



## FEE TABLE IVN GUIDELINES AND CERTIFICATION CONSULTANCY SERVICE

Last update November 2017

All prices are net prices and vat will be added if applicable. Invoices must be paid within 10 days after invoicing.

### 1. FIRST INTRODUCTION AND GENERAL CONSULTANCY SERVICE

e.g. Options for textile certification, chances and risks of a certification, basic requirements for certification, possibilities of support by IVN.

(via telephone or Skype by IVN main office)

Costs for non-members:	1/2 hour free of charge	afterwards 15, - Euro	10 minutes
Costs for IVN members:	1 hour free of charge	afterwards 10, - Euro	10 minutes

### 2. FOLLOW-UP CONSULTANCY SERVICE

e.g. Consultancy service on content and interpretation of the guidelines and on the certification systems of IVN, comprehension questions and a rough costs estimation for certification process.

(via telephone or Skype by IVN main office or certification consultant)

Costs for non-members:	1/2 hour free of charge	afterwards 15, - Euro	10 minutes
Costs for IVN members:	1/2 hour free of charge	afterwards 10, - Euro	10 minutes

### 3. CONSULTANCY SERVICE ON CERTIFICATION PROCESS

- e.g. conformity check on basis of documents and verbal and written information
- Consultancy Service on necessary changes in the management of processes and further activities
- Consultancy Service on first and follow-up certifications
- Intermediation of certified suppliers
- Active support in managing the inspection and in the preparation of documents for the inspection
- Pre-checking of chemicals and accessories (additional materials/ trims)
- Pre-checking of labels and the correct use of logos.

(Only after accepting the offer for the service, handling is done from the office, communication via telephone or other online media)

Costs for non-members:	15, - Euro	10 minutes
Costs for IVN members:	10, - Euro	10 minutes

### 4. PRE- AND POST PREPARATIONS OF ONSIDE INSPECTIONS / CERTIFICATION PROCESS

- e.g. support in filling in the forms for the certification body
- Verification of the documentation of the flow of products
- Answers on questions regarding the application of chemicals
- Policies or support in developing a policy
- Communication and mediation in case of problems with a certification body
- Support to proof compliance with the standard and in solving deviations found during inspection

(Only after accepting the offer for the service, handling is done from the office, communication via telephone or other online media)

Costs for non-members:	15, - Euro	10 minutes
Costs for IVN members:	10, - Euro	10 minutes

## 5. ON-SITE CONSULTANCY SERVICE AND DURING INSPECTIONS AT YOUR COMPANY

Support by conducting a pre-inspection for specific or comprehensive analysis of your companies' activities and products regarding the conformity with the guidelines.

According to our consultancy service via telephone or online media, documentary reviews may be part of our service as well as we may offer support in the creation of documents needed to comply with the guidelines. Product flow documentation, chemical assessments, questions regarding accessories/ trims, environmental and social criteria and their implementation may be discussed in detail.

The onsite inspection may be accompanied and support in the communication with the auditor of the certification may be part of the offered consultancy service.

Costs for non-members:	120, - Euro   hour;	960, - Euro   day (8 hours)
Costs for IVN members:	90, - Euro   hour;	720, - Euro   day (8 hours)

## 6. INHOUSE-TRAININGS; PRESENTATIONS AND OTHER APPOINTMENTS ON-SITE

According to your order, relevant Inhouse-trainings are held with the responsible QA managers/ employees; presentations on the certification according to the quality seals of IVN and specific topics regarding sustainable textile production.

Costs for non-members:	120, - Euro   hour;	960, - Euro   day (8 hours)
Costs for IVN members:	90, - Euro   hour;	720, - Euro   day (8 hours)
Costs for NGOs:	90, - Euro   hour;	720, - Euro   day (8 hours)

## 7. SUPPORT FOR THE APPROVAL OF INPUTS

e.g. dyestuff and textile auxiliaries, accessories/ trims and additional materials etc.

Costs for non-members:	45, - Euro	30 minutes
Costs for IVN members:	30, - Euro	30 minutes

## 8. SUPPORT IN REQUESTS AND PETITIONS TO GUIDELINE/ STANDARD ORGANISATIONS

e.g. Complaint procedure; designation of certified articles/ correct logo use, etc.

Costs for non-members:	45, - Euro	30 minutes
Costs for IVN members:	30, - Euro	30 minutes

## 9. EXPENSES

Travel by public transport	acc. to expense voucher plus hourly lump sum of 50 €
Travel by car	0, 40 Euro per km plus hourly lump sum of 50 €
Hotel	acc. to expense voucher
Other Expenses	acc. to expense voucher