
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.

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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)¹;
- 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.

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¹ 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 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.

- 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 |

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 | 1,000.00 Euro |
| • Presentation of the application for renewal | 1,000.00 Euro |
| • Presentation of the application for extension of accreditation | 500.00 Euro |
| • Presentation of the application for reduction of accreditation | 200.00 Euro |

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
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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	800.00 Euro
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The full cost of such types of assessment varies according to the typology and number of tests/exams 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 800.00 Euro.

The amounts related to each assessment activity are invoiced upon completion of the activities.

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

$$\mathbf{N = DS + DT + GS + GT}$$

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.

3.2.1.1. Document Reviews

For the document review, the items DS and DT vary according to the type of assessment as shown here below:

	Accreditation		Extension		Renewal		Surveillance	
	MD	Extra	MD	Extra	MD	Extra	MD	Extra
DS ⁽⁰⁾	2	(1)	0,5 ⁽²⁾	(3)	1	(3)	1	(3)
DT ⁽⁰⁾	1	(1)	0,5	(3)	0,5	(3)	0,5	(3)

(0) The items listed refer to the activities of a single Technical Assessor/Expert. If the team includes multiple Technical Assessors/Experts, the total number of days (N) will be the sum of the man-days of all Technical Assessors/Experts.

(1) In the case of initial accreditation, if the document review results in a negative outcome, the first re-examination is included in the DS/DT fee. For subsequent reviews, if necessary, the related activities—specified in a separate cost estimate—are billed at a rate of €800.00 per man-day.

(2) Only in the case of an extension of the site

(3) In the case of accreditation with a flexible scope, additional DS and DT items may be added, proportional to the effort required for the document review.

If the assessors/technical experts are involved in multiple sites, additional DS and DT items will be added, proportional to the effort required.

It is specified that, in the case of initial accreditation, the amounts for the pre-assessment document review will be invoiced at the start of the procedure.

3.2.1.2. On-site Assessment Days²

For on-site assessments, the GS and GT items vary depending on the time commitment required for the activities within the scope of accreditation.

If multiple Technical Assessors/Experts are involved, GS and GT items will be added for each of them.

In the case of accreditation with a flexible scope, GS and GT items may be added based on the time commitment required for the on-site assessment of activities within the scope of accreditation

3.2.1.3. Extraordinary assessments

The costs of extraordinary assessments (unscheduled surveillance) are invoiced in man-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 800.00 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 the following 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.

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² 'On-site assessments' refer to assessments conducted in person, remotely, or in a mixed mode, as governed by the Accreditation Regulations.

d) the extension falls under the definition of 'ex officio extension': in this case, the document review will be invoiced, proportionally to the additional effort required from the Assessors/Experts.

3.3. Department of Calibration Laboratories

3.3.1. Processes involving assessment activities (preliminary, accreditation, surveillance, renewal, supplementary, extraordinary, unannounced and transition assessments)

Cost per day for System assessor, Technical assessor/expert	800.00 Euro
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The **operational activities** that may be carried out during the various processes are:

- System document review
- Technical document review
- Evaluation of participation performance in PT/ILC and preparation of the technical report (RT)
- On-site/remote assessments by the System Assessor
- On-site/remote assessments by the Technical Assessor/Expert
- Assessment of the Measurement Audit and preparation of the comparison report (RC)
- Evaluation of the experimental on-site assessment and preparation of the comparison report (RC)
- Assessment by the Technical Officer

For each case requiring assessment by ACCREDIA, the CAB will receive a technical estimate detailing the individual activities to be carried out, along with the corresponding cost, calculated based on the time required (expressed in man-days) by each System Assessor and Technical Assessor/Expert. Specifically, the cost is determined by multiplying the number of days (N) spent by the System Assessor and the Technical Assessors/Experts to complete the assigned tasks by the fixed rate of €800.00

The number **N** of man-days is calculated as follows:

$$N = DS + DT + RT + GS + GT + RC + FT$$

Where:

DS is the number of man-days spent by the System Assessor for the review of the documentation prior to the on-site/remote assessment, the coordination of the team, and the review of the documentation following the on-site/remote assessment (e.g., evaluation of plan for the management of findings, corrective actions, evidence of closure of findings)

DT is the number of days spent by the Technical Assessor/Expert for the review of the documentation prior to the on-site/remote assessment and the review of the documentation following the on-site/remote assessment (e.g., evaluation of plan for the management of findings, corrective actions, evidence of closure of findings)

RT is the number of days spent by the Technical Assessor/Expert to prepare, prior to the on-site/remote assessment, the technical report for evaluating the CAB's performance in participating in ILC/PT and the subsequent evaluation of how any findings raised in the technical report are addressed

GS is the number of days spent by the System Assessor on the on-site/remote assessment

GT is the number of days spent by the Technical Assessor/Expert on the on-site/remote assessment

RC is the number of man-days spent by the Technical Assessor/Expert to prepare, following the on-site/remote assessment, the report on the measurement comparison (experimental on-site assessment or measurement audit) conducted by the CAB and the subsequent evaluation of how any findings raised in the report are addressed

FT is the number of days spent by the Technical Officer for managing the case, preparing the Assessment Report, and presenting it to the Sectoral Accreditation Committee (CSA-DT)

The previous items vary depending on the type of case, as illustrated below:

	Accreditation		Extension		Renewal		Surveillance	
	MD	Extra	MD	Extra	MD	Extra	MD	Extra
DS	2	--	0,5	--	1,5	--	1	--
DT ⁽⁰⁾	1,5	(1)	1	(1)	1	(1)	0,5	(2)
RT ⁽⁰⁾	0,5	(3)	0,5	(3)	0,5	(3)	--	--
GS	1,5	(1)	0,5	(1)	1	(1)	1	(1)
GT ⁽⁰⁾	1,5	(1)	1	(1)	1	(1)	1	(1)
RC ⁽⁰⁾	0,5	(3)	0,5	(3)	0,5	(3)	--	--
FT	1		0,5		1		--	(2)

⁽⁰⁾ The items listed refer to the activities of a single Technical Assessor/Expert. If the team includes multiple Technical Assessors/Experts, the total number of days (N) will be the sum of the man-days of all Technical Assessors/Experts.

⁽¹⁾ It is foreseen that, for all assessments, each Technical Assessors/Experts will receive an additional fee:

- i) in the case of multiple operational **sites** being evaluated during the inspection, including calibrations at the Client's site,
- ii) based on the outcome of the risk assessment, and
- iii) based on the number of sectors being evaluated.

⁽²⁾ In the case of accreditation with a flexible scope, an additional fee is granted for the document review and for the activities of the technical officer.

⁽³⁾ The activities may not be applicable if they are not relevant to the respective cases. However, within a case, **at least** one of the two types of evaluations is always present. For the values of RT and RC, an additional fee may be applied based on, respectively, the number of ILC/PT assessments and the number of VSsC/MA (Experimental on-site assessments/Measurement Audits).

The following activities will be subject to a **specific technical-economic estimate**, as they may, by their nature, require more or less extensive assessments:

- Regulatory adjustments
- Transition to the new editions of the accreditation standards
- Supplementary Surveillances
- Extraordinary Surveillances
- Reduction of Accreditation
- Changes to the scope of accreditation

The costs of extraordinary assessments conducted following reports or complaints, as well as the costs of unannounced assessments, will be charged to the CAB if non-conformities are identified, or if numerous observations are made that lead to a negative outcome of the assessment. Otherwise, the costs will be borne by ACCREDIA.

The amounts related to each evaluation activity are invoiced upon completion of the activities.

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

In cases of a request of the transfer of ownership of accreditation there is no cost to be met for the request. The document review is invoiced at 800.00 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

4.1.1. Fees for annual maintenance of accreditation

These are determined according to the income 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 income 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 income **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/ IEC 17065), including both the voluntary and the regulated sectors.

The following rates will be applied to each aggregated income:

A	Revenue up to 1,000,000.00 Euro	0.80% of revenue
B	For revenue between 1,000,000.00 and 2,000,000.00 Euro	0.50% of the rate
C	For revenue between 2,000,000.00 and 10,000,000.00 Euro	0.30% of the rate
D	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/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, in the appropriate Reserved Area, with a breakdown per accreditation scheme, the income obtained under accreditation for the voluntary and regulated areas.

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

4.2.1. Fees for annual maintenance of accreditation

A fixed annual base fee of €1,500.00 is envisaged.

The following additional annual fees will be added to this fixed fee:

- 1) Additional fee for each CAB accredited with a flexible scope: 500.00 Euro
- 2) Additional fee based on the number of accredited internal methods, according to the following criteria

NUMBER OF ACCREDITED INTERNAL METHODS	FEE IN ADDITION TO THE BASE RATE
UP TO 25	400.00 Euro
OVER 25 (for each full batch)	400.00 Euro

This fee will not be charged to CABs with fewer than 10 accredited internal methods.

3) Additional fee based on the number of accredited sites³, according to the following ranges:

RANGE FOR NUMBER OF SITES	FEE IN ADDITION TO THE BASE RATE
UP TO 2	0.00 Euro
FROM 3 TO 5	300.00 Euro
FROM 6 TO 9	600.00 Euro
OVER 9	1,000.00 Euro

4) Additional fee based on the number of tests⁴, according to the following ranges:

RANGE FOR NUMBER OF TESTS	FEE IN ADDITION TO THE BASE RATE
UP TO 50	100.00 Euro
FROM 51 TO 100	300.00 Euro
FROM 101 TO 200	500.00 Euro
FROM 201 TO 300	800.00 Euro
OVER 300	1,000.00 Euro

The additional fees will be determined for the following year, based on the scope of accreditation and the number of accredited sites as of 31 December each year.

The total annual fee for maintenance rights is invoiced in the first quarter of each year of accreditation, starting from the second year onward.

Suspension, voluntary suspension, reduction of accreditation, as well as cases where the CAB has presented an appeal, do not result in the termination of contractual obligations towards ACCREDIA. Therefore, the fee for annual maintenance rights must be paid in full by the CABs.

4.2.2. Category 'Small Laboratories/PTPs'

For CABs in the categories of small laboratories or PTPs, the fixed base fee has been reduced to 600.00 Euro.

The additional fees due are applied in full, without reductions.

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

.....

³ By "accredited sites" are meant sites associated with a list of tests/exams/PTP, excluding collection facilities and POCT, for which each respective list is counted as a site.

⁴ What stated for tests also applies to exams in the case of medical laboratories, and to schemes in the case of PTPs.

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 (the companies that include other legal entities in their shareholding, regardless of the field of activity, as well as those who carry out their activities on behalf of industrial enterprises, consortia, consortium companies, or G.E.I.E..⁵ to which they belong, are assimilated to the concept of "industrial enterprise").

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 document 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.

In the event of failure to submit or late submission of the self-certification for access to the "small laboratories/PTPs" category, ACCREDIA will invoice the full maintenance fee.

4.3. Department of Calibration Laboratories

4.3.1. Fees for annual maintenance of accreditation

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

- | | |
|---------------------------------------|--------------|
| - fixed rate for every accredited CAB | 700.00 Euro |
| - rate for every accredited sector | 450.00 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.

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⁵ Gruppo Europeo di Interesse Economico - European Economic Interest Grouping.

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 acceptance 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 detailed technical analysis. The cost shall not be less than 2,500.00 Euro or more than 5,000.00, and it will be invoiced upon acceptance of the estimate.

If the detailed technical analysis reveals the need for further assessments, these will be invoiced at the rate of €875.00 per man-day. In the case of technical meetings to address the shortcomings identified with ACCREDIA's Technical Structure, half a day will be invoiced for each meeting held.

If the conformity assessment scheme has international relevance and must be submitted for evaluation by EA, following the translation of all documentation into English, the cost of the detailed technical analysis will be increased by an additional €2,000.00. For the evaluation of comments received from EA, the Scheme Owner must provide supplementary documentation, which will be assessed by ACCREDIA at a rate of €875.00 per man-day. In the case of technical meetings to address the shortcomings identified with ACCREDIA's Technical Structure, and if necessary, with representatives of other Accreditation Bodies, half a day will be invoiced for each meeting held.

Ministries, Regions, and all members of the Entity are exempt from the payment of the fee. In any case, the fee may be converted into a variable amount based on the activities carried out.

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 (of a maximum four-star category, except if chosen by the CAB when circumstances make this necessary or for security);

- meals at cost-price – max 41.00 Euro per meal in Italy and 50.00 Euro abroad;
- 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.
- expenses related to the issuance of entry visas

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. Fees applicable to cross-frontier activities

For activities carried out under a **cross-frontier** regime, the following applicable types are listed below.

- 1) For requests from another **NAB** related to assessment activities that are subcontracted to ACCREDIA according to the EA-2/13 document, for CABs operating in the national territory:

- Submission of Request for cross-frontier activities – Preliminary task Preparation and Management: 1,500.00 Euro
- Man-day of Assessor/Expert for the assessment 900.00 Euro
- Man-day of Back office and reporting (including post-visit management and technical clarification meetings) 900.00 Euro

- 2) For **cross-frontier** activities involving CABs accredited by ACCREDIA with sites/activities located abroad, ACCREDIA, where possible, will subcontract the assessment of the CAB's activities to the local NAB, including witness assessments, which are carried out in the country of the local NAB, provided that the NAB is a signatory of the relevant EA/IAF scope.

In this case, the CAB will be charged the costs as per the quote received from the local NAB, along with administrative fees for managing the preparatory and post-verification phases, amounting to 0.5 man-days, in accordance with the relevant department's tariff.

- 3) Only in the exceptional case where the local NAB is not a signatory of the relevant EA/IAF MLA scope or is unavailable to carry out the assessment, the activity will be conducted directly by ACCREDIA according to the provisions of the PG-12 procedure in force. Specifically, ACCREDIA will need to appoint a GVI (Assessment Team), who will be supported by an Expert with technical and legislative expertise in the country where the assessment will take place, and potentially by a Translator.

In the case of assessments abroad, a fee of 0.5 man-days will also be charged for both outbound and return travel exceeding 6 hours.

8. 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 other verifications not explicitly provided

for in this document, 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 activities to be carried out on foreign CABs, payment upon receipt of the invoice is required on the basis of the technical cost estimate of the assessment activities, including airline tickets, 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 conversion into a remote assessment**, already confirmed by ACCREDIA to the CAB, all transfer expenses already incurred by the assessment team shall be duly paid by the CAB.

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

9. 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 electronic 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.

10. Regulation of the “rebate”

ACCREDIA adopts a method to come as close as possible to the goal of balancing its budget, through the mechanism of the “Rebate”. This term refers to the procedure, as described here, to allocate budget surpluses that exceed a certain amount to the benefit of the accredited entities.

The Directive Council, when approving the final accounts to be submitted to the Assembly, decides whether to implement the Rebate, or allocate – in whole or in part – the available resources to extraordinary projects aimed at strengthening the Entity and/or enhancing the Quality Infrastructure of Italy.

The amount to be allocated to the Rebate falls within a range of 70% to 90% of the net margins of the final accounts. No allocation will be made if the total amount available is less than 300,000 Euros.

The amount is allocated to individual CABs in proportion to the revenues of the relevant financial year and takes the form of a reversal, in favour of the Accredited Entities as of December 31⁶. The amount allocated to each individual CAB cannot be less than 50 Euros. All unallocated sums will be added to the Entity's reserves.

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⁶ The revenues include the amounts due for verification activities and maintenance fees, while expense reimbursements are excluded. The transfer proceeds on the condition that the ownership and the legal entity of the accredited entity have remained unchanged. No distinction is made between Public or Private Structures. The rebate can be made in the case of a change of name, mergers, or acquisitions, in favour of the new legal entity, but not if the accredited activity has ceased, or if the accreditation has been withdrawn.

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