



# 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
01	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

<b>11.1</b>	<b>Purpose:</b>
<b>11.1.1</b>	This procedure details the fees associated with accreditation of Medical Laboratories as per the schemes operated by ACCAB.
<b>11.2</b>	<b>Scope:</b>
<b>11.2.1</b>	This schedule of fees is applicable to the various accreditation classifications operated by ACCAB for The Medical Laboratories.
<b>11.3</b>	<b>Responsibility &amp; Authority:</b>
<b>11.3.1</b>	The ACCAB Chief Executive Officer oversees the invoice preparation and the fees collection.
<b>11.4</b>	<b>Operation:</b>
<b>11.4.1</b>	<b>General Terms &amp; Conditions:</b>
<b>11.4.1.1</b>	Travel, Lodging & Boarding and Local Expenses to be arranged by the applicant/accreditation organization or to be paid in advance to ACCAB at actual.
<b>11.4.1.2</b>	The fees are net payable to ACCAB, local taxes to be borne by the Applicant/Accredited Body.
<b>11.4.1.3</b>	<p><u>Expansion of scope:</u></p> <ul style="list-style-type: none"> <li>a. If auditor travel mode is other than air and if time required more than four hour then additional charges may be levied.</li> <li>b. Extra charges will be levied for expansion of the scope which would include auditor remuneration, miscellaneous expanses, administrative charges and ACCAB accreditation fee.</li> <li>c. Travel lodging and boarding expanses to be arrange by lab.</li> </ul>
<b>11.4.1.4</b>	Any fees once paid shall not be refunded after initiating accreditation/assessment process by ACCAB.
<b>11.4.1.5</b>	The fees are excluding VAT/Service Tax etc.
<b>11.4.1.6</b>	This quotation is valid for 90 days from the date of issue.
<b>11.4.1.7</b>	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.
<b>11.4.1.8</b>	<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>

<b>11.5</b>	<b>Medical Laboratories Accreditation Fees Schedule (INR)</b>
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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			
<b>Small Laboratories (Up to 100 Patients /Day)</b>	<b>20000</b>	<b>7500</b>	<b>10000</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>
<b>Medium Laboratories (101 to 400 Patients/Day)</b>	<b>40000</b>	<b>10000</b>	<b>15000</b>	<b>35000</b>	<b>35000</b>	<b>35000</b>	<b>40000</b>
<b>Large Laboratories (Above 401-1000 Patients /Day)</b>	<b>90000</b>	<b>15000</b>	<b>25000</b>	<b>50000</b>	<b>50000</b>	<b>50000</b>	<b>90000</b>
<b>Very Large Laboratories (Above 1000 Patients /Day)</b>	<b>150000</b>	<b>20000</b>	<b>40000</b>	<b>75000</b>	<b>75000</b>	<b>75000</b>	<b>150000</b>
<b>Annual Accreditation Fees Per Collection Centers</b>	<b>Up to 25:</b>	<b>5000</b>	<b>Between 26-100:</b>	<b>15000</b>	<b>More than 100:</b>	<b>25000</b>	<b>25000</b>

**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.