

## Payment terms and conditions

**Steelwork Compliance Australia Pty Ltd ABN 37 601 117 051 (SCA)** is an independent certification company that certifies entities to the Australian Steel Institutes *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 payments will be processed by our secure payment gateway. Mastercard and Visa are accepted. No credit card details are stored in SCA's systems.
- 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, 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 of Directors is the prevailing authority.

### 6 SCA contact

Steelwork Compliance Australia Pty Ltd 37 601 117 051  
Level 3 Building 3, 20 Bridge Street, Pymble NSW 2073, Australia.  
PO Box 197, Macquarie Park BC NSW 1670, Australia  
[sca@scacompliance.com.au](mailto:sca@scacompliance.com.au)  
+61 (0)2 8748 0180

Date of publication: 15-May-2020