

	中田国际认证（深圳）有限公司 Zhongtian International Certification (Shenzhen) Co., Ltd.	文件编号 Document number	ZHONGTIAN-GK08
	认证收费管理规定 Regulations on the Administration of Certification Charges	版本状态 Version status	A/2
		生效日期 Effective date	2025-11-01

# 认证收费管理规定

## Regulations on the Administration of Certification Charges

编 制 : 技术部  
Prepared by: Technical Department  
审 核 : 罗传彪  
Reviewed by: Luo Chuanbiao  
批 准 : 华 夏  
Approved by: Hua Xia

 ZHONGTIAN	中田国际认证（深圳）有限公司 Zhongtian International Certification (Shenzhen) Co., Ltd.	文件编号 Document number	ZHONGTIAN-GK08
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## 文件履历

## Document history

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## 1、收费目的和原则

### 1. Charging purpose and principle

1. 1 认证收入用于维持公司认证活动的正常进行，不以盈利为目的，实施有偿服务。

1.1 The certification income is used to maintain the normal operation of the company's certification activities, not for profit, and to provide paid services.

1. 2 获得财务收入的方式以不影响认证的公正性为准则。

1.2 The way to obtain financial income shall be based on the principle of not affecting the fairness of certification.

1. 3 财务收入来源为认证收费和其他正当收入。

1.3 The source of financial income is certification fees and other legitimate income.

## 2、收费项目：申请费、审核费、审定与注册费（含证书费）、年金（含标志使用费）、监督审核费。

2. Charging items: application fee, examination fee, examination and registration fee (including certificate fee), annuity (including logo use fee), supervision and examination fee.

3、考虑组织的申请认证领域要求适用性、组织规模、专业特性、产品或过程风险程度、与其他管理体系一体化审核等情况时，可予以增减人·日数。

3. The number of persons/days may be increased or decreased when considering the applicability of the requirements of the organization's application for certification, the size of the organization, the professional characteristics, the risk level of the product or process, and the integrated audit with other management systems.

4、被审核方要求预审时，预审审核人·日应低于认证审核人·日的 1/2。

4. When the audited party requests the pre-audit, the pre-audit auditor day shall be less than 1/2 of the certification auditor day.

5、因在认证审核或再认证或监督中发现严重不符合而需要现场跟踪时，或者在证书有效期内发生关于获证企业的投诉并确认为受审核方责任时，以及其他可能导致追加审核的情况下，按实际增加的人·日数计收费用。

5. When on-site follow-up is required due to serious nonconformities found in the certification audit or re-certification or supervision, or when complaints about the certified enterprise occur within the validity period of the certificate and are confirmed as the responsibility of the auditee, and other circumstances that may lead to additional audits, the fees shall be charged according to the actual number of additional persons and days.

6、申请认证领域通常分为第一阶段和第二阶段审核，第一阶段与第二阶段间隔时间取决于组织的整改情况，由审核组长决定下一阶段审核的时间。

6. The field of application for certification is usually divided into the first stage and the second stage of audit. The interval between the first stage and the second stage depends on the rectification of the organization. The audit team leader decides the time of the next stage of audit.

7、初次认证/再认证后的第一次监督审核宜在距离上次审核最后一天起 10-12 个月内进

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行，最迟应在认证决定日期起 12 个月内进行。此后，监督审核应至少每个日历年（应进行再认证的年份除外）进行一次，第二次监督审核宜在距离上次例行监督审核最后一天起 10-12 个月内进行，间隔最长不超过 12 个月。否则，将对认证证书采取相应的处理措施。每次监督的每个人·日收费 3000 元人民币。

7. The first surveillance audit after initial certification/recertification should be conducted within 10-12 months from the last day of the last audit, and at the latest within 12 months from the date of certification decision. Thereafter, surveillance audits shall be conducted at least once per calendar year (except for years subject to recertification), and the second surveillance audit should be conducted within 10-12 months of the last day of the last routine surveillance audit, with a maximum interval of 12 months. Otherwise, corresponding measures will be taken to deal with the certification certificate. The daily charge for each supervisor is 3000 yuan.

8、当获证组织申请扩大认证范围时，根据组织拟扩大部分及组织管理机构的规模、复杂程度等计算审核人·日数计收费用，必要时签订补充协议。

8. When the certified organization applies for expanding the scope of certification, the fees shall be charged according to the number of auditors and days of the organization to be expanded and the scale and complexity of the organization management organization, and a supplementary agreement shall be signed if necessary.

9、再认证审核费用原则上为初次认证审核费用的 80%，并重新签订合同，如有其他情况，双方协商确定。

9. In principle, the re-certification audit fee shall be 80% of the initial certification audit fee, and a new contract shall be signed. If there are other circumstances, both parties shall negotiate and determine.

10、交通及食宿费：审核组来往组织的交通及食宿费，由申请组织承担。

10. Transportation and accommodation expenses: The transportation and accommodation expenses of the audit team to and from the organization shall be borne by the applicant organization.

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## 认证收费标准

### Certification fee standard

序号 Serial number	收费项目 Charging items	收费标准 Charging standard	备注 Remark
初次认证 Initial certification			
1	申请费 Application fee	1000 元 1000 yuan	1、审核人 · 日数按规定的人 · 日数执行。 1. The number of persons and days for review shall be subject to the specified number of persons and days.
2	审定与注册费（含证书费） Approval and registration fee (including certificate fee)	2000 元/每个领域 2000 yuan/each field	2、加印证书每张收 50 元。 2. Charge 50 yuan for each additional certificate.
3	审核费 Audit fee	3000 元 X 人 · 日数 3000 yuan X person/day	3、年金每年交纳一次。 3. Annuity shall be paid once a year.
年度监督 Annual supervision			
4	年金（含标志使用费） Annuity (including logo usage fee)	2000 元 2000 yuan	
5	监督审核费 Supervision and audit fee	3000 元 X 人 · 日数 3000 yuan X person/day	

各种费用的具体金额和付费时间以《认证合同》为准。

The specific amount and payment time of various fees shall be subject to the Certification Contract.