

SOLAR KEYMARK SCHEME RULES

ANNEX C. FEES FOR THE SOLAR KEYMARK NETWORK

Normative annex.

Updated 2017-10-19

The “always valid” ANNEX C is to be downloaded from:

- www.solarkeymark.org

C.1 Requirement for Solar Keymark Network fee

ANNEX C gives the requirement that certification bodies shall collect a fee for each license issued to cover the activities of the Solar Keymark Network and the Solar Keymark Secretariat.

Concerning fee values and payment details: See bottom of this Annex C.

The fees are to cover the following work done by the Solar Keymark Secretariat and the Solar Keymark Network - see C.2 and C.3:

C.2 The Solar Keymark Secretariat

The Secretariat is held by the European Solar Federation, ESTIF. The activities of the Solar Keymark Secretariat are:

- advising manufacturers and distributors in how to obtain Solar Keymark license for their products
- maintaining the www.solarkeymark.org website – updating here:
 - listing licence holders
 - listing accredited test labs
 - listing empowered certification bodies
 - giving specific scheme rules and lists of related standards
 - issuing news with respect of recognition and acceptance of the Solar Keymark
- participating in the Solar Keymark Network meetings
- participating in CEN TC312 meetings
- participating in CEN TC312 Work Group meetings
- communicating with CEN CMC and CEN CCB
- editing updates of specific scheme rules
- promoting use of Solar Keymark to national authorities
- promoting use of Solar Keymark to industry
- issuing newsletters to subscribers (subscription possible via www.solarkeymark.org)

C.3 The Solar Keymark Network

The Solar Keymark Network is the experience exchange circle of all parties involved in Solar Keymark certification. Members of the Solar Keymark Network are the testing laboratories for solar thermal products, the certification bodies, inspectors and representatives from industry. Activities of the Solar Keymark Network are:

- definition of working rules for the Solar Keymark Network

- organise regular meetings of the Solar Keymark Network (twice a year)
- exchange of experience and harmonisation of procedures
- definition of guidelines how to proceed in cases where the available standards and scheme rules are not detailed enough
- improve and further develop the Solar Keymark scheme rules
- act as a clearing body in case of conflicts
- organise round robin testing to assure quality of test results from all test lab
- other activities agreed upon in the Solar Keymark Network

NOTE: Travel expenses for meetings are covered by participants themselves

C.4 Fees for Solar Keymark Network 2018

Annual fees:

Maintype fee: 50 € per product main type and calendar year

Subtype fee: 230 € per product subtype and calendar year

The first family of certified collectors or first family of systems is considered a main type. After the first certificate is granted for a collector or a system, the rest of certificates granted for collectors or for systems are all considered subtypes.

In a case where a manufacturer already has a certified collector and wishes to certify a new family of collectors and this new family will have many different trademarks, there are two options:

- 1) All trademarks are listed into one certificate.
It is considered as a subtype and the fee to be paid is the “subtype fee”
- 2) Each trademark has its own certificate.

Each certificate will have a different number and each trademark is considered as a subtype. The fee for each certificate is the “subtype fee”

C.5 Collection/payment of Solar Keymark Network fees

This fee shall be collected by the Solar Keymark certification bodies and transferred, based on invoices, to ESTIF.

By the end of **March** the total fee amount corresponding to the number of certificates already existing at **January 1st, 2018** has to be transferred to ESTIF from the certification bodies.

As a basis for the invoices send out by ESTIF the certification bodies shall report - before of **February 1st** - to the Solar Keymark Secretariat the number of issued licences at **January 1st**.

In case a CB does not pay the invoice for the SKN fees sent by ESTIF by the end of March, the following procedure will apply:

Note: This procedure is taking into account that under normal circumstances the first invoice from ESTIF will be sent no later than the first week of February, otherwise the same time frame must be considered, but starting at the date of invoice

- 1) The SKN Manager will send a reminder to the CB with copy to the CEN Representative on the late payment, asking for the invoice to be paid within one month.

- 2) In case that payment is not done by the 15th May, the SKN Manager will inform the CEN Representative about the non-payment.
- 3) The CEN representative will then send the CB a reminder of its obligation to pay, indicating that there is a period of one month for the late payment, before starting a procedure to withdraw the Empowerment.
- 4) If the invoice is not paid by the 30th of July, the Empowerment shall be withdrawn by CEN. The CEN representative will inform all of the affected license holders of this action and the possibilities, in application of the Scheme Rules, to find another CB in a period of 6 months.

C.6 Decision on Solar Keymark Network fees

Decision on the annual fee for the following year shall be made before the end of October of the previous year. In cases no decision is made the fee remains the same. Decision is taken by the Solar Keymark Network.