



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

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 Indian entity providing services/resources on foreign soil for any entity shall be considered as a foreign entity and will be charged as foreign entity.
11.4.1.5	Any fees once paid shall not be refunded after initiating accreditation/assessment process by ACCAB.
11.4.1.6	The fees are excluding VAT/Goods and Services Tax (GST) etc.
11.4.1.7	This quotation is valid for 90 days from the date of issue.
11.4.1.8	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.
11.4.2	<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>

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	

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.