



Quote for certification (ISO 9001) VST

1 message

Kevin Fisher <Kevin.Fisher@bsigroup.com>
To: "derek@lamb.uk.net" <derek@lamb.uk.net>

18 October 2013 15:24

Dear Derek,

Thanks for your time both last week and today. As discussed please see below the quote that we discussed earlier today. If you want to proceed I can get a formal quotation over for approval. At this stage all we would be doing is agreeing costs, dates would be agreed along with the definite scope nearer the time of your stage 1 meeting.

Firstly here is some information of BSI and how we work.

- **Partnership:** We see this as a partnership and us working with you on it. We want to make sure you get the full value from the standard being in place. It is not a tick boxing exercise and not about us telling you how to run your business.
- **Expenses:** We do not charge expenses at all within the UK or Ireland. This is because we like our costs to be as transparent as possible so you can budget for it.
- **Client Managers:** Our client managers are sector specific and local to you. We want to find a good fit for your organisation. Many of our client managers can do other standards so we will keep continuity where we can.
- **UKAS and ANAB accreditation:** As well as the use of the BSI logo you will have access to the UKAS and ANAB logos. ANAB is the equivalent of UKAS overseas – especially in the American and Asian market.

If we get a date booked in I can then get a letter explaining that you are working towards ISO 9001 as well with BSI. This can be presented to clients and in tender documents while you are going through the certification process.

ISO 9001

- Application Fee – Waived £0+vat (**Discounted from £587+vat**)

Assessment:

- 0.5 Day Stage 1 - £503+vat (**Small Business Rates Applied**)
- 1 Day Stage 2 - £683+vat (**Small Business Rates Applied**)

On-going Costs:

- 1 Day Continual Annual Visit (12, 24 & 36 months) - £683+vat (**Small Business Rates Applied**)
- Annual Management Fee - £126+vat (This is pro rata from May through to April – **Discounted from £602+vat as on Small Business Rates**)

You do not get charged until work is carried out. So when stage 1 is completed you will receive an invoice for that and then when stage 2 is complete you will receive an invoice for that.

Pre-assessment / Gap Analysis – Optional.

This assessment is carried out on your premises and is intended to high light any differences between your existing system and the requirements of the standard.

The assessment will start with an opening meeting where the scope of the assessment is discussed and the assessment is concluded with a closing meeting where the report and the findings are discussed.

It is important to remember BSI is an assessment body and is precluded from giving consultancy as it is BSI's purpose to give an accurate assessment of your system.

The gap analysis will give your organisation an assessment of which areas of your organisations existing systems are acceptable and which areas require your organisations focus to meet the requirements of the standard. If you require this day as well you will be looking at an additional day charge of £683+vat (**Small Business Rates Again Applied**). I would however recommend with your previous working experience of ISO 9001 you will not need this.

Stage 1

Stage 1 is carried out at your site in order to best meet its objective. The outcome of the review will be a summary report, which will be provided on the day. The review will ensure:

- Confirmation of the scope of activity to be covered by the assessment
- The provisional scope of registration
- The suitability of the clients documentation and identification of relevant processes, objectives and operation of the management system
- Review of suitability of internal audits and management review and whether they are being planned and performed, confirmation of implementation time of the system to be audited (to demonstrate effective implementation of a system evidence should be available for a minimum of three months prior to the assessment unless there are exceptional circumstances).
- To evaluate the locations and site-specific conditions and to undertake discussions with your selves to determine the readiness for stage 2.

Stage 2

This audit will ensure all elements of your management system to be included in the certificate of registration are covered by the scope of the assessment. A recommendation will be made at the completion of the audit as to whether certification can be granted.

The purpose of the stage 2 audit is to evaluate the implementation, including effectiveness, of your management

system. The audit will take place at the client sites and sampling of multi sited clients may be possible.

The audit will include the following as a minimum:

- Information and evidence about conformity to all requirements of the management system standard
- Performance monitoring, measuring, reporting and reviewing against objectives and targets
- Performance with regards to legal compliance
- Operational control of processes
- Internal auditing and management review
- Management responsibility for policies
- Links between the normative requirements, policy, performance objectives and targets, any applicable legal requirements, responsibilities, competence or personnel, operations, procedures, performance data any internal audit findings and conclusions.

We would be pleased to issue a formal quotation should you wish to proceed, having reviewed the above information.

- All fees quoted are exclusive of VAT, which must be paid at the prevailing rate.
- These costs are fully inclusive and valid for 30 days
- Annual maintenance costs are subject to annual review.
- Annual management fee is payable on a pro-rata basis in the first year. Management Fee Year: May to April.
- Continuing assessments are approximate per annum and will be confirmed at time of assessment.
- Any half day assessments will be charged at two thirds of the BSI standard day rate

Meanwhile, should you have any queries relating to these costs, please do not hesitate to contact me on 01908 814794. As agreed I will call back earlier next week to follow up if I have not heard back from you.

Regards

Kevin

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