



IECRE OPERATIONAL DOCUMENT

**IEC System for Certification to Standards relating to Equipment for use in
Renewable Energy applications (IECRE System)**

Costs related to Peer Assessment Services





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1 Payment responsibilities of the organization to be assessed

1.1 General

The RECB/RETL to be assessed shall express its willingness to pay the travelling and living expenses and other applicable fees arising from the assessment. An estimate of these expenses and fees shall be provided to the candidate RECB or RETL in advance by the assessors and agreed to by the candidate entity being assessed.

1.2 Daily assessment fee

A uniform daily assessment fee, the amount to be decided by the REMC and indicated in clause 2d, per assessor for each day spent on the assessment shall be invoiced by the employer of each assessor directly to the candidate RECB or RETL.

1.3 Application fees

An application fee shall be paid by candidate RECBs and RETLs applying to join one of the sectors of the IECRE (undergo assessment) and by already recognized RECBs and RETLs applying for extension of scope, in order to cover the administrative work related to the application.

Please refer to the latest edition of OD-001 for details.

2 Guidelines on costs to be invoiced for assessors

- a) Peer Assessment Program as operated by the IECRE shall not be a commercial activity but a cost effective activity.
- b) Before sending the estimate the Lead and the Expert Assessor(s) shall determine the length of the assessment, if necessary in consultation with the Executive Secretary.
- c) Before sending the estimate the Lead and the Expert Assessor(s) shall determine whether the assessed organization is willing to take provisions to settle the overall accommodations (hotel, meals, local transportations). This is normally the case.
- d) A daily assessment fee of CHF 1500 for the lead assessor and CHF 1250 for the other assessors, for each day spent on the assessment, shall be invoiced by the employer of each assessor directly to the candidate RECB or RETL.
- e) Air Ticket class shall be based on fully flexible economy class fare.
- f) Before leaving the assessed Organization, the assessor should request to whom the invoice shall be addressed. This could speed up the relevant settlement.
- g) Should the assessor encounter problems related to the payment of assessment charges, please inform the Executive Secretary in providing copies of the relevant invoice and the duly signed “Estimated assessment expenses and fees form” as provided in Section 3.

3 Estimated assessment expenses and fees form

Name of the appointed (Lead) Assessor	
Assessor's organisation (RECB, RETL, other) which will issue the invoice	
Email	
Office phone	
Mobile phone	
Fax	
Proposed dates	
Proposed itinerary	
Date	
Signature	

		CHF	Total
Assessment Fees	Lead Assessor	1500 x day(s)=	CHF
Assessment Fees	Expert Assessor	1250 x day(s) =	CHF
Air Ticket			CHF
Transportation means (i.e. taxi, train, bus, etc)			CHF
Hotel			CHF
Meals			CHF
Miscellaneous			CHF
		Total	CHF

Organization to be assessed	
Name of the contact person	
Name of the person to whom the invoice should be sent	
Email	
Office phone	
Mobile phone	
Fax	

I hereby declare to accept the estimated expenses and fees

I don't accept the estimated expenses and fees
 (Please report the reasons in Annex A and forward it to the IECRE Executive Secretary)

Date:

Signature:

**Annex A – Disagreement with proposed estimated assessment expenses
and fees form**

I don't accept the estimated assessment expenses for the following reasons:

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