



ACCREDITATION COMMISSION FOR CONFORMITY ASSESSMENT BODIES
ACCREDITATION SCHEME MANUAL

Document Title: Schedule of ACCAB Fees Calibration Laboratories

Document Number: ACCAB-ASM-11.0-F-1

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Revision Number	Revision Date	Paragraph Number	Description of Revision	Revision Author
01	01/012013	11.5	Fees Schedule	CEO

11.1	Purpose:
11.1.1	This procedure details the fees associated with accreditation of Calibration Laboratories as per the schemes operated by ACCAB.
11.2	Scope:
11.2.1	This schedule of fees is applicable to the various accreditation schemes operated by ACCAB for The Calibration Laboratories.
11.3	Responsibility & Authority:
11.3.1	The ACCAB Chief Executive Office oversees the invoice preparation and the fees collection.
11.4	Operation:
11.4.1	General Terms & Conditions:
11.4.1.1	Travel, Lodging & Boarding and Local Expenses to be arranged by the applicant/accreditation organization or to be paid in advance to ACCAB at actual.
11.4.1.2	The fees are net payable to ACCAB, local taxes to be borne by the Applicant/Accredited Body.
11.4.1.3	Expansion of scope: a. If auditor travel mode is other than air and if time required more than four hour then additional charges may be levied. b. Extra charges will be levied for expansion of the scope which would include auditor remuneration, miscellaneous expenses, administrative charges and ACCAB accreditation fee. c. Travel lodging and boarding expanses to be arranged by lab.
11.4.1.4	Any fees once paid shall not be refunded after initiating accreditation/assessment process by ACCAB.
11.4.1.5	The fees is excluding VAT/Goods and Services Tax (GST) etc.
11.4.1.6	This quotation is valid for 90 days from the date of issue.
11.4.1.7	This is an introductory fees offer. The fees structure may be revised annually. However, accreditation fees once agreed shall remain valid for the period of three years.
11.4.1.8	Delayed Assessment Policy: ACCAB will remind a laboratory that fails to undergo its full assessment within one year from receipt of the application at ACCAB head office. If no action is taken within thirty (30) days of that reminder, the laboratory's application is closed. After that laboratory is required to begin the application process again and pay the laboratory accreditation fees in effect at that time. Assessment Cancellation/Postponement Policy: If a customer cancels or postpones a duly agreed visit:- Upto 7 days – 100% of the fees Upto 14 days – 75% of the fees Upto 30 days – 25 % of the fees In all cases, any non-refundable travel /hotel costs that have been expended will be recovered from the customer at cost price.

11.5	Calibration laboratories Classifications & Fees Schedule (INR) (* Please refer ASM-GD-3.0-C Classification System for Calibration Laboratories)
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- Classifications: Calibration Laboratories**
- | | | | | |
|---|---|---|---|--|
| <input type="checkbox"/> Electrical quantities | <input type="checkbox"/> Magnetic quantities | <input type="checkbox"/> Time & frequency | <input type="checkbox"/> Dimensional quantities | <input type="checkbox"/> Mechanical quantities |
| <input type="checkbox"/> Acoustical quantities | <input type="checkbox"/> Volumetric quantities | <input type="checkbox"/> Optical quantities | <input type="checkbox"/> Ionizing radiation | <input type="checkbox"/> Temperature, humidity |
| <input type="checkbox"/> and thermo physical properties | <input type="checkbox"/> Chemical analysis, reference materials | <input type="checkbox"/> Any other | | |

Fees:								
	Application Fees Per Classification (up to 2 Sub Classifications *)	Application Fees per Each Additional Sub Classification* In Each Classifications	Documentation Review	Onsite Assessment		1st Year Surveillance	2nd Year Surveillance	Annual Accreditation Fees Per Classification To be paid in Advance
				Stage-I/ Office Audit Fee	Stage-II /Witness/Facility Audit Fee			
India (INR)								
Small laboratories (Up to 100 Samples/Day)	20000	10000	7500	10000	20000	20000	20000	20000
Medium laboratories (101 to 400 Samples/Day)	35000	10000	10000	15000	35000	35000	35000	35000
Large laboratories (Above 400 Samples/Day)	50000	10000	15000	25000	50000	50000	50000	50000
Enhancement of Scope (At the time of Surveillance Assessment)		Any extension in the existing accredited Scope per Sub Classification of Calibration.						5000
		For each additional Sub Classification in Each Classification of Calibration.						10000