

**TITLE ACCREDITATION PRICELIST**

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**NOTE** *The present document represents the English version of the document under reference at the specified revision. In case of conflict, the Italian version will prevail. To identify the revised parts reference must be made to the Italian version only.*

**PREPARATION  
THE GENERAL DIRECTOR**

**APPROVAL  
THE DIRECTIVE COUNCIL**

**AUTHORIZATION  
THE PRESIDENT**

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## 1. SCOPE AND FIELD OF APPLICATION

This document sets out the fees applied by ACCREDIA for the following:

- the granting, maintenance, extension, renewal of accreditation and all assessment activities performed on Conformity Assessment Bodies (CABs)<sup>1</sup>;
- the granting and maintenance of recognition of Conformity Assessment Bodies (CABs) accredited by other Accreditation Bodies signatory to the EA MLA-BLA agreements;
- the request for a preliminary visit in the accreditation process;
- the transfer of accreditation from another Accreditation Body signatory to the EA/IAF MLA - ILAC MRA 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 and Validation Bodies, and the fees of the Department of Calibration Laboratories apply to Calibration Laboratories, to Reference Materials Producers and to Biobanks.

VAT is not included in the fees given below.

## 2. APPLICABLE FEES FOR THE EVALUATION OF AN APPLICATION

### 2.1. DEPARTMENT OF CERTIFICATION AND INSPECTION

- Presentation of an 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 review are met by ACCREDIA. For subsequent reviews the activities of personnel – specified in the cost estimate – are calculated at a fee of 875.00 Euro per day.

The cost regarding the application for accreditation or for the transfer of accreditation from another Accreditation Body is invoiced before the performance of the document review.

- 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 Euro for each day needed for the analysis and evaluation of the documentation, as indicated in the cost estimate.

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<sup>1</sup> A CAB is a Certification, Inspection or Verification and Validation Body, a Testing Lab, a Medical Lab, a Proficiency Testing Provider, a Reference Materials Producer or a Biobank.

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

For the presentation of the application for recognition for CABs accredited by other Accreditation Bodies signatory to the EA MLA/BLA agreements, there is no cost involved. The fee for the document review is set at 875.00 Euro for each day needed for the analysis and evaluation of the documentation, as indicated in the cost estimate.

## 2.2. DEPARTMENT OF TESTING LABORATORIES

- Presentation of accreditation application/application for the transfer of accreditation from 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.

Costs regarding applications are invoiced upon receipt of the application.

## 2.3. DEPARTMENT OF CALIBRATION LABORATORIES

- Presentation of accreditation application/application for the transfer of accreditation from another Accreditation Body 800.00 Euro
- Presentation of the application for renewal 800.00 Euro
- Presentation of the application for extension of accreditation 400.00 Euro

These fees include acceptance of the application.

Costs regarding applications are invoiced when the application has been accepted.

## 3. ASSESSMENT ACTIVITIES

### 3.1. DEPARTMENT OF CERTIFICATION AND INSPECTION

#### 3.1.1. Assessments (preliminary, on-site, witness, supplementary, extraordinary, unannounced, market surveillance visit, extension, surveillance, transition and renewal)

Cost per day of assessor or expert 875.00 Euro

The assessment days necessary are specified in the relevant cost estimate, where the estimated number of days are specified for each assessment, to which must be added one day for the preparation of the assessment and writing the assessment report, (reduced to 0.5 day for 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 assessments and market surveillance visits), are invoiced when the activities are performed.

The costs of extraordinary assessments (on-site, witness) and market surveillance visits performed following remarks or complaints and the costs of unannounced assessments 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.

In the case of extraordinary assessments for the purposes of market surveillance (both 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 required by ACCREDIA, for the maintenance of accreditation/recognition in a specific scheme/sector, the costs are always met by the CAB in question.

Transition assessments not carried out jointly with a surveillance or a renewal are invoiced by the day, as indicated in a specific cost estimate.

### **3.1.2. Assessments in cases of transfer of ownership of accreditation to a new legal entity**

In the case of a request for transfer of ownership of accreditation or communication of head office relocation, no cost is required for the application. The document review is invoiced at the rate of 875.00 Euro per day necessary for the analysis and evaluation of the documentation, as stated 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, as indicated in a specific invoice.

## **3.2. DEPARTMENT OF TESTING LABORATORIES**

### **3.2.1. Assessments (preliminary, accreditation, surveillance, renewal, supplementary, extraordinary, unannounced, transition)**

Cost per day for System assessor, Technical assessor or expert 770.00 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 assessment, the number of assessors/experts used and the work time necessary each assessor/expert.

The sum is calculated by multiplying the number of days worked by the System assessor and by the Technical assessors/experts to carry out the assigned tasks for the fixed fee of 770.00 Euro.

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

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

and it depends on the type of assessment, on the number of assessors/experts 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 document review, the coordination of the team and the document review after the assessment.

DT is the number of days worked by the Technical assessor/expert for the pre-assessment document review and the document review after the assessment.

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

GT is the number of assessment days on-site at the CAB's premises performed 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 DT = 1 DT extra (1)	DS = 1 DT = 0,5 DT extra (1)	DS = 1 DT = 0,5 DT extra (1)	DS = 0 DT = 0

If a number of technical assessors/experts are used, other DT and GT items are added for each one of these.

(1) It is provided for that the technical assessor/expert receives an extra fee for the verification of internal methods used if they 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:

- 0.5 day for accreditation and renewal;
- 0.25 day for surveillance.

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

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

The costs of extraordinary assessments (unscheduled surveillance) are invoiced in days, as indicated in the relevant cost estimate.

The costs of extraordinary assessments performed following remarks or complaints and the costs of unannounced assessments 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.

Transition assessments not carried out with a surveillance or a renewal are invoiced in days worked, as indicated in a relative cost estimate.

### 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 the request. The document review is invoiced at 770.00 Euro per day, for the analysis and evaluation of the documentation, as indicated in the relative 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, and will be included in the relative cost estimate.

### 3.2.3. Assessments for extension

For extension assessments, there are three possible cases:

- a) the assessment coincides with a surveillance assessment and does not necessitate a modification of the assessors'/experts' time load: no extra costs are involved;
- b) the assessment coincides with a surveillance assessment but there is an increase in the assessors'/experts' time load and so the cost increases by a sum in proportion with the 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 assessor/expert, the cost of the document review is not charged to the CAB.

## 3.3. DEPARTMENT OF CALIBRATION LABORATORIES

### 3.3.1. Preliminary, accreditation, surveillance, renewal, supplementary, extraordinary, unannounced and transition assessments

Cost per day for System assessor, Technical assessor or expert	770.00 Euro
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The **operative activities** which can be carried out during the various processes are:

- Document review;
- On-site assessment;
- Evaluation of the measurement audit;
- Experimental on-site assessments.

The cost of these activities is calculated according to the time load required (estimated 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 on 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 0.5 day
- surveillance 0.5 day

The sums related to each assessment activity are invoiced following the completion of the activities in question.

The costs of extraordinary on-site assessments performed following observations, remarks or complaints and the costs of unannounced assessments 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.

Transition assessments not carried out jointly with a surveillance or a renewal are invoiced in days, as indicated in a specific cost estimate.

### **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 the request. The document review is invoiced at 770.00 Euro per day, as indicated in the relative 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 included in the cost estimate.

## **4. APPLICABLE FEES FOR THE MAINTENANCE OF ACCREDITATION**

### **4.1. DEPARTMENT OF CERTIFICATION AND INSPECTION**

#### **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 covered by accreditation (accreditation standards) in the year preceding the year of payment.

The invoices must be **communicated separately** for each accredited scheme and distinct for the voluntary sector and the regulated sector. For the sole purpose of the calculation, the revenues **will be aggregated** by ACCREDIA on the basis of the accreditation standard (e.g. ISO/IEC 17020, ISO/IEC 17021, ISO/IEC 17024, ISO/IEC 17029 - ISO 14065, ISO/ IEC 17065), including both the voluntary and the regulated sectors.



The following rates will be applied to each aggregated rate:

<b>A</b>	Revenue up to 300,000.00 Euro	0.80% of revenue
<b>B</b>	For revenue between 300,000.00 and 1,000,000.00 Euro	0.80% of the rate
<b>C</b>	For revenue between 1,000,000.00 and 2,000,000.00 Euro	0.50% of the rate
<b>D</b>	For revenue between 2,000,000.00 and 10,000,000.00 Euro	0.30% of the rate
<b>E</b>	For revenue exceeding 10,000,000.00 Euro	0.55% of the rate

with a minimum of 1,000.00 Euro.

There is a maximum sum that can be invoiced, for each CAB and each accreditation standard, equal to:

- 100,000.00 Euro for management system related activities (ISO/IEC 17021)
- 70,000.00 Euro for activities related to other inspection and certification standards (e.g. ISO/IEC 17020, ISO/IEC 17024, ISO/IEC 17029 – ISO 14065, ISO/IEC 17065)

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

Each year, the CABs must indicate separately, with a breakdown per accreditation scheme, the revenue obtained under accreditation for the voluntary and regulated areas.

Should the annual revenue figures for the year in question not be available at the time of invoicing, the Department of Certification and Inspection, shall issue an invoice based on the known revenue 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**

### **Fees for annual maintenance of accreditation**

The annual maintenance fee is 1,300.00 Euro.

For CABs in the categories of small laboratories or PTPs, the fee has been reduced to 500.00 Euro. In order to fulfil the criteria for consideration as a small lab/PTP, the CAB shall fully respect as follows:

1. enrolment on the appropriate Chamber of Commerce Registrar of Enterprises (CCIAA), (not applicable for professional persons or associations thereof);
2. revenue of less than 400,000.00 Euro (meaning total revenue of all activities undertaken by the enterprise);
3. a CAB which is not multi-site;
4. a CAB which is not connected to an industrial enterprise (consultancy or any other kind of activities - both entrepreneurial and public - as well as parties which use the analyses to support the main activity are assimilated to the concept of "industrial enterprise" of the entity and/or company that has signed the accreditation agreement).

Classification as a small laboratory/PTP has annual validity and takes place by means of the presentation of a module of self-certification which is made available annually by ACCREDIA. This module is sent during the last two-month period of each year 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 CAB'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.

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.

### **4.3. DEPARTMENT OF CALIBRATION LABORATORIES**

#### **Fees for annual 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 700.00 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 Reference Materials Producer – or vice-versa – the fixed rate for annual maintenance fees for the second scheme does not require payment.

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

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 annual 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.

## **5. APPLICABLE FEES AT THE OUTSET OF OWNER SCHEMES**

For the application of the document EA 1/22, regulated also by ACCREDIA document PG-13-01, it is ACCREDIA's task to manage the start-up of owner schemes. In order to do this a cost may be charged to the party proposing the scheme. This cost shall take into account the complexity of the proposed scheme and the effect that the relative preliminary analysis will have with respect to ACCREDIA's internal bodies as well as ACCREDIA's participation in the EA-IAF-ILAC international networks.

If an application for recognition is received for a new conformity assessment scheme to be submitted for accreditation and for presentation to the management (which assigns the preliminary task to the appropriate department/area), 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 Euro or more than 5,000.00, with a possible further increase of 2,000.00 Euro if the conformity assessment scheme is of international application and all the documentation needs to be translated into English by EA. Government ministries, the Regional Administrations and all ACCREDIA members are exempted from this payment obligation. The cost can vary in accordance with activities undertaken.

## **6. TRANSFER EXPENSES**

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

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

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 Euro per meal;
- highway pay toll (with receipt for all types of payment), parking, taxi, car hire (with receipt);
- reimbursement for distance covered for use of private vehicle equal to 0.51 Euro per km.

In cases of assessment activities performed abroad, if travel time exceeds 6 hours on the same day ACCREDIA charges the CAB for the 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/IAF MLA - ILAC MRA agreements or a **transfer of ownership of accreditation** and/or in the case of CAB **head office relocation**, the relative activities are detailed in a specific cost estimate and invoiced by number of days in accordance with point 3, for the competent department.

In the case of **Cross Frontier** activities (assessments at *critical locations*, use of local experts of other ABs or not, requests and/or need for the translation of audit reports into other languages) ACCREDIA and the CAB can agree to exemptions in keeping within the costs for days worked and transfer expenses. In addition, ACCREDIA may charge any translation costs to the accreditation body requesting the *Cross Frontier* activity.

In the case of **assessments in foreign countries**, advance payment is required on the basis of the technical cost estimate of the assessment activities, including costs for visa procedures and personal safety.

If an **assessment activity** must be **interrupted** for reasons regarding the CAB, i.e. by agreeing with the CAB that the conditions for proceeding in a coordinated manner do not exist, the cost of the assessors/experts corresponding to the number of days actually worked will be invoiced, in addition to the related travel expenses.

If any **health and safety risks** for ACCREDIA assessment team members are not communicated beforehand, or only partly communicated, by the CAB, and criticalities occur whereby it is not possible to begin the assessment, the cost for the assessors'/experts' 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, if in Italy, and within 30 working days before the assessment in case of assessments abroad, all transfer expenses already incurred by the assessment team shall be duly paid.

In special cases, such as projects or the management of specific databases, the indications regarding costs will be set out in specific circulars.

## 8. CONDITIONS OF PAYMENT

Payments must be made by bank transfer, 30 days from the date of the invoice at the end of the month, and according to the precise bank details indicated in the invoices of each Department.

The payment of invoices regarding applications (see point 2) shall be made upon receipt, according to the indications specified in the invoice.

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

Failure to respect payment deadlines can result in sanctions in line with the General Regulations for accreditation.