



**ForestFit™**

# SCHEDULE OF FEES

V04\_MAY2026



# ForestFit™

ForestFit™ fosters continual professional development, increased business competency, operational compliance and risk management and industry sustainability by providing a pathway for national engagement with training and certification.

Forestry businesses applying for certification, undergoing surveillance or renewing their certification need to adhere to the rules and processes for payments as outlined in the Schedule of Fees as part of the ForestFit™ Certification Framework.



## Certification fee quote

Certification fee quotes are required in the following circumstances:

- A new application and renewal assessment;
- Surveillance assessment; and
- Adding, removing or changing certification standards.

Certification fees will be calculated based on:

- ForestFit™ administration fees based on business size of the participant (number of FTE).
- The certification assessment fees based on the certification standards and number of sites selected.
- The travel time and travel costs for undertaking the certification assessments.

## Timeframe

Certification fee quotes are estimated to be provided in the following timeframes:

- A new application and renewal assessment – within 20 business days of receiving the application.
- Surveillance assessment – within 5 business days of confirming scopes and standards with the certificate holder.
- Adding, removing or changing certification standards – within 5 business days of receiving request of change from participant .

The certification fee quotes will be shared with the participant via email and the portal.

## Payment options

Certification fees need to be paid prior to the start of the assessment process, options include:

- All fees paid in one payment
- Fees split into two payment stages:
  - Stage 1 payment - ForestFit™ administration fee, Stage 1 assessment fee and travel costs.
  - Stage 2 payment - prior to Stage 2 Assessment being scheduled all remaining fees and travel cost must be paid.

## Payment

Certification fee payment will be made on the portal using:

- credit/debit card; or
- electronic funds transfer.

Please note that certification fees paid by electronic funds transfer may take longer to process than credit/debit card and can delay certification processes.

Once payment has been received a tax invoice will be emailed.

## Changes in standards

If changes are required to your certification scopes or standards you must submit a change request via the ForestFit™ Portal. When adding scopes or standards additional assessment and fees may apply.

# Certification fee information

## Surveillance Assessment

The annual surveillance assessment verifies whether the participant continues to conform to the requirements of certification.

The surveillance assessment is shorter in length than the initial certification and the renewal assessment and focuses on higher risk focus areas within the ForestFit™ Standard as relevant to the participant.

ForestFit™ will send a 90 day reminder to the participant to apply for their surveillance assessment which must be completed before the due date.

## Renewal Assessment

The five yearly renewal assessment verifies whether the participant continues to conform to the requirements of certification.

The renewal assessment process replicates the Stage 2 initial certification assessment. It is a detailed assessment of the management systems and processes of the participant against the requirements of the ForestFit™ Standard.

ForestFit™ will send a 90 day reminder to the participant to apply for their upcoming renewal 90 days prior to the date of the renewal assessment which must be completed before the due date.

## Payment terms

Where the participant has not paid the relevant fees within 30 calendar days, they will be contacted and reminded to pay.

Depending on the specific circumstances the participant may request alternative arrangements for payment of fees. The certification body has the discretion whether this will occur.

Where the participant does not establish an alternative arrangement or continually misses agreed payment timeframes, their application/certification may be suspended.

## Post Stage 1 withdrawal

If you decide not to proceed with the certification/renewal process after the Stage 1 assessment, no further fees will be payable.

In the case of a participant being a certificate holder, their certification will be suspended. Participants should note that no refunds will be provided. If participants wish to re-apply for certification after withdrawing at this stage, they may need to re-pay certification fees and undergo another Stage 1 assessment.

## Withdrawal

You can voluntarily withdraw from the certification process at any stage. However, please note that all fees are non-refundable, and if you withdraw from the process after paying the fees, you will not be provided a refund.

## Suspension or termination

All fees are non-refundable. If you are suspended or terminated from the process after paying the fees, you will not be provided a refund.

## Contact us

The ForestFit™ team are here to provide assistance so you can succeed in certifying your business.

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# Annual Certification fee schedule

## 1. Administration fee

Business size is based on the total number of full time equivalent (FTE) workers employed or contracted by the business.

The administration fee will be reviewed annually for alignment to indexing.

Stakeholders will be consulted to provide input regarding any considerations of fee changes.

FTE workers	Annual fee (plus GST)
<10	\$1,900
10 to 30	\$2,655
31 to 50	\$3,550
51 to 100	\$4,420
>100	\$5,305

## 2. Assessment fee

To estimate the assessment fees, identify the standards being assessed and the estimated days to complete the assessment based upon business size. The estimated days includes all assessment activities, such as, but not limited to:

- assessment planning and preparation;
- meetings;
- site visits;
- report writing; and
- number of temporary sites to be audited.

The estimated assessment market rate is AU\$2,200/day (+GST) plus travel expenses. The market rate is indicative pricing that may vary depending on the complexity of your business.

Business size Full time equivalent	Temporary sites in operation (x)	Audit Sample (y)		
		Initial (y=x)	Surveillance (y=0.6 x)	Renewal (y=0.8 x)
<10	3	2	1	1
10 to 30	4	2	1	2
31 to 50	7	3	2	2
51 to 100	10	3	2	3
>100	12	3	2	3

NOTE: the number of sites calculated (y) is rounded up to the next whole number to determine the number of sites to be sampled.

### Initial assessment

	FTE workers				
	<10	10 to 30	31 to 50	51 to 100	>100
Standards 1 and 2	2	2	2.5	2.5	3
Standards 1 and 3	2	2	2.5	2.5	3
Standards 1 and 4	2	2	2.5	2.5	3
Standards 1, 2 and 3	2.5	2.5	3	3	3.5
Standards 1, 2 and 4	2.5	2.5	3	3	3.5
Standards 1, 3 and 4	2.5	2.5	3	3	3.5
Standards 1, 2, 3 and 4	3	3	3.5	3.5	4

### Surveillance assessment

	FTE workers				
	<10	10 to 30	31 to 50	51 to 100	>100
Standards 1 and 2	1	1	1.25	1.25	1.5
Standards 1 and 3	1	1	1.25	1.25	1.5
Standards 1 and 4	1	1	1.25	1.25	1.5
Standards 1, 2 and 3	1.25	1.25	1.5	1.5	1.75
Standards 1, 2 and 4	1.25	1.25	1.5	1.5	1.75
Standards 1, 3 and 4	1.25	1.25	1.5	1.5	1.75
Standards 1, 2, 3 and 4	1.5	1.5	1.75	1.75	2

### Renewal assessment

	FTE workers				
	<10	10 to 30	31 to 50	51 to 100	>100
Standards 1 and 2	1.25	1.25	1.75	1.75	2
Standards 1 and 3	1.25	1.25	1.75	1.75	2
Standards 1 and 4	1.25	1.25	1.75	1.75	2
Standards 1, 2 and 3	1.5	1.5	2	2	2.25
Standards 1, 2 and 4	1.5	1.5	2	2	2.25
Standards 1, 3 and 4	1.5	1.5	2	2	2.25
Standards 1, 2, 3 and 4	2	2	2.5	2.5	2.5

### Adding an additional Standard during surveillance or renewal

	FTE workers				
	<10	10 to 50	31 to 50	51 to 100	>100
Standard 2	1	1	1.25	1.25	1.5
Standard 3	1	1	1.25	1.25	1.5
Standard 4	1	1	1.25	1.25	1.5

# ForestFit™



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The ForestFit™ Certification scheme has successfully met the international requirements set by the International Accreditation Forum (IAF) resulting in JASANZ endorsement. JASANZ endorsement is an internationally recognised mark of credibility and an assurance of quality.

