

ECA Membership Certification Scheme Schedule of Fees

The fees below apply to prospective and existing Registered Members participating in the ECA Membership Certification Scheme. The fees cover the assessment, certification and maintenance of certification and are inclusive of travel and subsistence expenses.

	Fee	VAT	Total
Initial Assessment			
Assessment for a single contracting office with up to two Qualified Supervisors Note: This fee is paid by ECA and the Initial Assessment is free to the applicant	£530.00 See note	92.75	622.75
Multiple Offices, please contact us for a quotation on 01623 404515			
Each additional Qualified Supervisor – ½ day assessment	£200.00	35.00	235.00
Monitoring Assessments			
Assessment for a single contracting office with up to two Qualified Supervisors	£390.00	68.25	458.25
Multiple Offices, this will be determined after the Initial Assessment has been completed			
Each additional Qualified Supervisor – ½ day assessment	£200.00	35.00	235.00
Additional assessment time (including partial and full re-assessments)			
Additional full day	£390.00	68.25	458.25
Additional ½ day	£200.00	35.00	235.00
Additional or change of Qualified Supervisor			
Physical assessment (½ day) at contractor's office/site	£200.00	35.00	235.00
Desktop review (see note 4 for details)	£125.00	21.88	146.88
Certificates			
Change of certificated details requiring a new certificate to be issued	£45.00	7.87	52.87
Additional or replacement certificates	£45.00	7.87	52.87

Visit cancellation and rearrangement policy

Where an assessment is cancelled within 21 days of the arranged date, an additional fee of £120 + VAT will be charged for the date to be rearranged. No additional fees or charges will be payable if an assessment is cancelled more than 21 days in advance of the arranged date.

Withdrawal from the Scheme refund policy

If you voluntarily withdraw from the Scheme, the following refund policy will apply:

- More than 21 days prior to an agreed assessment date, all fees paid for work not carried out will be refunded
- Less than 21 days prior to an agreed assessment date, 50% of all fees paid for work not carried out will be refunded

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Notes

1. The total fees quoted are for a business operating from a single contracting office and are inclusive of travel and subsistence (England, Wales and Northern Ireland only) and VAT. For applications from businesses operating from multiple locations or outside of England, Wales and Northern Ireland, please contact the Assessment team on 01623 404515 to arrange a quotation. The fees quoted are for one assessment visit. If the assessment is unsuccessful, re-assessment visits are charged at the same rate as for the Initial Assessment.
2. Additional and separate fees are payable directly to the ECA for Registered Membership status. Please contact the ECA Membership department on 020 7313 4800 for further information.
3. Where previously identified or where the assessment cannot be conducted within the time specified (due to availability or location of sites), additional assessment time will be required at the rates indicated.
4. Addition or change of a Qualified Supervisor by desktop review (i.e. where a visit is not required to assess the Qualified Supervisor) can only be carried out:
 - 4.1. After 9 calendar months have passed since an Initial Assessment and where the proposed additional Qualified Supervisor has been previously accepted as a Qualified Supervisor with EC Certification.
 - 4.2. Where the proposed additional Qualified Supervisor is a named Qualified Supervisor on an ECS Gold Card.

Note: Where a desktop review fails to confirm a change or addition to the list of Qualified Supervisors then a physical assessment will need to be carried out at the appropriate rate as listed.

5. All fees will be collected or refunds made by the Electrical Contractors' Association (ECA), on behalf of EC Certification Ltd.