

## PREPARATORY SERVICES

You may elect to request one or more of the following services if your company has developed a Management System based upon the Applicable Standard ISO requirements and wishes to determine whether the requirements have been adequately addressed prior to commencing the Registration process.

### INTRODUCTORY VISIT *(Optional)*

This service is designed for those companies who wish to familiarize their personnel with the ISO requirements; the Registration process and the benefits of achieving ISO Registration.

Fees - \$600 per half day, \$1,200 per full day, plus expenses; EMS Add \$150.

### PRELIMINARY EVALUATION *(Optional)*

A written analysis of documentation is available for those companies which have prepared a documented Management System and wish assurance that their policies and procedures meet the applicable requirements of the elected applicable Standard.

Fees - \$600 per half day, \$1,200 per full day, plus expenses; EMS Add \$150.

### PRE-ASSESSMENT AUDIT *(Optional)*

An abbreviated Registration Assessment Audit, including a full document review and an abbreviated on-site audit is available for companies who wish to afford their employees an overview of the audit process. A complete written analysis, including needed Corrective Action, is provided.

Fee - \$1,200 per auditor day, EMS Add \$150

## ISO REGISTRATION YOUR KEY TO INCREASED SALES AND PROFITABILITY

Registration of your company's Management Systems to the ISO requirements is rapidly becoming recognized as the best method for advancing your company's reputation as a Quality Supplier. Companies who have completed Registration have experienced increased sales, reduced costs and enhanced profits. Your customers in the United States, Canada, Europe and the Pacific are rapidly becoming aware of the quality improvements which result from an Implemented Quality System which continues to meet the requirements of applicable ISO Standards. Registration by an Independent Registrar such as TRACI / STAREGISTER lends your system international credibility.

TRACI / STAREGISTER was formed for the express purpose of registering companies to the ISO Standards. Since its inception TRACI / STAREGISTER and its predecessor have been evaluating and approving Quality Control Programs, management Systems to a wide variety of national and state standards since 1969 and has assisted over 1,400 companies worldwide in their quest to provide a suitable product.

We are fully staffed and prepared to assist you in gaining timely and efficient registration to the appropriate ISO Standard and claim your share of the growing market.

Please contact our office for answers to any questions you may have regarding either Management System registration.

[www.tracertification.com](http://www.tracertification.com)

Future site: [www.traci-star.com](http://www.traci-star.com)

## TRACI / STAREGISTER

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## Management Systems

- ISO 9001 Quality Management Systems (QMS)
- ISO 14001 Environmental Management Systems (EMS)
- OHSAS 18001 Occupational Health and Safety Management Systems (OHSAS)
- ISO 22001 Food Safety Management Systems (FSMS)
- ISO 27001 Information Security Management Systems
- ISO 29990 Learning services for non-formal education & training
- ISO 50001 Energy Management System (EnMS)

## SERVICES & FEES



ACCREDITED

# ASSESSMENT GUIDELINES

## General Guidelines for Management Systems (MS) Assessment Time Requirements

No of employees	Total Auditor Days
1 – 45	2 – 4
46 – 125	5 – 7
126 – 275	8 – 9
276 – 625	10 – 11
626 – 1550	12 – 14

### Factors which affect Assessment fees:

- Number of Sites
- Standard to which Assessment is Conducted
- Physical Size of Facility(ies)
- Number of Employees
- Organizational Structure
- Product and/or Service Range
- Off-Site Activities which must be Assessed
- Results of Previous Assessments (*i.e. Number of Non-conformances Noted*)
- Extent of Process Automation
- Complexity and/or Completeness of Documentation
- Requirement for Technical Expert Services

A contract proposal, including an estimate of Audit and Registration costs will be provided upon completion of an Application for Registration.



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# REGISTRATION SERVICES

**Application:** A client information form should be completed when you have decided to begin the formal pursuit of Registration. This form provides the necessary information to allow development of a detailed proposal for the Registration.

**Preliminary Site Visit(s)** to perform an initial inspection of the facility and observe actual operations are sometimes necessary for the purpose of more clearly defining the number of Auditor Days which will be required for the Registration Assessment.

**Quality System Document Review:** your Quality System Documentation (normally in the form of a Quality System Manual and associated Procedures and Work Instructions) must be reviewed for adequacy in preparation for the audit procedures.

**Pre-Assessment Audit (Optional)** are available to familiarize your personnel with the audit procedures and to provide an indication of your current status in relation to applicable ISO requirements.

**Stage 1 Assessment:** Audits are conducted to evaluate your conformance with all requirements of the chosen ISO Standard.

**Stage 2 Assessment:** Upon successful completion of the Stage 2 Assessment (Registration) Audit, you will receive Registration, be added to the published list of firms with Registered Quality Systems and receive a certificate attesting to your registered status, subject to successful maintenance of your status as specified below. Certificates are valid for a period of three years, subject to Surveillance Audits as described below.

**Registration Maintenance:** After issuance of your Registration, maintenance services are provided as your program needs change and your system must be revised to reflect the changes. Maintenance services also provide continuously updated Listing in the TRACI / STAREGISTER Directory.

**Surveillance** audits are provided each year during the three-year period of Registration to verify your continued compliance with applicable portions of the ISO Standard to which you are registered.

# Additional Certifications

EMAS	Regulation EC/No761/2001 Voluntary participation by organizations in a EU eco-management & audit scheme
OIC/SMIIC1	General Guidelines on Halal Food,
IOC/T.33	Quality Management Guides for the Olive Oil Industry/Olive Oil Mills/Packing Plants/Pomace Oil Extraction Industry/Refineries,
HACCP	AGRO1: Hazard Analysis and Critical Control Points System (HACCP), AGRO2: Integrated Management System for agricultural production,
ELOT 1435	Management systems for advertisers, media, marketing companies,
ELOT 1434	Management systems Requirements for organizations of the automotive sector organizations,
ELOT 1417	Management systems Requirements for Agricultural Tourism,
ELOT 1429	Project Management Capability Of Public Sector Organizations

## GENERAL FEES

Application	No Cost
Preliminary Site Visit ( <i>Optional</i> )	\$ 1,200 Per Auditor/Day
<i>EMS Add \$150</i>	
Document Review	\$ 1,200 Per Auditor/Day
<i>EMS Add \$150</i>	
PreAssessment Audit ( <i>Optional</i> )	\$ 1,200 Per Auditor/Day
<i>EMS Add \$150</i>	
Assessment Stage 1 & 2	\$ 1,200 Per Auditor/Day
<i>EMS Add \$150</i>	
Registration Certificate	\$ 200
Surveillance Audit Fee	\$ 1,200 Per Auditor/Day
<i>EMS Add \$150</i>	
Additional Certificates	\$ 50 each
(with Plaque)	\$ 75 each

## NOTES:

1. All fees are due and payable upon completion of services provided.
2. Fees do not include actual travel and living expenses. TRACI / STAREGISTER policy, travel time is normally not charged and travel is via the most economical means available. Lodging is minimum rate rooms at non-luxury hotels or motels, with a reasonable allowances for meals.
3. Rates are reviewed periodically. All applications and requests for quotations are processed at the rates applicable at the time of quotation.
4. Activities which consist of less than a full day are billed in two hour increments at a rate of \$150 per hour.