



Explanation of Plant Healthy Certification Scheme Fees

This document aims to describe all Plant Healthy Certification Scheme costs. This is in line with the open book policy agreed between the Governing Body and the Certification Bodies (CBs).

The Plant Health Alliance, the Scheme's Governing Body, is currently hosted by the Royal Horticultural Society (a charity). Both CBs – Grown in Britain and NSF - are not-for-profit companies.

- **Scheme fees** - annual fee based on turnover bands (Appendix 1 of Scheme Rules)

These fees are collected by the CB that a company or organisation selects. The fees are then paid by the CB to the Alliance's restricted fund and are used for the following purposes:

- Cover scheme administration and governance costs (to be detailed in an annual report).
- Pay the Scheme Manager to work with the Technical Managers of the CBs to ensure all documentation (e.g. guidance, self-assessment) is fit for purpose and kept up to date.
- Improve the requirements in the Plant Health Management Standard (through a Technical Advisory Group) and ensure alignment with regulatory frameworks and other schemes.
- Registration and policing of the use of the Plant Healthy certification mark.
- Promote the scheme within industry and to the general public.

- **CB administration fees** - annual fee based on certification option A – D (Scheme Rules 3.3)

These fees cover the costs of the CB's Technical Managers who work closely with the Scheme Manager to ensure the aspects of the scheme are robust. This fee also covers administration associated with arranging audits. Importantly they cover the costs associated with the agreed frequency of spot checks and unannounced audits that serve as a checking mechanism to assure all scheme registrants that compliance with scheme requirements are being monitored appropriately.

- **Auditors fees** - annual fee paid to the auditors

Most auditors are freelance and are contracted by the CBs to conduct inspections. Auditors are professionals who are required to meet certain qualifications and be suitably trained (Scheme Rules – section 7). This fee also covers administration work between CB and auditor in arranging the audit, conducting the inspection and liaising with CB Technical Managers re: audit results post site visit. It is estimated that inspection time for initial audits will be marginally longer than subsequent audits.

- **Auditor expenses** - annual costs for auditors to travel to and from site

Covers the costs of travel to a site for an audit. The CBs and the auditors work to arrange audits in clusters and assign inspectors (in line with the Scheme Rules) that are located nearby the auditee. This is all with a view to reducing these costs.

N.B. All parties involved with the scheme are committed to keeping costs at a reasonable level. It is appreciated that certification is an additional cost to businesses and organisations that already have many outgoings. As with most new initiatives, innovators and early adopters are joining the scheme early – these applicants are referred to as 'pioneers', as by becoming certified they enable the scheme to establish. We hope we can work with you to help protect UK plant health and the sector. Please feel free to contact the Scheme Manager (planthealthy.org.uk) with any questions.

Date	Issue No.	Written By	Authorised By	Review date
29 th April 2020	0.2	AY / RL	AY	October 2020