



ACCREDITATION COMMISSION FOR CONFORMITY ASSESSMENT BODIES

ACCREDITATION SCHEME MANUAL

Document Title: Schedule of ACCAB Fees Medical Laboratories

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| Revision Number | Revision Date | Paragraph Number | Description of Revision | Revision Author |
|-----------------|---------------|------------------|-------------------------|-----------------|
| accab01 | 01/09/2010 | 11.5 | Fees Schedule | CEO |
| 02 | 01/08/2012 | 11.5 | Fees Schedule | CEO |
| 03 | 10/06/2013 | 11.5 | Fees Schedule | CEO |
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| 11.1 | Purpose: |
| 11.1.1 | This procedure details the fees associated with accreditation of Medical Laboratories as per the schemes operated by ACCAB. |
| 11.2 | Scope: |
| 11.2.1 | This schedule of fees is applicable to the various accreditation classifications operated by ACCAB for The Medical Laboratories. |
| 11.3 | Responsibility & Authority: |
| 11.3.1 | The ACCAB Chief Executive Officer 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 | <p><u>Expansion of scope:</u></p> <ul style="list-style-type: none"> 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 expanses, administrative charges and ACCAB accreditation fee. c. Travel lodging and boarding expanses to be arrange 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 are 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 | <p>Delayed Assessment Policy:</p> <p>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.</p> <p>Assessment Cancellation/Postponement Policy:</p> <p>If a customer cancels or postpones a duly agreed visit:-</p> <p>Upto 7 days – 100% of the fees Upto 14 days – 75% of the fees Upto 30 days – 25 % of the fees</p> <p>In all cases, any non-refundable travel /hotel costs that have been expended will be recovered from the customer at cost price.</p> |

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| 11.5 | Medical Laboratories Accreditation Fees Schedule (INR) |
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| | Application Fees Per Classification | Documentation Review | Onsite Assessment | | 1st Year Surveillance | 2nd Year Surveillance | Annual Accreditation Fees To be paid in Advance |
|---|-------------------------------------|----------------------|------------------------|--------------|-----------------------|-----------------------|---|
| | | | Pre-Assessment | Assessment | | | |
| Small Laboratories (Up to 100 Patients /Day) | 20000 | 7500 | 10000 | 20000 | 20000 | 20000 | 20000 |
| Medium Laboratories (101 to 400 Patients/Day) | 40000 | 10000 | 15000 | 35000 | 35000 | 35000 | 40000 |
| Large Laboratories (Above 401-1000 Patients /Day) | 90000 | 15000 | 25000 | 50000 | 50000 | 50000 | 90000 |
| Very Large Laboratories (Above 1000 Patients /Day) | 150000 | 20000 | 40000 | 75000 | 75000 | 75000 | 150000 |
| Annual Accreditation Fees Per Collection Centers | Up to 25: | 5000 | Between 26-100: | 15000 | More than 100: | 25000 | 25000 |

Note:

1. Pre-Assessment is optional in case of Transfer of Accreditation or Extension of Scope.
2. Change in the name of Laboratory at No extra cost.
3. Change in Authorized Signatory at No extra cost.