

**INFOCERT**

I N F O C E R T

# CERTIFICATION **IN BRIEF**

**84%** of French people have heard of the NF Mark and the values it represents according to them are: a guarantee of **quality, security** and **confidence**.

Certification fit with software publishers as well as companies and internal software that seeks to comply with regulations. It also makes their processes **more reliable** and supports companies in their development.

**Technical secretary** of AFNOR Certification and **specialist in software certification** for nearly 20 years, **INFOCERT**, with AFNOR Certification, **creates and develops** NF marks that provide its customers a **competitive advantage** and **international recognition**.

**The certification rules** developed by INFOCERT, with *AFNOR Certification*, are recognized by professionals and regulatory authorities as **references** to recognize software compliance.

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# THE CERTIFICATION PROCESS

STEP 1 & 2 ON 5

## **A - REGISTRATION**

In order to register for the certification process, please contact us so that we can send you a quote for the certification of your software. Once the quote has been accepted, you will need to send us a completed and signed trademark application letter so that we can officially register your company in the certification process.

## **B - INTEGRATION**

Once you'll have received the certification rules, you'll have to integrate them in your software before taking an appointment for your audit. If you have any questions during their integration don't hesitate to contact us.

## **C - PLANIFICATION**

Once you'll have integrated our rules of certification in your software and that you'll be ready to take an appointment for an audit of certification, the planning of the dates will be done with you.

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# THE CERTIFICATION PROCESS

STEP 3 ON 5

## **A - CERTIFICATION AUDIT**

The certification audit can be performed by one or more auditors and will be followed by the sending of a report, listing the deviations, which must be corrected if necessary.

## **B - TRAVEL AND ACCOMMODATION COSTS**

The initial audit takes place at your premises and travel and accommodation costs will be invoiced according to the costs actually incurred by the auditor. Costs related to transport time will be charged and it is possible to schedule audits abroad - in French or English.

Given the current circumstances - COVID19, certification audits may, under certain conditions, take place remotely.

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# THE CERTIFICATION PROCESS

STEP 4 ON 5

## A – REPORT

Following the audit, you will receive a report in which you can find, if there are any, the list of deviations. They can be of different natures: either **points of vigilance**, or **minor non-conformities**, or **major non-conformities**.

Depending on the nature and type of the deviations, an additional remote control or on-site control may be considered to validate the correction of the deviations. Invoicing will be done on the time actually spent.

## B – DECISION

Following the results of all the checks, INFOCERT suggests that AFNOR Certification take one of the following decisions: **certification agreement** or **certification refusal**.

In some cases the certification agreement may be subject to an additional control and in the absence of an additional audit, the certificate will be suspended.

If agreed, the certificate is issued and will be accessible on our site and sent by email.

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# THE CERTIFICATION PROCESS

STEP 5 ON 5

## **A - ANNUAL MONITORING**

After the initial certification, an annual monitoring will be organized, its duration is generally shorter, linked to changes in certification rules or to functional modifications of the software.

An order form will be sent 3 months before the planned date of surveillance for the maintenance of the mark.

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# CONFORMITY ESTIMATE

## INITIAL AUDIT OF CERTIFICATION

### **CERTIFICATION RULES** - 50% OFFERED

Automatically added to an initial audit quote, they are also available for purchase directly from our website. \_\_\_\_\_ **445€**

### **MEMBERSHIP**

Membership of the NF Mark validates your registration in the certification process. \_\_\_\_\_ **890€**

### **CERTIFICATION AUDIT** - 2 DAYS

The certification audit usually lasts two days and allows one or more of our auditors to verify that your software complies with the regulations in force and that the certification rules have been well incorporated. \_\_\_\_\_ **2 800€**

### **AUDIT REPORT**

The audit report allows you to request a certificate and will be used to find the list of deviations noted by the auditor. \_\_\_\_\_ **1 400€**

### **CERTIFICATE OF CONFORMITY** - 2ND CERTIFICATE = 500€, 3RD AND + = 160€

The cost of the certificate of conformity obviously includes the publication of your certificate but also the management of your certificate, the analysis of your request, the administrative formalities, the trademark application letters, etc. \_\_\_\_\_ **1 250€**

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**Prices are indicative, quantity is subject to change, this is an estimate only.**

**6 785€**

AN ATTESTATION OF ACTUAL PROGRESS MAY BE ISSUED DURING THE PROCESS OF CERTIFICATION AND YOU WILL APPEAR, IF YOU WISH, ON OUR DEDICATED WEBSITE.

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# CONFORMITY ESTIMATE

## ANNUAL MONITORING

### CERTIFICATION RULES

Updates to the certification rules are made available free of charge to all certified. \_\_\_\_\_ **OFFERT**

### MEMBERSHIP

Updating your NF Mark registration is free of charge. \_\_\_\_\_ **OFFERT**

### CERTIFICATION AUDIT - 1 DAY

Annual monitoring usually lasts one day and in some cases can take place remotely. \_\_\_\_\_ **1 400€**

### AUDIT REPORT

The audit report allows you to request a certificate and will be used to find the list of deviations noted by the auditor. \_\_\_\_\_ **1 400€**

### CERTIFICAT DE CONFORMITÉ - 2EME CERTIFICAT = 500€, 3EME ET + = 160€

The cost of the certificate of conformity obviously includes the publication of your certificate but also the management of your certificate, the analysis of your request, the administrative formalities, the trademark request letters, etc. \_\_\_\_\_ **1 250€**

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**Prices are indicative, quantity is subject to change, this is an estimate only.** **4 050€**

EACH YEAR, A **RIGHT TO USE THE NF MARK** WILL BE COLLECTED BY AFNOR THROUGH INFOCERT.  
ACCORDING TO "ANNEX 4 - TARIF REGIME" OF THE CERTIFICATION RULES. FOR INFORMATION ONLY, THE AMOUNT OF THE FIRST TRANCHE IS € 250 AND FOR INTERNAL SOFTWARE A FORFEIT OF € 250 APPLIES WHATEVER THE ANNUAL TURNOVER.



DON'T HESITATE TO **CONTACT US**

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