

## RecyClass Certification Bodies Fees Procedures 2026

This document outlines the procedure for managing the RecyClass fees applicable to Certification Bodies. It includes information about the costs incurred by Certification Bodies for the recognition of new auditors, the maintenance of the RecyClass recognition status for active auditors and the conduct of audits based on the RecyClass Certification(s).

RecyClass values the collaboration of Certification Bodies in adhering to these guidelines, which helps to maintain the integrity and quality of all RecyClass auditing processes.

The following fees apply as from **1<sup>st</sup> January 2026**.

### 1 Auditor Training Course fee: Recognition of a new auditor

The participation to the Auditor Training Course is reserved to new candidates applying to become recognised auditors authorised to conduct RecyClass audit evaluations. Candidates must be part of a recognised Certification Body or a Certification Body in the process of signing the Cooperation Agreement with RecyClass. The cost of the courses offered to potential auditors can be found in table 1. Please note that successful completion of these courses is necessary to issue RecyClass certificates for a specific audit scope.

**Table 1. Cost of participation in the RecyClass Auditor Training Course**

Item	Fee
RecyClass Auditor Training Course	1,200 € / participant
RecyClass Auditor Training Course Module A	300 € / participant

#### 1.1 Payment Instructions

Instructions for payment will be sent via email to the selected candidates. Payment by card is prioritized, but payment by bank transfer is also possible provided that correct invoice details are submitted by the specified deadline. Incorrect details that result in the modification of an issued invoice will incur a correction fee. Additional information can be found in the [terms and conditions for participation](#).

Access to the RecyClass training platform will be granted once the applications have been evaluated successfully and payment has been confirmed. Failure to complete payment prior to the assigned deadline will result in non-participation in the Auditor Training Course. An application will need to be restarted for a future session.

### 2 Yearly auditor fee: Maintaining the RecyClass auditor recognition

The yearly auditor fee applies to all RecyClass active auditors and technical reviewers. The fee applies per auditor and per certification scheme to maintain the recognition status. The cost can be found detailed in table 2.

The fee covers the participation to RecyClass Workshops, auditor support provided by RecyClass, as well as the maintenance and development of the Certification management tools.

**Table 2. Yearly RecyClass Auditor Fee**

Item	Fee
Yearly RecyClass auditor fee	300 € / auditor and certification scheme

## 2.1 Payment Instructions

RecyClass will issue invoices to the Certification Bodies at the beginning of each year. Failure to settle the issued invoices will result in the suspension of auditor recognition (i.e. removal from the Audit Tool, website, SharePoint, Outlook group, etc.).<sup>1</sup> Certification Bodies must communicate to RecyClass any change on the auditors' activity status by **December 1** of the previous year.

Recognised Certification Bodies and auditors are responsible for maintaining their cost center information up to date in the Audit Tool. Please note that the edition of the cost centers is only accessible to super auditors and lead auditors. Incorrect or outdated details that result in the modification of an issued invoice will incur a correction fee. More information about how to set up and update your cost center in the SharePoint.

Auditors recognised after the second RecyClass Workshop of the year are exempt from paying the yearly fee for that calendar year.

For inactive auditors who wish to resume activity, please refer to the reactivation procedure outlined in Annex I.

## 3 Audits management fee

The audit management fee applies to all audits (initial, provisional, and monitoring) for all RecyClass Certifications. The cost can increase depending on the number of audited sites in case of multi-site audits, or number of equivalent products included in the certificate. The detailed audit management fees can be found in table 3 and table 4.

The fees apply to all audits regardless of the audit evaluation outcome (resulting in a certificate or not).

**Table 3. Certification management fee per audited site in Sorting Process, Recycling Process and Recycled Plastics Traceability**

Cluster number of audited sites	Number of audited sites	Total management fee per certificate
1	1	250 €
2	2 – 4	400 €
3	5 – 7	550 €
4	8 – 10	700 €
5	11 – 13	850 €
6	14 – 16	1000 €

<sup>1</sup> Please note that inactive auditors or those with outstanding payments are not permitted to conduct any audit evaluations, and Certification Bodies cannot issue certificates for audits performed by auditors whose yearly fee has not been settled.

7	17 - 19	1150 €
8	20 - 22	1300 €
9	23 - 25	1450 €
10	26 - 28	1600 €
n	X <sub>n-1</sub> + 3	Y <sub>n-1</sub> + 150 €

**Table 4. Certification management fee per number of equivalent packaging for Letter of Compatibility, Design for Recycling and Recyclability**

Cluster number of equivalent packaging	Number of equivalent packaging per audit	Fee in case of extensions	Total management fee for certificate
1	1 - 10	250 €	250 €
2	11 - 30	250 €	500 €
3	31 - 50	250 €	750 €
4	51 - 70	250 €	1000 €
5	71 - 90	250 €	1250 €
6	91 - 100	250 €	1500 €
7	101 - 150	1000 €	2500 €
8	151 - 200	1000 €	3500 €
9	201 - 250	1000 €	4500 €
10	251 - 300	1000 €	5500 €
n	X <sub>n-1</sub> + 50	1000 €	Y <sub>n-1</sub> + 1000 €

### 3.1 Payment Instructions

RecyClass will invoice the corresponding audit management fees to the Certification Bodies quarterly. Certification Bodies are required to include the RecyClass certification management fee in the quotation provided to the applicant before launching the audit process.

Recognised Certification Bodies and auditors are responsible for maintaining their cost center information up to date in the Audit Tool. Please note that the edition of the cost centers is only accessible to super auditors and lead auditors. Incorrect or outdated details that result in the modification of an issued invoice will incur a correction fee. More information about how to set up and update your cost center in the SharePoint.

### 3.2 RecyClass Members discount

RecyClass members are entitled to a discount on the audit management fees according to table 5. The fee is assigned through the Audit Tool.

**Table 5. RecyClass Members discount overview**

Membership level	Total yearly fee discount
Bronze	250 € ( <i>1 discounted fee</i> )
Gold	750 € ( <i>3 discounted fees</i> )
Platinum	1,250 € ( <i>5 discounted fee</i> )

## Annex I: Reactivation Process for Auditors After Inactivity

This annex outlines the procedures and requirements for reactivating the RecyClass recognition of an auditor who has been inactive. It is essential to ensure that active auditors maintain their qualifications and continue to contribute effectively to RecyClass auditing processes.

### 3.3 Definition of Inactive Auditors

An inactive auditor is defined as an individual whose status has been suspended. This may occur either upon the auditor's request or due to non-payment of the annual fee required to maintain the status of RecyClass recognised auditor.

Extended periods of inactivity can lead to a loss of involvement, which may adversely affect the quality and effectiveness of the auditor's performance during the audit process. Inactive auditors may also not be adequately prepared to conduct or review audits based on the most recent information and procedures.

### 3.4 Reactivation Procedure

#### a) Inactivity for More Than One Year

Auditors who have been inactive for more than one year must adhere to the following reactivation steps:

- **Fee Payment:** Payment of the auditor management fee of 600 € corresponding to the previous year and the current year. Any previous year's fee that remains unpaid must be settled.
- **Invoicing:** The fee will be invoiced to the cost centre selected by the auditor at the time they decide to resume their activity. This process is not restricted to a specific timeframe.

#### b) Inactivity for More Than Two Years

For auditors who have been inactive for more than two years, the reactivation process follows the steps below:

- **Training Requirements:** The auditor must repeat the Auditor Training Course and pass the final exam as part of the training process.
- **Fee Payment:** Payment of the Auditor Training Course fee.
- **Payment Procedure:** The fee payment procedure will mirror that of new auditors.

This reactivation procedure ensures that all auditors are equipped with the necessary knowledge and skills to perform their duties effectively when performing a RecyClass audit evaluation.

Please note that recognised Certification Bodies and auditors are responsible for maintaining their cost center information up to date in the Audit Tool. Incorrect or outdated details that result in the modification of an issued invoice will incur a correction fee. More information about how to set up and update your cost center in the SharePoint.