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NOTE: The present document represents the English version of document under reference at the specified revision. In case of conflict the Italian version will prevail. To identify the re-vised parts reference must be made to the version in Italian only.

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1. SCOPE AND FIELD OF APPLICATION

The present document sets out the fees applied by ACCREDIA for the following:

- the granting, maintenance, extension and renewal of accreditation for Conformity Assessment Bodies (CAB)¹;
- the granting and maintenance of recognition of Conformity Assessment Bodies (CABs) accredited by other Accreditation Bodies signatory to the EA MLA agreements;
- the request for a preliminary visit in the accreditation process;
- the transfer of accreditation from another Accreditation Body signatory to the EA MLA agreements;
- the transfer of the ownership of accreditation;
- the performance of Cross Frontier activities.

In this document all references to the fees applied by the Department of Testing Laboratories refer to Testing Laboratories, Medical Laboratories and Proficiency Testing Providers (PTPs), the fees of the Department of Certification and Inspection refer to the Certification and Inspection Bodies (including bodies operating in the regulated area) and to Verification Bodies; whilst the fees of the Department of Calibration Laboratories apply to Calibration Laboratories and to Producers of Reference Materials.

VAT is not included in the fees given below.

2. APPLICABLE FEES FOR EVALUATION OF AN APPLICATION

2.1. Department of Certification and Inspection

- Presentation of application for accreditation / application for the transfer of accreditation from another Accreditation Body 1.550,00 Euro;

This fee includes acceptance of application and of the document review.

If the result of the document review is negative, the costs of the first document re-examination are met by ACCREDIA. For subsequent examinations the activities of personnel – specified in the estimate for expenses – are calculated at a fee of € 875,00 per day.

The sum regarding the application for the accreditation or the transfer of accreditation from another Accreditation Body is invoiced after the document review has taken place.

- Presentation of the application for extension of accreditation

For the presentation of the application for the extension of accreditation no fee is involved. The fee for the document review is set at € 875,00 for each day needed for the analysis and evaluation of the documentation, as indicated in the expenses estimate

The sum regarding the application for the extension of accreditation is invoiced after the document review has taken place.

- Presentation of application for the recognition of accreditation for CABs accredited by other Accreditation Bodies signatory to the EA MLA agreements.

For the presentation of the application for recognition for CABs accredited by other Accreditation Bodies signatory to the EA MLA agreements, there is no cost involved. The fee for the document review is set at

¹ A CAB is a Certification, Inspection or Verification Body, a Testing Lab, a Medical Lab, a Proficiency testing Provider or a Producer of Reference Materials.

€ 875.00 for each day needed for the analysis and evaluation of the documentation, as indicated in the expenses estimate.

The cost regarding the application for recognition of accreditation for CABs accredited by other Accreditation Bodies signatory to the EA MLA agreements is invoiced after the document review has taken place.

2.2. Department of Testing Laboratories

- Presentation of accreditation application / application for the transfer of accreditation to another Accreditation Body 1.000,00 Euro
- Presentation of application for renewal 1.000,00 Euro
- Presentation of the application for extension of accreditation 500,00 Euro

These fees include acceptance of the application.

2.3. Department Of Calibration Laboratories

- The presentation of applications for accreditation / application for the transfer of accreditation from another AB 800,00 Euro
- Presentation of application for renewal 800,00 Euro
- Presentation of the application for extension of accreditation 400,00 Euro

These fees are inclusive of an acceptance of the application.

Costs regarding applications are invoiced after the documental review has taken place

3. ASSESSMENTS

3.1. Department of Certification and Inspection

3.1.1. Verifiche Assessments (preliminary, on-site, witness, supplementary, extraordinary, market surveillance visits, extension, surveillance and renewal).

Cost per day of assessor or expert 875,00 Euro

The assessment days necessary are specified in the relevant expenses estimate, where the assessment days are given for each assessment, and they include one day for the preparation of the assessment and writing the assessment report; (this is reduced to 0.5 (half) of a day for cases of scheduled market surveillance visits).

The sum owed is calculated by multiplying the number of days worked by the assessors/experts to carry out the duties assigned to them for a fixed daily fee as specified above.

The sums regarding all assessment activities (initial, supplementary, extension, surveillance, renewal, on-site and witness, extraordinary and market surveillance visits), are invoiced after they have been carried out.

Note: the costs of extraordinary assessments (on-site, witness) and market surveillance visits performed following, remarks or complaints are met by the CAB in cases where NCs are raised or a number of Concerns sufficient to lead to a negative result of the audit.

In other cases costs are met by ACCREDIA.

In the case of extraordinary assessments for the purposes of market surveillance (on-site and witness) required by ACCREDIA internal bodies, for entire areas of activity, the cost of such assessments is always met by the CAB in question.

In the case of market surveillance visits requested by ACCREDIA for the maintenance of accreditation/recognition in a certain scheme or sector, the costs are met by the CAB.

3.1.2. Assessments in cases of transfer of ownership of accreditation to a new legal entity and/or in cases of relocation of the CAB's head office

In cases of a request of the transfer of ownership of accreditation or of communication of relocation there is no cost to be met for application review. The document review is invoiced at € 875,00 per day, as indicated in the cost estimate.

The assessment is based on a review of the documentation sent by the CAB, except in cases where the complexity of the case requires an on-site assessment which will be invoiced separately.

3.2. Department of Testing Laboratories

3.2.1. Assessments (preliminary, accreditation, surveillance, renewal, supplementary and extraordinary)

Cost per day for Systems Assessor or Technician 800,00 Euro

The full cost of such types of assessment varies according to the typology and number of tests necessary for the accreditation, and also according to the type of audit, the number of assessors used and the time it takes for each assessor.

The sum is calculated by multiplying the number of days worked by the Systems Assessor and by the Technical assessors to carry out the assigned tasks for the fixed fee of € 800,00.

The number "N" of days is calculated as follows:

$$N = DS + DT + GS + GT$$

of the type of assessment, of the number of assessors used and the time necessary for each of them, where

DS is the number of days worked by the Systems Assessor for the pre-assessment examination of documentation, the coordination of the team and the examination of documentation after the assessment..

DT is the number of days worked by the Technical Assessor for the pre-assessment examination of the documentation and the examination of the documentation after the assessment..

GS is the number of assessment days on-site at the CAB's premises done by the System Assessor

GT is the number of assessment days on-site at the CAB's premises done by the Technical Assessor.

The items DS and DT vary according to the type of assessment as shown here below:

Accreditation	Renewal	Surveillance	Supplementary
DS = 2	DS = 1	DS = 1	DS = 0
DT = 1	DT = 0,5	DT = 0,5	DT = 0
DT extra (1)	DT extra(1)	DT extra(1)	

If a number of Technical Assessors are used, other DT and GT items are added for each one of these.

Note: the costs of extraordinary assessments performed following remarks or complaints are met by the CAB in cases where NCs are raised or a number of Concerns sufficient to lead to a negative result of the audit.

In other cases costs are met by ACCREDIA

(1) It is provided for that the Technical Assessor receives an extra fee for internal methods used which may exceed 25 in number, in the phases of accreditation, renewal and surveillance, according to the following criteria:

for every group of 25 internal methods exceeding the first 25, the following applies:

- one half-day (0.5) in accreditation and renewal;
- one quarter-day (0.25) in surveillance.

The fractions of each group are rounded off to the higher number if the figure is ≥ 8 and if the figure is < 8 it is rounded down.

Example 1: accreditation 105 MI; the calculation is as follows:

$105 - 25 = 80$, $80 / 25 =$ groups 3 + 5 methods, extra days $3 \times 0,5 = 1,5$ days.

Example 2: accreditation 108 MI; the result using the above calculation leads to groups 3+8 methods; extra days $4 \times 0.5 = 2$ days.

The sums regarding each assessment activity are invoiced after the activities have been carried out.

3.2.2. Assessments in cases of the transfer of ownership of accreditation to a new legal entity and/or in cases of relocation of the CAB's head office

In cases of a request of the transfer of ownership of accreditation or of communication of relocation there is no cost to be met for application review. The document review is invoiced at € 800,00 per day, as indicated in the cost estimate.

The assessment is based on a review of the documentation sent by the CAB, except in cases where the complexity of the case requires an on-site assessment which will be invoiced separately.

3.2.3. Assessments for extension

For accreditation extension assessments, there are three possible cases:

- a) the assessment coincides with a surveillance assessment and does not necessitate a modification of the assessors' time schedule and thus no extra costs;
- b) the assessment coincides with a surveillance assessment but there is an increase in the assessors' time schedule and so the cost increases by a sum in proportion with the assessors' extra work;
- c) the CAB does not wish to wait for the first due surveillance audit and asks for an assessment for extension of accreditation: the same conditions as for the surveillance audit are applicable. If the application for extension involves the engagement of only one technical assessor, the cost of the document review is not charged to the CAB.

3.3. Department of Calibration Laboratories

3.3.1. Preliminary assessments, accreditation, surveillance, renewal, supplementary and extraordinary assessments

Cost per day of system or technical assessor or expert € 800,00

The **operative activities** which can be carried out during the various processes are:

- Document reviews;
- On-site assessments;
- Measurement audits;
- Experimental on-site assessments.

The cost of these activities is calculated according to the work-time requested (estimated man-days multiplied by relative cost) and the expenses accrued. For each process requiring an ACCREDIA assessment, the CAB will receive a technical estimate containing the details of every activity undertaken and the relative cost.

The activities of the Technical Officers are to be added. They depend upon the type of process and are defined in terms of cost per day as follows:

- | | |
|------------------------------|------------------|
| – Accreditation | 1 day |
| – renewal of accreditation | 1 day |
| – extension of accreditation | half-day (0,5 d) |
| – surveillance | half-day (0,5 d) |

The sums related to assessment activities are invoiced following the completion of such activities.

Note: the costs of extraordinary on-site assessments performed following observations, remarks or complaints are met by the CAB in cases where NCs are raised or a number of Concerns sufficient to lead to a negative result of the assessment.

In other cases costs are met by ACCREDIA.

3.3.2. Assessments in cases of the transfer of ownership of accreditation to a new legal entity and/or in cases of relocation of the CAB's head office

In cases of a request of the transfer of ownership of accreditation or of communication of relocation there is no cost to be met for application review. The document review is invoiced at € 800,00 per day, as indicated in the cost estimate.

The assessment is based on a review of the documentation sent by the CAB, except in cases where the complexity of the case requires an on-site assessment which will be invoiced separately.

4. APPLICABLE FEES FOR THE MAINTENANCE OF ACCREDITATION

4.1. Dipartimento Certificazione ed Ispezione

Fees for annual maintenance of accreditation

These are determined according to the revenue realised by the accredited body, by means of the activities undertaken in the schemes/sectors covered by accreditation in the year previous to payment, as detailed below:

- | | |
|--|--------------------|
| - Revenue up to 300.000 Euro | 2.00 % of revenue |
| - For revenue between € 300.000 and 1.000.000 | 1.00 % of the rate |
| - For revenue between € 1.000.000 and 2.000.000 | 0.60 % of the rate |
| - For revenue between € 2.000.000 and 10.000.000 | 0.30 % of the rate |
| - For revenue exceeding € 10.000.000 | 0.15 % of the rate |

with a minimum of € 1,500.00

Only for CABs operating in the regulated area, utilizing the accreditation for the purposes of the public authorization, under standards having the force of law, the annual fee for maintenance is fixed at € 1 700,00. For each additional accreditation granted in the regulated schemes an additional € 1 500,00 shall be added to this sum. ²

The first year will be invoiced at the minimum rate, in proportion with the days/year of accreditation.

The accredited CABs in both voluntary and regulated areas must indicate separately the revenue realised under accreditation for the voluntary areas (schemes) and the regulated ones (directives, regulations or national laws).

Should the annual revenue figures for the year in question not be available at the time of invoicing by the Department of Certification and Inspection, an invoice shall be prepared based on the known sales figures of the previous year, paying the balance by the end of the year.

Suspension, self-suspension or reduction of accreditation, or if the CAB has presented an appeal does not mean that contractual obligations with ACCREDIA are terminated, and therefore the CAB shall respect its agreed maintenance payments in full.

If the CAB renounces accreditation or if accreditation is withdrawn, ACCREDIA shall charge the CAB for all sums owed for annual maintenance proportionally to the calendar days for which accreditation was maintained.

4.2. Department of Testing Laboratories

- Annual fees for the maintenance of accreditation

The annual maintenance fee is € 1,300.00. For CABS in the categories of small laboratories or PTPs, the fee has been reduced to € 800,00.

In order to fulfil the criteria for consideration as a small lab/PTP, it shall respect as follows:

1. enrolment on the appropriate Registrar of Enterprises of the CCIAA (not applicable for professional persons or associations thereof);
2. not more than 8 dependent personnel including all personnel with a contract which is different from a subordinate work contract, members performing work activities, members undertaking support activities and others undertaking sales activities or non-accredited testing. For counting equivalent persons (staff who are part-time, seasonal, temporary, collaborators, consultants, worker partners and sub-contractors) the calculation is based on the number of days which were worked in relation to those of a full-time employee are .
3. revenue of less than € 400,000.00 (meaning total revenue of all activities undertaken by the enterprise);
4. a CAB which is not multi-site;
5. a CAB which is not connected to industrial organizations (this includes consultancy or any other activity – public or private enterprise – as well as bodies using analysis for the support of main activities of the body or organization which has signed the accreditation contractual agreement).

Classification as a small laboratory/PTP is valid for one year and takes place by means of the presentation of a module of self-certification which is prepared annually by ACCREDIA. This module is sent during the second

² Every accreditation granted for a single scheme (e.g. directive, regulation, national law) is considered as a regulated scheme.

6-month period to all accredited CABs to the email address given by the CAB in point 2.1.4 of DA-00 for official correspondence by ACCREDIA. It is the CAB's responsibility to make sure it has received the communication.

Self-certification, signed by the lab's legal representative, shall reach ACCREDIA by Jan. 15 of each year at the latest for acceptance.

The annual surveillance fee is invoiced in the first quarter for each year of accreditation following the first.

Suspension or self-suspension or reduction of accreditation, or in cases where the CAB has presented an appeal, does not mean that contractual obligations with ACCREDIA are terminated, and therefore the CAB shall respect its agreed annual maintenance payments in full.

In cases of withdrawal or renunciation of accreditation, ACCREDIA shall charge the CAB for all sums owed for maintenance proportionally to the calendar days for which accreditation was maintained.

4.3. Department of Calibration Laboratories

- The annual fees for the maintenance of accreditation

The annual fee for the maintenance of accreditation is calculated according to the number of accredited metrological sectors, as follows:

fixed rate for every accredited CAB	800,00 Euro
rate for every accredited metrological sector	350,00 Euro

If a CAB, which is accredited as a Calibration Laboratory, is also accredited as a Producer of Reference Materials – or vice-versa – the fixed rate for maintenance fees for the second scheme does not require payment.

The annual fee for maintenance is invoiced in the first quarter of each year subsequent to the granting of the first accreditation.

Suspension, self-suspension or reduction of accreditation, or if the CAB has presented an appeal does not mean that contractual obligations with ACCREDIA are terminated, and therefore the CAB shall respect its agreed maintenance payments in full.

In cases of withdrawal or renunciation of accreditation, ACCREDIA shall charge the CAB for all sums owed for annual maintenance proportionally to the calendar days for which accreditation was maintained.

5. APPLICABLE FEES AT THE START OF OWNER SCHEMES

For the application of EA 1/22, regulated also by ACCREDIA document PG-13-01, it is ACCREDIA's task to manage the start of owner schemes. In order to do this a cost may be charged to the body proposing the scheme. This cost shall take into account the complexity of the scheme and the effect of explanatory and process activities regarding ACCREDIA's internal bodies as well as ACCREDIA's participation in the EA / IAF / ILAC agreements.

If an application for recognition is received for a new conformity assessment scheme to be submitted for accreditation and for presentation to the ACCREDIA Direction (which assigns the task of explanation/process definition to the appropriate department), ACCREDIA will prepare a cost estimate specifying the number of days necessary for the assessment. The cost shall not be less than € 2,000.00 or more than € 5,000.00, with a possible further increase of € 2,000.00 if the conformity assessment scheme is of international importance and the documentation needs to be translated into English by EA. Government ministries, the Regional Governments and ACCREDIA Sponsor Members are exempted from this payment obligation. The cost can vary in accordance with activities undertaken.

6. TRAVEL EXPENSES AND ALLOWANCES

All the costs and fees relating to the assessment activities described above do not include travel, accommodation and food.

ACCREDIA charges the CAB for all costs and expenses for the undertaking of tasks by the assessors. Reimbursements will be charged at cost price together with all other activities related to the assessment.

Travel, food and accommodation expenses will be calculated (with all the necessary evidence of payment – receipts etc.) in accordance with the following conditions:

- Cost-price economy flight;
- Cost-price first class train ticket;
- Cost-price hotel accommodation (not “luxury” except if so chosen by the CAB when circumstances make this necessary or for security);
- Meals at cost-price – max € 41,00 per meal;
- Highway pay toll (with receipt), parking, taxi, car hire (also with receipt);
- Reimbursement for distance covered for use of private vehicle equal to € 0,51 per km.

In cases of assessment activities performed abroad, if travel time exceeds 6 hours on the same day ACCREDIA reserves the right to charge the CAB with costs incurred by assessment personnel in the performance of their assessment activities.

7. SPECIAL CASES

If a CAB requests a preliminary visit in the accreditation process or a transfer of accreditation from another AB which is signatory to the EA MLA agreements or a transfer of ownership of accreditation and/or (in the case of CAB relocation), the relative activities are detailed in a specific cost estimate and invoiced in days in accordance with § 3, for the competent department.

In the case of cross border activities (assessments at critical locations, use of local experts of other ABs, requests for the translation of audit reports into other languages) ACCREDIA and the CAB can agree to exemptions in keeping with the costs for days worked and transfer expenses.

In cases of assessments in “risky” countries, advanced payment is requested on the basis of the cost estimate for assessment activities, including the cost of visas and personal security.

In cases of interruption of assessment activity for which the CAB is responsible, or if agreement is reached with the CAB that it is not possible to proceed as planned, the cost of the assessors’ activities shall correspond to the number of days of work carried out as well as the relative expenses.

If any health and safety risks for ACCREDIA assessors are not communicated beforehand, or only partly communicated, by the CAB, and criticalities occur whereby it is not possible to perform the assessment, the cost for the assessors’ activities shall correspond to the number of days stated in the estimate, as well as transfer expenses.

In case of cancellation of an assessment which has already been planned and accepted by the CAB, within 5 working days before the assessment, all travel expenses already incurred by the assessment team shall be duly paid.

8. CONDITIONS OF PAYMENT

Payment shall be made by bank transfer, 30 days from the date of the invoice, using the bank details given for each Department.

It is not possible to cut or reduce payments for any reason whatsoever (e.g. bank expenses, price reductions etc.).

Failure to respect payment deadlines can result in sanctions according to the General Regulations of accreditation.