



ACCREDITATION COMMISSION FOR CONFORMITY ASSESSMENT BODIES
ACCREDITATION SCHEME MANUAL

Document Title: Schedule of ACCAB Fees Personnel Certification Bodies

Document Number: ASM-11.0-D-2

CONTROLLED COPY

Revision Number	Revision Date	Paragraph Number	Description of Revision	Revision Author

11.1	Purpose:
11.1.1	This procedure details the fees and business policies associated with accreditation of Conformity Assessment Bodies (client) as per the schemes operated by ACCAB.
11.2.0	Scope:
11.2.1	This schedule of fees is applicable to the various accreditation schemes operated by ACCAB for the Conformity Assessment Bodies legally registered and operating from all countries other than India.
11.3	Responsibility & Authority:
11.3.1	The ACCAB Chief Executive Office oversees the invoice preparation and the fees collection.
11.3.2	ACCAB requires that a Corporate Officer of the CAB attests the correctness of the certification activities report applicable for management certification bodies, certification bodies performing inspection & certification bodies operating certification of persons.
11.4	Operation:
11.4.1	General Terms & Conditions:
11.4.1.1	Units of Time:
11.4.1.1.1	<p>Policy:</p> <ol style="list-style-type: none"> a. This quotation is valid for 90 days from the date of issue. b. Fees for the accreditation related services are calculated in days and half days per Assessor. c. ACCAB will not bill time for journeys wholly within the India. d. If the working day is unduly prolonged, an additional half days per Assessor may be charged. e. Rest day (the first whole day after arrival) may be billed for travelling long distance by economy class flights. f. Rest days are not normally billed when travelling business class. g. Though trapped weekend days are generally not billed, accommodation & meals are billed as normal.
11.4.1.2	Expenses:

11.4.1.2.1	<p>Policy:</p> <ol style="list-style-type: none"> a. Travel, Lodging & Boarding and Local Expenses: Preferably to be arranged by the applicant/accreditation organization or to be paid in advance to ACCAB at actual. b. Travel, Lodging & Boarding and Local Expenses will include air travel normally by economy on short distance, premium economy on medium distance and business class on long distance as standard, for rail travel Air Condition/Fist Class is used (where place is not easily accessible by air travel), accommodation in a hotel of a reasonable standard (3 star); Reasonable sustenance costs; Internet Charges; car hire, parking, tolls and congestion charges etc. c. ACCAB will re-bill at cost any travel, accommodation & other expenses incurred in dealing with the applicant/accreditation organization matter, as required. d. <u>Expansion of scope:</u> <ol style="list-style-type: none"> i. If auditor travel mode is other than air and if time required more than four hour then additional charges may be levied. ii. Extra charges will be levied for expansion of the scope which would include auditor remuneration, miscellaneous expenses, administrative charges and ACCAB accreditation fee. iii. Travel lodging and boarding expanses to be arrange by CB-P.
11.4.1.3	Cancellation Policy & Charges:
11.4.1.3.1	<p>ACCAB has the following policy where the client cancels or postpones the date of visit after it has been agreed, a fee is payable as set out below:</p> <ol style="list-style-type: none"> a. Surveillance and Reassessment visit will normally be booked and agreed with the client one or more months in advance. As for other assessments, including witnessed assessments associated with surveillance and reassessment visits are booked at shorter notice. b. If client cancels or postpones a visit, more than 2 weeks after the quotation is issued, there will be a cancellation charges of 25% of the fee, if the cancellation or postponement is 4 weeks or more days from the start date of the cancelled assessment, and 100% of the fee if it is within 4 weeks from the start date of the cancelled assessment. c. In all cases, any non refundable travel or subsistence costs that have been expended will be recovered from the client at cost price. d. An invoice for the cancellation charge will be sent to the client and ACCAB reserves the right to withhold any grant, maintenance or renewal of accreditation until it is settled. e. Nonpayment of invoices which require payment in advance of the assessment date on the due date of the invoice is considered as a cancellation of the assessment by the client and the cancellation policy will apply.
11.4.1.4	Reinstatement Fee:
11.4.1.4.1	ACCAB will charge a fee for reinstating the accreditation to a client whose accreditation is suspended for financial reasons e.g. late payment of invoices when the debt has been settled.

11.4.1.5	Quotations:
11.4.1.5.1	<p>All ACCAB clients are provided a quotations before work begins and are required to confirm their acceptance of the quotation within 2 weeks of the date of issue. The client is deemed to have accepted the quotation once work has started, and is required to pay for the work performed by ACCAB and any expenses.</p> <p>ACCAB will endeavor to carry out the job within the efforts allowed by the quotation. However, reserve the right to agree and bill for a different quantity if this is what is actually worked. Accordingly, it is in the client's interests to ensure that your documented information is of the agreed standards. Any non - conformities that are identified during an assessment will require additional effort and therefore will result in additional charges.</p>
11.4.1.6	Invoicing:
11.4.1.6.1	ACCAB will raise invoices with the best possible accuracy and are due and payable in full. Any Tax will be applied according to Indian Tax rules & to be borne by the client.
11.4.1.7	Payment Terms:
11.4.1.7.1	<p>ACCAB's standard policy is payment before any work is undertaken.</p> <p>The client must pay all dues before accreditation is granted.</p> <p>Any fees once paid shall not be refunded after initiating accreditation/assessment process by ACCAB.</p> <p>ACCAB will try to resolve any invoice related queries as soon as possible. Any query over an invoice must be raised in writing to the info@accab.org within 30 days of the date of the invoice. If no query is so raised within this period the fee will be due and payable without any right of further explanation, amendment or dispute.</p> <p>ACCAB reserves the right to charge interest for late payment at a rate of 1.5% per month, calculated from the date of presentation of the invoice and to include charges of any cost of recovery, which will be added to and payable with any invoiced amount due.</p> <p>ACCAB also reserves the right to stop work and terminate accreditation on financial grounds if payment of any fees billed is unduly delayed.</p>
11.4.1.8	Payment Method:

Personnel Certification Bodies Accreditation Fees Schedule

Fees: For First Trade / Discipline

	Initial Accreditation/ Re-Accreditation Application Fees Per Trade / Discipline	Annual Accreditation Fees Per Trade/Discipline to be Paid in Advance	Annual Accreditation Fees Per Subsequent Location (Critical)	Documentation Review Fees	Initial Onsite & Witness Assessment Fees	1st Year Surveillance Assessment Fees	2nd Year Surveillance Assessment Fees	Accreditation Logo License Fees
USD	5000	5000	5000	1500	4500	2000	2000	5% of the Course Fee per Student
\$								

Fees: For Subsequent Trade(s) / Discipline(s)								
	Initial Accreditation/ Re-Accreditation Application Fees Per Trade / Discipline	Annual Accreditation Fees Per Trade(s) / Discipline(s) to be Paid in Advance	Annual Accreditation Fees Per Subsequent Location (Critical)	Documentation Review Fees	Initial Onsite & Witness Assessment Fees	1st Year Surveillance Assessment Fees	2nd Year Surveillance Assessment Fees	Accreditation Logo License Fees
USD	3750	3750	3750	1125	3375	1500	1500	5% of the Course Fee per Student
\$								
ACCAB Authorized Representative Name, Signature, Date & Seal					(Understood & Agreed) Nominated / Representative Name, Signature, Date & Seal of CB-P			