

# EQUASS PRICING DOCUMENT

## Table of Contents

A. Pricing of EQUASS Assurance certifications with EQUASS Brussels .....	2
1. Standard price for application = 3.000 €.....	2
Conditions .....	2
Services included .....	2
2. Additional audit days.....	2
Conditions .....	2
Number of additional audit days required.....	3
Rationale for the additional audit days .....	3
Price of the additional audit days .....	4
B. Pricing EQUASS Excellence certifications.....	5
1. Standard price for application = 8.775 €.....	5
Conditions .....	5
Services included .....	5
2. Additional audit days.....	5
Conditions .....	5
Number of additional audit days required.....	6
Rationale for the additional audit days .....	6
Price of the additional audit days .....	7

## A. Pricing of EQUASS Assurance certifications with EQUASS Brussels

### 1. Standard price for application = 3.000 €

#### Conditions

- **This price excludes Belgian value added tax (21% VAT)**
- The EQUASS Assurance audit is performed in a country where EQUASS currently has no Local Licence Holder.
- The EQUASS Assurance applicant organisation has defined a scope for its application within only one of the 5 main areas of social services<sup>1</sup> defined by EQUASS<sup>2</sup>.
- The services and departments to be audited have a combined staff of maximum 250 FTE (full time equivalent)
- The multiple sites under the audit, if applicable, are at a maximum total travelling distance from each other of: 30 minutes

#### Services included

- Handling and administration of the application and audit arrangements by the EQUASS Unit in Brussels
- 2 working days of 1 EQUASS Assurance auditor
- Local and international travel of 1 EQUASS Assurance auditor
- Accommodation costs of the EQUASS Assurance auditor
- Provision of one English-language audit report with auditor remarks and suggestions for improvement.
- Review of the audit report by the EQUASS Key expert
- If successful, one EQUASS Assurance certification valid for two years - two printed A3 certificates per successful applicant, one USB key with the digital certificate, and various information and instructions - dissemination of the name and details of the applicant on the EQUASS website and associated publications

### 2. Additional audit days

#### Conditions

---

<sup>1</sup> 1/ Services to the disabled and disadvantaged groups; 2/ Elderly care; 3/ Mainstream VET and training; 4/ Homeless / refugees; 5/ Childcare

<sup>2</sup> Decision of the EQUASS Awarding committee 09/05/2012

- The services and departments to be audited have a combined staff of over 250 FTE (full time equivalent)
- Travelling from one or several sites to another has a total travelling distance of over 30 minutes.
- The different service sites can be from one organization or from different organizations that constitute a consortium<sup>3</sup> to apply for EQUASS.

### Number of additional audit days required

- Additional audit days required due to staff size:  
251 – 500 FTE staff → 1 extra day (3 audit days in total)  
More than 500 FTE → 2 extra days (4 audit days in total)
- Additional audit days required due to the number of additional sites:

Number of sites	Total number of audit days	Number of sites to be visited
2	3	2
3	3	3
4	4	4
5	4	4
6	4	4
7	4	4
8	4	4
9	5	5
10	5	5

Sites to be visited are picked at random by auditor. All sites included in application fail if one visited site fails.

The maximum price for multi-site application (10 sites) is 5.400 € (standard price of 3.000 € + 3 extra audit days at 800 € a day)

In any case, the maximum number of days for an audit is 5. The maximum number of separate sites to be audited under one application is 10.

### Rationale for the additional audit days

The rationale is that auditors need more time to do more interviews with staff, clients and other stakeholders, and to verify more items if the size of the applicant is bigger.

The rationale is that the auditors need more time to check documents and conduct interviews at various service locations, and in addition need time to travel between the various sites.

<sup>3</sup> The consortium partners need to sign a formal agreement that none of the sites included in the application will be certified if one fails the audit.

### **Price of the additional audit days**

Extra audit days are charged at the price of 800 € per day.

Each additional audit day includes 1 working day of the EQUASS Assurance auditor, the local travel costs and 1 additional night accommodation, if applicable.



## B. Pricing EQUASS Excellence certifications

### 1. Standard price for application = 8.775 €

#### Conditions

- **This price excludes Belgian value added tax (21% VAT)**
- The EQUASS Excellence applicant organisation has defined a scope for its application within only one of the 5 main areas of social services<sup>4</sup> defined by EQUASS<sup>5</sup>.
- The services and departments to be audited have a combined staff of maximum 250 FTE (full time equivalent)
- The multiple sites under the audit, if applicable, are at a maximum total travelling distance from each other of: 30 minutes

#### Services included

- Handling and administration of the application and audit arrangements by the EQUASS Unit in Brussels
- 8,5 total working days from two EQUASS Excellence auditors
- Local and international travel of two EQUASS Excellence auditors
- Accommodation costs of the EQUASS Excellence auditors
- Provision of one English-language audit report with auditor remarks and suggestions for improvement.
- Review of the audit report by the EQUASS Key expert and redaction of an executive summary
- Review of the Excellence audit executive summary by the EQUASS Awarding Committee
- If successful, one EQUASS Excellence certification valid for three years - two printed A3 certificates per successful applicant or site, one USB key with the digital certificate, and various information and instructions - dissemination of the name and details of the applicant on the EQUASS Website and associated publications

### 2. Additional audit days

#### Conditions

---

<sup>4</sup> See reference 1. above

<sup>5</sup> See reference 2. above

- The services and departments to be audited have a combined staff of over 250 FTE (full time equivalent)
- Travelling from one or several sites to another has a total travelling distance of over 30 minutes.
- The different service sites can be from one organization or from different organizations that constitute a consortium to apply for EQUASS<sup>6</sup>.

### Number of additional audit days required

- Additional audit days required due to staff size:  
251 – 500 FTE staff → 1 extra day (3 audit days in total)  
More than 500 FTE → 2 extra days (4 audit days in total)
- Additional audit days required due to the number of additional sites:

Number of sites	Total number of audit days	Number of sites to be visited
2	3	2
3	3	3
4	4	4
5	4	4
6	4	4
7	4	4
8	4	4
9	5	5
10	5	5

Sites to be visited are picked at random by auditor. All sites included in application fail if one visited site fails.

The maximum price for multi-site application (10 sites) is 13.575 € (standard price of 8.775 € + 3 extra audit days at 1.600 € a day)

In any case, the maximum number of days for an audit is 5. The maximum number of separate sites to be audited under one application is 10.

### Rationale for the additional audit days

The rationale is that auditors need more time to do more interviews with staff, clients and other stakeholders, and to verify more items if the size of the applicant is bigger.

<sup>6</sup> See reference 3. above

The rationale is that the auditors need more time to check documents and conduct interviews at various service locations, and in addition need time to travel between the various sites.

### **Price of the additional audit days**

Extra audit days are charged at 1.600 € per day.

Each additional audit day includes the work of a team of 2 Excellence auditors (hence 2 work days), the local travel costs and one additional night accommodation per auditor, if applicable.

