



SCA Payment Terms and Conditions

Steelwork Compliance Australia (SCA) Pty Ltd is an independent certification company that certifies entities to the Australian Steel Institute's National Structural Steelwork Certification Scheme.

1. General

Payments are required for:

- Preliminary Assessment
- Stage 1 (Desktop) Audit
- Stage 2 (Site) Audit
- Surveillance Audit
- Re-certification Audit
- Special Audit

At each audit stage, certain information is required in order for the audit process to proceed. This information is protected under the [Scheme Rules](#).

The [Schedule of Fees](#) provides guidance on the fees applicable to the various activities listed above.

The Preliminary Assessment and the Stage 1 (Desktop) Audit are fixed fees independent of the business size or ASI membership.

All other audits have a fixed fee component as indicated in the Schedule of Fees plus a variable cost associated with other disbursements and in some cases, the number of auditors and other support required to participate in the audit. SCA will provide a quotation and invoice for these audits that will need to be settled before the audit can commence.

All international audits are subject to quotation.

2. **Preliminary Assessment and Stage 1 Audit fees**

- Complete the online application form
- The system will require payment of the fixed fee

3. **Payment methods**

- All prices quoted in the online system are in Australian dollars and include GST.
- Credit card: Mastercard / Visa / American Express. Payment is taken at the point the transaction is processed by our online system.
- AMEX credit cards will attract a surcharge of 1.5% of the invoice total amount if this method of payment is selected.
- EFT payment - contact Accounts on 02 9931 6604 or accounts@scacompliance.com.au
- Cheque, including any bank charges, made out in Australian dollars to 'Steelwork Compliance Australia Pty Ltd' and mailed with the printed order. All bank charges and fees for these types of transactions are the responsibility of the purchaser, thus the invoice amount should be paid in full.
- Assessment applications and audits will not proceed until payment in full is received.

4. **Refunds**

Where a refund has been deemed owing, it will be returned by the payment method that was used to pay the fee. It will be returned within and not exceeding five (5) working days unless prior notice or unforeseeable circumstances cause a delay. If this happens, the SCA will notify the registrant of the delay and the reason for the delay.

5. **Power of the SCA Board**

In all matters relating to the audit process the SCA board is the prevailing authority.

6. **SCA contact**

SCA General Manager: 03 9694 4499 or alann@scacompliance.com.au

SCA Company Secretary: 0434 565 571 or secretary@scacompliance.com.au

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