

HKQ-03

HONG KONG Q-MARK PRODUCT CERTIFICATION SCHEME

FEE STRUCTURE

Hong Kong Q-Mark Council
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Hong Kong Q-Mark Product Certification Scheme Fee Structure

To apply for the Hong Kong Q-Mark Product Certification Scheme, applicants are required to bear the following charges:

| Item | Amount in HK\$ |
|--|---|
| Application Fee for (i) Initial Assessment (ii) Extension of scope to each license (iii) Reduction of scope to each license | \$7,000 per application \$2,000 per application / license \$500 per application / license |
| Audit Testing (product samples) – Certification / Surveillance / Open Market Sampling / Recertification | To be quoted upon request. |
| On-site Assessment (Preliminary / Certification) / Reassessment / Follow Up / Surveillance Visit Fee (i) Auditor (ii) Technical Expert (if applicable) | \$5,000 per man-day \$5,000 per man-day |
| Open Market Sampling Surveillance | (i) <u>Administration Fee</u> (a) administration fee (Hong Kong / Macau market) (a1) \$200/product (a2) For a licensee having more than 25 products, the fee required shall be advised. (b) administration fee (China *market) (b1) \$500/product (b2) For a licensee having more than 25 products, the fee required shall be advised. (ii) <u>Actual sample(s) cost</u> |
| Annual Subscription Fee | \$3,000 per year plus \$1,000 per license |
| Additional License copy | \$500 per copy |

*For open market sampling, administration fee for product outside the Pearl River Delta area shall be available on request.

Remark:

- **The applicable schemes are**
 - (a) **Scheme for BAKERY (HKQM-FD-BF)**
 - (b) **Scheme for PRESERVED MEAT (HKQM-FD-PM)**
 - (c) **Scheme for SAUCE (HKQM-FD-SA)**
- **The above fee scale is subject to periodic review and may be revised without notice.**
- **Travelling, accommodation and other associated fee for Auditor / Technical Expert shall be charged at cost.**

Explanatory Notes

Application Fee

- An applicant shall pay \$7,000 for initial assessment accreditation. This fee includes initial administration, off-site documentation assessment and the certificate for one certification system. Applications for certification for more than one certification system shall require an additional fee of \$3,500 per certification system. Applications for extension of scope within a certification system which the certified company already holds certification shall attract an additional fee of \$2,000 per application per licence. Applications for reduction of scope within a certification system which the certified company already holds certification shall require an additional fee of \$500 per application per licence.
- All the cost of the on-site assessment is additional.

Audit Testing (product samples) – Certification / Surveillance / Open Market Sampling / Recertification

- The testing fee of product samples on Certification / Surveillance / Open Market Sampling / Recertification shall be quoted upon request.

On-site Assessment (Certification / Preliminary) / Reassessment / Follow Up / Surveillance Visit Fee

- The basic fees of \$5,000 are the daily charge rate for each auditor and each technical expert respectively. Assessments which require more than one day are charged at \$2,500 for each additional half man-day unit.
- On-site Preliminary Assessment is not mandatory and shall be determined as necessary and conducted before On-site Certification Assessment. It shall be agreed with the applicant during application process.
- Technical Expert shall be employed when and where the required technical competence is not available among existing Auditors. Additional charges may be levied if overseas auditors / technical experts are engaged.
- Fees shall not be levied for unannounced surveillance visits initiated by the Hong Kong Q-Mark Council.

Open Market Sampling Surveillance

- The administration fees are the charge rate for product(s) in the Hong Kong market and in China (within the Pearl River Delta Area) / Macau markets respectively.
- The actual sample cost is the purchase cost of the product selected in the open market.

Annual Subscription Fee

- Every year on 1st April, certified companies are required to pay an annual subscription fee \$3,000 plus \$1,000 per licence granted with Hong Kong Q-Mark Council certification valid on 1st April of the year.

Additional License copy

- If a company is successful in achieving certification, a Licence of Certification shall be issued by the Hong Kong Q-Mark Council. The charge for this licence is included in the application fee. Additional copies of Licence of Certification shall be made available at a cost of \$500 per copy.

Travelling / Accommodation / Associated Fees

- Applicant shall, in addition to the basic fees, be required to bear the cost of travel expenses and where applicable accommodation and other associated fees.