION TRAINING PROGRAMS</b>		
Initial recognition audit	€ 1.000,-	R 10.000,-
Annual surveillance audit (year 1 & 2)	€ 150,-	R 1500,-
Re-recognition audit (year 3)	€ 1.000,-	R 10.000,-
Handling of findings and non-conformities (€75,-/R750,-/hour)	€ 75,-/hour	R 750,-/hour
Included in all audits: <ul style="list-style-type: none"> <li>Preparation, audit, reporting, review</li> <li>Audit tool (compulsory)</li> </ul>		
Included in initial accreditation and recertification audit: <ul style="list-style-type: none"> <li>Issuing 1x certificate of approval</li> </ul>		
Not included: <ul style="list-style-type: none"> <li>Handling findings and non-conformities</li> <li>Travel costs</li> </ul>		
Transfer of other recognizations: <ul style="list-style-type: none"> <li>Contact us to discuss this and to find out what is possible</li> <li>If other recognizations are transferred, no or less costs will be charged</li> </ul>		
Conditions: <ul style="list-style-type: none"> <li>Recognition agreement</li> </ul>		